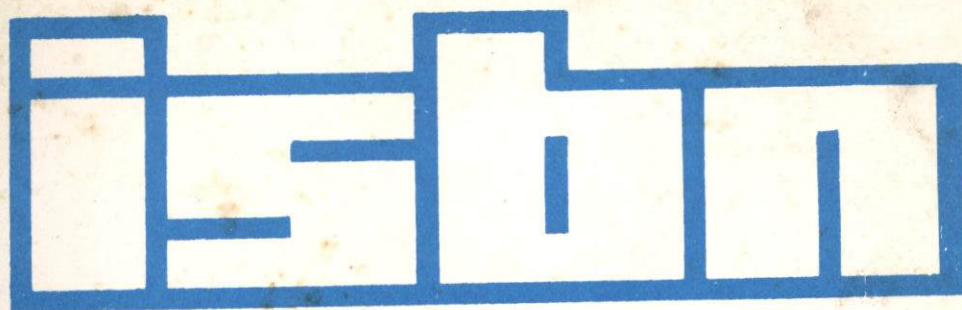


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Nigerian ISBN Agency



**NIGERIAN ISBN
USERS' MANUAL**

**LAGOS
NATIONAL LIBRARY OF NIGERIA
2002**

The International Standard Book Number System

NIGERIAN ISBN AGENCY

NATIONAL LIBRARY OF NIGERIA

PHOTOGRAPHIC COPIES DEPARTMENT

LAGOS

NATIONAL LIBRARY OF NIGERIA

REPRODUCTION PUBLICATION DATA

NIGERIAN ISBN USERS' MANUAL

Revised Edition

NIGERIAN ISBN AGENCY

**NATIONAL LIBRARY OF NIGERIA
LAGOS**

**NIGERIAN ISBN AGENCY
NATIONAL LIBRARY OF NIGERIA
NATIONAL BIBLIOGRAPHIC CONTROL DEPARTMENT
LAGOS.**

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Preface.

NIGERIAN ISBN USERS' MANUAL

The Nigerian ISBN Users' Manual is a very useful tool for publishers and the book industry in Nigeria.

It is worthy to note that without the ISBN - driven directories of the Books in print type, the huge amount of publications on the market can not be regulated.

This manual is meant to serve both as a guide and source of information for ISBN users in general.

The ISBN is relatively short, machine - readable in the form of the Bookland EAN bar Code. It is a ten digital code, divided into four parts of variable lengths, e.g. ISBN: 978-128-055-7. Each part represents a specific significance and consequence, for example, the first part of this number (978) is the group identifier, the second part (128) is the publisher identifier, while the third and fourth part (055) and (7) are the title identifier and the computer check digits respectively.

Another vital aspect of ISBN is that it is not just applicable to print media alone, but also applicable to most non-printed book material especially electronic publications, provided their character is monographic and stable.

Hopefully this manual will serve as a useful tool of operation in your day to day business with the publishing industry. This publication can equally be useful for bibliographic control in Nigeria.

All enquires, comments and correspondence should be addressed to :

The Director
National Bibliographic Control Department,
National Library of Nigeria,
Otto - Road, Ijora - Olopa,
P.M.B. 12626, Lagos.

O.O.Omolayole (Mrs).
National Librarian

BACKGROUND

The question of the need for and feasibility of an International numbering system for books was first discussed at the third International Conference on Book Market Research and Rationalization in the Book Trade, held in November 1966 in Berlin.

At that time, a number of European publishers and book distributors were considering the use of computers for ordering processing and inventory control, and it was evident that a prerequisite for an efficient automated system was a unique and simple identification number for a published item.

The system which fulfilled this requirement and which became known as the International Standard Book Number (ISBN) system, was developed out of the book numbering system introduced in the United Kingdom in 1967 by J. Whitaker & Sons Ltd., and in the United States in 1968, by R.R. Bowker.

At the same time, the International Organisation for Standardization (ISO) Technical Committee 46, on Information and Documentation set up a working party to investigate the possibility of adapting the British system for international use.

During 1968 and 1969 several meetings took place between representatives from various European Countries and the United States, and a report was circulated to all countries belonging to ISO.

As a result of these meetings the International Standard Book Number (ISBN) was approved as ISO standard 2108 in 1970. In 1992 the third edition of this standard replaced the second edition of 1978. The purpose of the International Standard is to coordinate and standardize the International use of ISBNs to uniquely identify one title or edition of a title, published by one specific publisher.

The original standard which has been revised as book and book-like items begin to appear in new forms of media, although the basic structure of the ISBN, as defined in that standard, has not changed and is in use today in some 150 Countries.

This manual explains the functioning of the system and the steps necessary to ensure that ISBNs are correctly assigned.

2. ESTABLISHMENT OF ISBN AGENCY IN NIGERIA

The National Library of Nigeria in its capacity as the Bibliographic Centre for Nigeria, started arrangements to set up an ISBN Agency in 1974. An application was made to International ISBN in Germany and a "Group identifier" 978 was allocated to Nigeria. Contacts were made with the Nigerian Standards Organisation and the Nigeria Publishers through the Secretariat of the Nigerian Publishers Association and advertisement in the daily papers informing them about the ISBN and the setting up of a National Agency at the National Library. Many Publishers have since applied for and have been allocated ISBN. The list is contained in the Nigerian ISBN Publishers Directory.

For the purpose of the ISBN system, a Publisher is defined as any person, Company, Partnership, Association, Group or Body of any kind whatsoever issuing and publishing books and pamphlets". It is important to note that publishing of a book is not mere printing of a book. The ISBN is issued only to the publishers rather than the printer, except in those rare cases where the printer is also the publisher i.e. financing the production of the item and doing all the editorial duties and marketing connected with the publication.

3. ADVANTAGES OF THE ISBN

- (i) The ISBN is a unique international identifier for monographic publications; the ten-digit number therefore replaces the handling of long bibliographic descriptive records. Time and staff are saved, copying mistakes are avoided.
- (ii) The ISBN allows compilation and updating of book trade directories, like Books in Print. Information on available books can be easily found.
- (iii) Ordering and distribution of books is mainly executed by ISBN; this is a fast and efficient method.
- (iv) The ISBN is machine-readable in the form of a 13 digit Bookland EAN bar code. This is fast and avoids mistakes.
- (v) The ISBN is needed for the running of electronic point-of-sale systems in bookshops.
- (vi) Right management is mainly done on the basis of ISBN.
- (vii) Sales data monitoring is done by ISBN.
- (viii) Libraries profit from copy-cataloguing by ISBN.
- (ix) The national lending right in some countries is based on ISBN.

4. STRUCTURE OF ISBN

An ISBN always consists of ten digits preceded by the letters ISBN. The ten-digit number is divided into four parts of variable length, which must be separated clearly by hyphens or spaces.

ISBN 0-571 08989 5

OR

ISBN 90-90002-34-5

Note: Experience suggests that hyphens are preferable to spaces.

The number of digits in the first three parts of the ISBN (group identifier, publisher prefix, title identifier) varies. The number of digits in the group number and in the publishers prefix is determined by the quantity of title planned to be produced by the publishers or publishers group. Publishers or publishers groups with large title outputs are suggested by fewer digits.

4.1. GROUP IDENTIFIER

The first part of the ISBN identifies a country, area or language participating in the ISBN system. Some members form language areas (e.g. group number 3 = German Language group) or regional units (eg. South Pacific = group number 982). A group identifier may consist of up to 5 digits. The group identifiers are allocated by the International ISBN Agency in Berlin.

The group identifier for Nigeria is 978.

All group identifiers are allocated by the International ISBN Agency in Berlin.

4.2. PUBLISHER PREFIX

The second part of the ISBN identifies a particular publisher within a group. The publisher prefix usually indicates the exact identification of the publishing house and its address. If publishers exhaust their initial contingent of title numbers, they may be allocated an additional publisher prefix. The publisher prefix may comprise up to seven digits.

Publisher prefixes are assigned by the ISBN group agency responsible for the management of the ISBN system within the country, area or language where the publisher is officially based

EXAMPLE: ISBN 978-70002-....

TITLE IDENTIFIER

The third part of the ISBN identifies a specific edition of a publication of a specific publisher. A title identifier may consist of six digits. As an ISBN must always have ten digits, blank digits are represented by leading zeros.

EXAMPLE:

ISBN 978-70002-34

4.4. CHECK DIGIT

The check digit is the last digit of an ISBN. It is calculated on a modulus 11 with weights 10-2, using X in lieu of 10 where ten would occur as a check digit.

This means that each of the first nine digits of the ISBN excluding the check digit itself is multiplied by a number ranging from 10-2 and that the resulting sum of the products, plus the check digit, must be divisible by 11 without a remainder.

For example ISBN 0-8436-1072-7

Group Identifier	Publisher Prefix	Title Identifier	Check Digit
ISBN 978	8 4 3 6	1 0 7 2	7
Weight 10	9 8 7 6	5 4 3 2	
Products 0	+72+32+21+36	+5+0+21+4	+7

Total: 198

As 198 can be divided by 11 without remainder

0-8430-1072-7 is a valid ISBN.

7 is the valid check digit.

4.5. DISTRIBUTION OF RANGES

The number of digits in each of the identifying parts 1, 2 and 3 is variable although the total sum of digits contained in these parts is always 9. These nine digits, together with the check digit, make up the ten-digit ISBN.

The number of digits in the group identifier will vary according to the output of books in a group. Thus, groups with an expected large output, will receive numbers of one or two digits and publishers with an expected large output will get numbers of two or three digit.

For ease of reading, the four parts of the ISBN are divided by spaces or hyphens.

The generation of hyphens at output by programming helps reduce work at output. It reduces the number of characters, eliminates manual checking of hyphenation, and ensures accuracy of format in all ISBN listings and publications.

The position of the hyphens is determined by the publisher prefix ranges established by each group agency in accordance with the book industry needs. The knowledge of the prefix ranges for each country or group of countries is necessary to develop the hyphenation output program.

For example, the publishers prefix ranges of group number O in the English Language group (Australia, English Speaking Canada, Ireland, New Zealand, Puerto Rico, South Africa, Swaziland, United Kingdom, United States and Zimbabwe) are as follows:

0-7
80-94
950-994
9950-9989
99900-99999

The following table is an example of the range distribution of publisher prefixes. Assuming it's a group identifier of one digit only, the publisher identifier ranges might be as shown in the left hand column and the title identifiers as shown in the right hand column.

Publisher identifier Numbers available per publisher for title identification

00-19	1000 000
200-699	100 000
7000-8499	10 000
85000-89999	1 000
900000-949999	100
9500000-9999999	10

Example: Group identifier 'O'	If number ranges are between	Insert Hyphens after
00.....19	00-19	1st 3rd 9th Digit
200.....699	20-09	" 4th "
7000.....8499	70-84	" 5th "
85000.....89999	85-89	" 6th "
90 000 0.....949999	90-94	" 7th "
95 0 000 0...9999999	95-99	" 8th "

5. SCOPE OF THE ISBN

The word "book" is used in this manual in the sense of "Publication". With regard to various media available, the term "book" should be understood as synonymous with content. Therefore, it is of no importance in what physical form this content is documented and distributed.

For the purposes of the ISBN system books and other items to be numbered include:

- A. Printed books and pamphlets including braille and maps
 - Printed books and pamphlets
- B. Non-Printed Books
 - Educational, Video and transparencies
 - Books on cassettes or CD (talking books)
 - Microform Publications

- Electric Publications
- Machine readable tapes
- Diskettes
- CD-ROMS
- Internet Publications

C Mixed media publications (including text material)

6. APPLICATION OF ISBN

6.1. GENERAL

A separate ISBN must be assigned to every title or edition of a title by each publisher, but NOT to an unchanged impression or unchanged reprint of the same title in the same format by the same publishers. Revised editions require a new ISBN. Changes of the format induce a new ISBN. A price change does not call for a new ISBN. The same title being published in a series and individually is treated as two different editions.

6.2. FACSIMILE REPRINTS

A separate ISBN must be assigned to a facsimile reprint produced by a different publisher.

6.3. BOOKS IN DIFFERENT FORMAT

A separate ISBN must be assigned to the different formats in which a particular title is published i.e. paper, cloth, braille, microfilm, micro computer software of the same title, each receive a separate ISBN.

6.4. LOOSE-LEAF PUBLICATIONS

If a publication appears in loose leaf form an ISBN is assigned to identify an edition at a given time. Individual issues of additions or replacement sheets will also be given an ISBN, when they are separately stocked.

6.5. MULTI VOLUME WORKS

An ISBN must be assigned to the whole set of volumes of a multi-volume work, also if individual volumes of the set are sold separately, each volume must be assigned its own ISBN. Thus the individual processing and sale of single volumes is made possible. Even when multi-volume works are only sold as a set, the assignment of ISBN to each volume is advisable. It facilitates the handling of returns (damaged volumes) and the processing of shipment when not all volumes are published or distributed at the same time.

6.6. BACKLIST

A publisher is required to number all backlist publications and publish the ISBNs in catalogues. The ISBN must also be printed in the first available reprint of a backlist title.

6.7. COLLABORATIVE PUBLICATIONS

A publication issued as a co-edition or joint imprint with other publishers is assigned an ISBN by the publisher in charge of distribution. Other co-publishers may assign their ISBNs if they want to.

6.8. BOOKS SOLD OR DISTRIBUTED BY AGENTS

Books sold or distributed by agents.

(Except for a) this applies only to countries that are not yet participating in the system.

- (a) As the ISBN standard states a particular edition published by a particular publisher, receives only one ISBN. This ISBN must be retained no matter where, or by whom, the book is distributed or sold.
- (b) A book imported by an exclusive distributor or sole agent from an area which is not in the ISBN system and which has no ISBNs assigned to it, may be assigned an ISBN by the exclusive distributor.
- (c) Books imported by an exclusive distributor or sole agent to which a new title page, bearing the imprint of the exclusive distributor has been added in place of the title page of the original publisher are to be given a new ISBN by the exclusive distributor or sole agent. The ISBN of the original publisher should also be given.
- (d) A book imported by several distributors from an area not in the ISBN system and which has no ISBN assigned to it, may be assigned an ISBN by the group agency responsible for those distributors.

6.9. ACQUISITION OF ONE PUBLISHER BY ANOTHER

A publisher acquiring another publishing house must continue to use the originally assigned ISBN until the book is reprinted under the new company reprint.

6.10. ACQUISITION OF COMPLETE STOCK OF A PUBLISHER

A publisher acquiring the complete stock of another company must use the original publisher's assigned ISBN until the new company reprints under its own imprint.

6.11. PUBLISHERS WITH MORE THAN ONE PLACE OF PUBLICATION

- (a) A publisher operating in several places of publication listed together in the imprint of the book will assign only one ISBN to the book.
- (b) A publisher operating separate and distinct offices or branches in different places may have a publisher prefix for each office or branch. However, each book published is to be assigned by the office or branch responsible for publication.

6.12. REGISTER OF ISBN

It is the responsibility of all publishers to inform their group agency or the organization responsible for the maintenance of title registration of the ISBNs that have been assigned to published and forthcoming books. When the publisher does not take this responsibility, the group agency or the organization responsible for the maintenance of title registration is authorized to maintain the ISBN register of this publisher on its own initiative.

6.13. ISBN CAN NEVER BE RE-USED

An ISBN once assigned, can NEVER be re-used under any circumstances. This is of the utmost importance to avoid confusion. If, through a clerical error, a number is incorrectly assigned, the number must be deleted from the list of useable numbers and must never be assigned to another title. Publishers should advise the group agency of the number(s) deleted and of the title to which they were erroneously assigned.

ISBN FOR ELECTRONIC PUBLICATIONS

The ISBN also applies to electronic publications.

- Offline items like floppy disks and CD-ROMS are treated like any other publication.
- Online items may be completed and finalised publications, like a textbook on the Internet. In third case an ISBN would suffice.
- An online publication may be a bibliographic or fact database that is subject to change any second. This would be comparable to an encyclopedia or dictionary which is also constantly updated in other media without each little amendment leading to a new edition or new ISBN. Only significant and/or structural changes (including title changes) would require new ISBNs.
- Linked material (e.g. hypertext) would only be considered covered by the same ISBN if the related material is actually part of the publication.
- If an online publication is available under different operating systems and/or command languages, each "edition" would require a separate ISBN.

ISBN for eligible software products.

1. An ISBN is used to identify a specific software product. If there is more than one version (perhaps versions adapted for different machines, carrier media or language version), each version must have a separate ISBN.
2. When a software product is updated, revised or amended and the changes are sufficiently substantial for the product to be called a new edition, a new ISBN must be assigned.
3. A re-launch of an existing product, even in new packaging, where there is no basic difference in the performance of the new and the old product does not justify a new ISBN, and the original ISBN must be used.
4. When software is accompanied by a manual which is useful only as an adjunct to the software the software needs the manual before it can be operated, and they are sold as a package, one ISBN must be assigned to cover both items.
5. When two or more items in a software package can be used separately, or are sold separately as well as together then.
 - (a) the package as a whole must have an ISBN
 - (b) each item in the package must have an ISBN.
6. An ISBN should be assigned to a software product independently of its physical form (e.g. if software is only available from a remote database from where it is downloaded to the customer).
7. As well as identifying the product itself, an ISBN identifies the producer or manufacturer, it should not be used to identify a distributor or wholesaler of the product.

8. PRINTING OF ISBN

8.1. GENERAL

The ISBN must appear on the item itself. This is essential for the efficient running of the system.

The ISBN must appear:

- On the verso of the title page (copyright page)
- On the lower section of the outside back cover
- On the foot of the title page if there is no space elsewhere.
- On the bottom of the back dust jacket, or any other protective case or wrapper.
- On the base of the spine (only if the product is a paperback book)
- On the label of the container if the publication is issued in it (cassette diskette, CD-ROMS etc.)
- On the title display, or the first display (CD-ROM, internet publications)
- On the credit titles (film, video)

The ISBN should always be printed in type large enough to be easily legible (i.e. a point or larger):

9. ADMINISTRATION OF ISBN

9.1. GENERAL

The administration of the ISBN system is carried out on three levels: International, group and publisher levels.

9.2. INTERNATIONAL ADMINISTRATION

International ISBN Agency

Staatsbibliothek zu Berlin

Preussischer Kulturbesitz

D-10772 Berlin, Germany

Tel: (+49 30) 266-2496, 266-2338

Fax: (+49 30) 266-2378

E-mail: ISBN@sbb.spk-berlin.de

URL: [Http://11isbn.spk-berlin.de](http://11isbn.spk-berlin.de)

The international ISBN Agency is assisted by an advisory panel consisting of representatives from the International Organisation for Standardization (ISO), the International Publishers Association (IPA), the International Federation of Library Association (IFLA), and individual ISBN group agencies.

The International ISBN Agency organizes an annual International ISBN Agency Advisory Panel meeting at which representatives of the group agencies and standards experts discuss current issues of the ISBN system. The advisory panel has created an executive committee consisting of representatives of five agencies in order to bridge the gaps in between the annual meeting.

The Principal functions of the International ISBN Agency, are:

- To promote, coordinate and supervise the world wide use of the ISBN system.
- To approve the definition and structure of group agencies.
- To advise on the establishment and functioning of group agencies.
- To allocate group identifiers to group agencies
- To advice group agencies on the allocation of international publisher identifiers.
- To publish the assigned group numbers and publishers prefixes in up-to-date form.

9.3. **GROUP ADMINISTRATION**

The administration of the ISBN system within a publisher group is the responsibility of an ISBN group agency, which may operate on a national or regional basis, or within a linguistic group, according to local needs.

Within a group there may be several national agencies, eg. group identifier O and I have separate agencies in Australia, English speaking Canada, the United Kingdom, the United States etc.

The functions of a group/national agency are:

- To promote participation in the ISBN system within its area.
- To manage and administer the affairs of the group.
- To decide, in co-operation with publishers and their representative agencies, the range of publisher prefixes required.
- To allocate publisher prefixes to eligible publishers and maintain a register of publishers and their prefixes.
- To decide in consultation with publishers, and their representative agencies, which publishers will assign numbers to their own titles, and which will have numbers to their titles by the group agency.
- To advise publishers on the correct and proper implementation of the system.
- To provide materials and resources that ensure the proper implementation of the ISBN standard.
- To make available computer print-outs of ISBN to publishers numbering their own books with check digits already calculated.
- To inform publishers of any invalid or duplicate ISBN assigned by them.
- To provide technical advice and assistance to publishers and ensure that standards and approved procedures are observed in the group.
- To make available computer prints-outs of ISBN to publishers numbering their own books with check digits already calculated.
- To inform publishers of any invalid or duplicate ISBN assigned by them.
- To provide technical advice and assistance to publishers and ensure that standards and approved procedures are observed in the group.

- To encourage and promote the Bookland EAN bar code format.
- To encourage and promote the importance of the ISBN for a proper listing of titles with books listing and bibliographic agencies.
- To maintain liaison with all elements of the book industry and introduce new publishers to the system.
- To assist the book industry in the use of the ISBN in computer systems.
- To handle relations with the International ISBN Agency on behalf of all the publishers in the group.
- To keep and make available the files of assigned publisher prefixes and title numbers.
- To assist the book industry in the use of the ISBN in computer systems.
- To handle relations with the International ISBN Agency on behalf of all the publishers in the group.
- To keep and make available the files of assigned publisher prefixes and title numbers. If the National Bibliography fulfils the latter task, the agency does not have to duplicate this effort.
- To report regularly to the International ISBN Agency.

9.4.

PUBLISHERS ADMINISTRATION

Publishers are responsible for assigning title identifiers to the individual items they publish and for ensuring the application of pertinent regulations.

Upon request they may receive a publisher prefix from a group agency and a print out of the ISBNs that are available to them in combination with the allocated publisher prefix.

A publisher will be assigned a publisher prefix by a national group agency which will determine the range of title identifiers available to the publisher. The number of the identifiers will depend on the length of the publisher prefix assigned. The publisher should ensure that the group agency has as much information as possible about all available backlists and should advise the group agency of all present and future publications in order to enable the assignment of a suitably sized prefix.

Publishers are encouraged to contact book listing and bibliographical agencies for publication of their titles and ISBNs assigned to those titles.

Further information and detailed instructions are available from the ISBN group agencies and from the International ISBN Agency.

10.

NON-PARTICIPATING PUBLISHERS

In the case of the non-participation of a publisher the group agency might proceed in one of the following two ways:

- (a) The group agency can allocate a block of numbers for miscellaneous publishers and number all titles within that block, irrespective of the publisher. In this case, an ISBN publisher prefix will not identify the publisher of a specific title. (It is strongly recommended that this procedure should be reserved for publishers who only publish an occasional title and who are never likely to be in the position of assuming the responsibility for numbering themselves).

- (b) The group agency can assume responsibility for assigning a publisher prefix and a block of ISBNs associated with that prefix. It can then assign a number to each publication and inform the publisher before publication of each number assigned.

If a publisher agrees to this method, the ISBN can be printed in the book. It is expected that such a publisher will eventually assume responsibility of assigning his or her own ISBNs.

In some countries the group agencies assign ISBN to unnumbered incoming legal deposit, inform the publishers about the assignment and publicize the assignment in the national bibliography.

11. PRACTICAL USES OF ISBN

The ISBN is used in all branches of the book sector.

ISBN in publishing houses is used for:

- Identifying firm publication projects from the manuscript to the printer.
- Title identification in publishers' catalogues and advertisements.
- Listing in printed directories, electronic directories and in Internet-sites.
- Stock control
- Copyright management
- Management of royalties
- Processing of orders.
- Accounting and billing
- Monitoring sales data
- Producing statistics
- Handling of returns.

ISBN in Books in Print services, distribution centres, and wholesalers is used for:

- Building bibliographic databases for the book trade like Books in Print.
- Building database of titles in stock
- ordering services based on electronic communication system like EDI (electric data interchange) or via the internet.
- Stock control
- Monitoring internal logistic processes
- Accounting and billing
- Producing sales data
- Returns administration
- Producing subject lists and catalogues

ISBN in centralised service organizations for libraries

(Producing ready - to borrow copies) is used for:

- Ordering at the publishers or wholesalers
- Processing orders from libraries
- Stock control
- Monitoring internal logistic processes
- Accounting and billing

ISBN in bookshops is used for:

- Bibliographic searches
- Tracing addresses
- Ordering and re-ordering processes based on electronic communication systems like EDI (electronic data interchange) or via the internet.
- Stock administration
- Accounting and billing the end consumer
- Electronic point of sale system (EPOS)

ISBN in Libraries is used for:

- Ordering
- Copy-cataloguing
- Lending statistics
- National lending right
- Interlending
- Union catalogues.

12. ISBN and ISSN

In addition to the International Standard Book Number system, a numbering system for serial publications has also been established, called the International Standard Serial Number (ISSN), ISO 3297: 1998.

A serial is defined as any publication issued in successive parts, usually bearing numerical or chronological designations and intended to be continued indefinitely. Serials include periodicals, year-books, and monographic series.

The International Standard Serial Number (ISSN) is administered by the International Centre for the Registration of serials (ISDS). In Nigeria the address of the National ISDS Centre is:

Nigeria National Serials Data Centre

National Library of Nigeria

Otto Road, Ijora, Olopa

P. M. B. 12626,

Lagos.

Tel: 01-5850649; 5850657

Fax: 5850649

Publishers of serials should apply to the International ISSN centre or to their national ISSN Centre, if there is one, for ISSN for their publications.

Certain publications such as year books, annuals, monographic series etc should be assigned as ISSN for the serial title (which will remain the same for all the parts or individual volume).

If ISBN and ISSN are assigned to a publication, they must be both clearly identified.

APPENDIX

Extract from ISO Recommendation No. 2108: 1992(E)

Information and Documentation-International Standard Book Numbering (ISBN).

1. SCOPE

The purpose of this International Standard is to co-ordinate and standardize the use of identifying numbers so that each international standard book number (ISBN) is unique to a title or edition of a book or other monographic publication published or produced by a specific publisher or producer. It specifies the construction of an international standard book number and the location of the printed number on the publication.

2. CONSTRUCTION OF AN INTERNATIONAL STANDARD BOOK NUMBER

An international standard book number consists of ten digits made up of the following parts:

- Group identifier (i.e. National, geographical, language or other convenient group).
- Publisher or producer identifier
- Title identifier
- Check digit

When an international standard book number is either written or printed it shall be preceded by the letters ISBN. Each part shall be separated by a space or a hyphen as in the following examples:

ISBN: 0571 08989 5

ISBN: 90-70002-34-5

3.1. GROUP IDENTIFIER

The group identifier is allocated by the International ISBN Agency. It varies in length from group to group according to the title output of the group concerned.

3.2. PUBLISHER OR PRODUCER IDENTIFIER

The publisher or producer identifier is allocated internally within the group by the agency appointed for this purpose. The publisher or producer identifier varies in length according to the title output of the publisher or producer concerned.

3.3. TITLE IDENTIFIER

The length of the title identifier is determined by the length of the group and publisher or producer identifiers which proceed it.

3.4. CHECK DIGIT

The check digit is calculated on a modulus 11 with weights 10 - 2, using X in lieu of 10 where 10 would occur as a check digit.

4. LOCATION AND DISPLAY OF THE ISBN

4.1. BOOKS, PAMPHLETS AND OTHER PRINTED MATERIAL

The International Standard Book Number shall be printed on the verso of the title leaf (see ISO 1086) or, if this is not possible, at the foot of the title page itself. It shall also appear at the foot of the back of the jacket if the book has one, if neither of these alternatives is possible, then the number shall be printed in some other prominent position on the outside.

Frequently asked questions about the ISBN system.

Q: Why should I use an ISBN?

A: If you are a publisher or bookseller it may be in your own interest as you want to sell books. If your books cannot be ordered and distributed by ISBN and if they are not listed in Books in Print, you may find that your books do not sell. People will assume your books do not exist, and even if they do know they exist they may consider it too much of a bother to handle them in a traditional fashion.

Q: In our country the book-trade works mostly without computers.

A: You do not have to have computers to make use of ISBN. The 10 digit number saves you and other people the bother of copying bibliographic records. Also if you want to export your books, without ISBN they will not have a chance of being listed in Books in Print.

Q: Our country still lacks an efficient infrastructure in the book-sector.

A: The ISBN is an ideal means of building the infrastructure and of catching up with other countries.

Q: I sell books but also stationary, toys, and many other items. As the ISBN only identifies books what can I do about the rest.

A: This material can be numbered by other numbering systems, like e.g. EAN article numbers. Modern scanning equipment reads and processes the different kind of bar-coded numbers.

Q: The EAN organisation asked me to become a member, Is this mandatory?

A: If you only want to use the ISBN in bar-coded form, you do not have to become a member. But as EAN and UCC provide other trade related services, like electronic address numbers (location codes), EDI (electronic data interchange) formats etc you may want to become a member. Check with your EAN organisation for information on their services.

Q: Does a price change require a new ISBN?

A: No.

- Q: Does a new title require a new ISBN
- A: Yes, you need a new ISBN for a new title.
- Q: I am publishing a book in a foreign language. Should it have an ISBN of the country in whose language the book is written?
- A: No: It is the country where the publisher is based which determines the group identifier and not the language of the text.
- Q: I am revising a book. Does it require a new ISBN?
- A: A (substantial) change of text requires a new ISBN, and if revisions have been made of the title page or its reverse should state that the book is a revised edition and the new ISBN should be printed there.
- Q: Does a reprint without change of text, or binding require a new ISBN?
- A: No. The original number must be retained, provided the publisher remains the same.
- Q: I would like to issue a new ISBN for marketing reasons, Is this permissible?
- A: No. There is no change of text, format or binding which would justify a new ISBN.
- Q: I am reprinting a book with a price change. Is a new ISBN required?
- A: No - A price change does not require a new ISBN.
- Q: Do I need a new ISBN when I am reprinting a book with a new title?
- A: Yes, a new title requires a new ISBN.
- Q: What happens if I have used all the numbers under my prefix?
- A: An additional prefix can be assigned-allowing for a larger output if necessary. This is an additional prefix, and not a replacement.
- Q: Is it possible to reassign ISBNs when the books to which they were allocated are out of print?
- A: No. An ISBN identifies a given title, and its edition and binding for all time. Even if out of print it will still exist in some shops, and will certainly still exist in libraries.
- Q: I am publishing a work in several volumes, Will one ISBN suffice or will each volume need its own ISBN?
- A: The rules state that the set should have an ISBN, and that each volume should have its own, separate ISBN.
- Q: I am taking over another firm, which already has an ISBN prefix. All future books will be published under my name. Can I re-number all the other firm's title?
- A: Not until reprinted under your own imprint, carrying your own name.

Q: I am publishing a series of titles. Do I need an ISSN or an ISBN?

A: The series should receive an ISSN while the individual items receive ISBNs.

Q: I have a homepage on the internet. Was it require an ISBN?

A: As a homepage is not in any way similar to published monograph ISBN assignment is not recommended. Such publications are cared, however, by DOI and/or URN.

NOTES ON THE ALLOCATION OF ISBNs TO NON-PRINTED BOOKS

The following paper, prepared in 1996, still reflects the current practice of many ISBN agencies around the world. It is added here not as a normative but as a reference document. While some details may be outdated, it may still be useful for practical purposes.

BACKGROUND

The ISBN scheme was established in order to provide a unique number for all monographic works. Within the rules governing the scheme, the critical factors determining eligibility for inclusion have centred on content and periodicity of publication. Reinforcing the rules themselves is the pragmatic understanding that, irrespective of all other considerations, eligible items must have been created with the intent that their primary function is to serve as a book in its conventionally accepted sense. Thus, the presence of text on items such as mugs, T. Shirts, jigsaw puzzles in no way makes these items eligible to carry ISBNs. Similarly, mugs, T-Shirts, Jigsaw puzzles or any non book items that happen to be produced by a company that also publishes books or sold by company that also sells books are ineligible. When the scheme was devised, the convention view of the book was basically that it was a printed product containing text or illustration. However, even by this time (1967) there was also a general recognition that microfilm publications were equally eligible for consideration for inclusion in the scheme. The medium used has never of itself, been of overriding importance. Thus a product, which by content, periodicity and purpose is generally accepted as serving the function of a book may be eligible for consideration for inclusion in the ISBN scheme irrespective of whether the medium is paper, cloth, animal skin (vellum), film, tape or disk. The main problem facing the ISBN community in this area is to distinguish between books which are now available in a range of media and other material such as music and films which also happen to be available in the same media. The latter items-music and films are almost totally outside the scope of the ISBN scheme. All other products should carry a standard EAN or UPC code. If there is a doubt as to which code is appropriate guidance should be sought from the relevant ISBN, EAN or UPC Agency.

ISBN and EAN

Because of the requirement for all ISBN Agencies to keep records of all prefixes they have allocated, there is a natural reluctance to expand the scheme unnecessarily because of the costs of maintaining the files. All ISBN Agencies are requested to establish a working relationship with their national EAN Agency and advise producers of materials that are outside the scope of the ISBN scheme that they should deal directly with their national EAN Agency. Ultimately, it is the joint responsibility of the national ISBN Agency and their local EAN/UPC authority to work through any difficulties relevant to the national market they serve. Long term we must all recognise that our market will have to be able to cope with pure EANs as well as ISBNs in EAN form. There are many possible crossover points, for instance-educational materials, some times sold in toy shops more than in bookshops.

The following notes identify the main types of non-printed products which are regarded as being books and provide some guidelines as to how material available in the different media forms should be handled.

1. AUDIO CASSETTES

Eligible

- (i) Spoken word tape. These are primarily narrations of stories or poetry, but may be instructional-music may be present but only as introductory or background music which accompanies the spoken word.
- (ii) Non-music sounds tapes with accompanying spoken words. For example bird sounds with accompanying spoken commentary.
- (iii) Children nursery rhymes and nonsense rhymes. These may be either accompanied or unaccompanied by music.
- (iv) Instructional tapes on music or music technique. Music may be present but if so, it must be secondary to the spoken word.

Ineligible:

- (v) Music tapes or tapes whose major element consists of music
- (vi) Song tapes (accompanied or unaccompanied by music) unless the song is presented in unaccompanied poetic form or consist of rhymes as described in (iii) above.
- (vii) Hymns, plain song and chant.
- (viii) All the sounds presented in music form.

2. COMPUTER TAPES AND DISKETTES

Eligible:

- (i) Computer tapes or diskettes which have encoded text or static graphics which are complete within themselves and specifically intended for output in human readable form.
- (ii) Computer games primarily intended to educate through a combination of graphics and text. For example a game for children that is intended to be education by virtue of text responses and help screens, as opposed to a game of purely entertainment value.

- (iii) Software that is primarily intended to instruct, such as chess software that teaches a player the moves and strategy of the game, but not software which is solely designed to allow the user to play the game for entertainment.

Ineligible:

- (iv) Software containing code which is primarily intended for use within machines. For example, system or application software.
- (v) Software containing code which requires data to be added to it in order to function fully. For example, database software, word processing, DTP packages, etc.
- (vi) Computer games sold or primarily intended for entertainment, irrespective of the age group at whom the product is aimed.

The following list provides examples of this games that are specifically excluded:

- (a) Fantasy, adventure and role-playing games.
- (b) Arcade and short-em-up games which rely primarily on hand/eye co-ordination.
- (c) Simulation games which attempt to simulate the operation of a real or imagined situation.
- (d) Competitive games in which users play against an opponent with the primary aim of "winning" a game.

3. COMPACT DISKS

Eligible

- (i) Compact disks carrying text static graphics or moving images which are complete within themselves and whose contents are primarily designed to act as a means of instruction or education. For example disks whose content is comparable to that available in printed reference works.
- (ii) Games and activity disks for children primarily intended to educate through a combination of graphics and texts (as described in 2.(ii))

In all of these cases, music or other sound may also be present but only if its subordinate to the text or graphics.

Ineligible:

- (iii) Music disks or disks whose major element consists of music.
- (iv) Song disks (accompanied or unaccompanied by music) unless the song is presented in unaccompanied poetic form or consists of children nursery rhymes or nonsense rhymes.
- (v) Hymns, plain song and chant
- (vi) All other sounds presented in music form.
- (vii) Disks containing code which is primarily intended for use within machines.
- (viii) Disks containing code which requires data to be added to it in order to function fully.
- (ix) Games solely or primarily intended for entertainment general recreational interest.

4. VIDEOS

Eligible

- (i) Educational videos specifically aimed at children up to the age of 16.
- (ii) Instructional videos imparting practical knowledge about specific subjects, the content of which is comparable to that available in printed books for example, a video on how to play golf or how to make wooden toys.

Ineligible:

- (iii) Music videos
- (iv) Videos intended for entertainment or general recreational interest irrespective of whether the content is fictional or factual e.g. film video, documentaries and sports events.

5. FILMS

Eligible

- (i) Flat Film (Sheet or Filmstrip) or roll film carrying positive images, of text or illustration, whose contents and frequency of publication conform to the requirements for printed books and whose frames are intended for projection one at a time.
- (ii) A microform (with either positive or negative image) of a previously published monograph.
- (iii) Microforms (Positive or negative) of previously unpublished materials provided the content and frequency of publication conform to the requirement for printed books
- (iv) Microforms (Positive or negative) of previously published serial publications that are being made available in monographic form
- (v) Roll films carrying images intended to stimulate movement on projection that are educational and specifically aimed at children up to the age of 16.

Ineligible:

- (vi) Any film carrying a negative image (except microforms as described above).
- (vii) Roll films carrying images intended to stimulate movement on projection that are entertainment or general recreational interest.
- (viii) Any film created solely as part of a manufacturing or photo typesetting process.

