



পিকেএসএফ-এর প্রকাশনার জন্য

ISBN গ্রহণ নির্দেশিকা

- ১.০ গণপ্রজাতন্ত্রী বাংলাদেশ সরকার কর্তৃক প্রতিষ্ঠিত পল্লী কর্ম-সহায়ক ফাউন্ডেশন (পিকেএসএফ) কর্মসংস্থান সৃষ্টির মাধ্যমে টেকসইভাবে দারিদ্র্য দূরীকরণ, দারিদ্র্য-পরবর্তী উন্নয়ন ও মানবমর্যাদা প্রতিষ্ঠায় নিয়োজিত। পিকেএসএফ-এর বিভিন্ন কার্যক্রম সুচারুভাবে সম্পন্ন করতে এবং বাস্তবায়িত কর্মকাণ্ড সম্পর্কিত বিভিন্ন শিক্ষণ, গবেষণা ও মূল্যায়ন প্রতিবেদন ইত্যাদিসহ বিভিন্ন বিরতিতে নানাবিধ প্রকাশনা বের করা হয়। এসব প্রকাশনায় প্রযোজ্য ক্ষেত্রে International Standard Book Number (ISBN) গ্রহণ বাঞ্ছনীয়।
- ২.০ ISBN যে কোনো ধরনের পুস্তকের অনন্য সংখ্যায়ন পদ্ধতি। এ নম্বরকে বিশ্বের সব পুস্তক সুনির্দিষ্টভাবে চিহ্নিত করার ক্ষেত্রে স্ট্যান্ডার্ড ধরা হয়। পুস্তকের হিসেব রাখা, বিশ্বব্যাপী পরিচিতি, পুস্তক বিক্রয়ে সুবিধা, অন্য দেশে পুস্তক বিক্রয়, জাতীয় ক্যাটালগে অন্তর্ভুক্তি, বিবলিওগ্রাফিতে তথ্য সঠিক সংরক্ষণ ইত্যাদি কারণে ISBN বিশেষভাবে জরুরি। এ লক্ষ্যে, পিকেএসএফ-এর প্রকাশনার জন্য ISBN গ্রহণ নির্দেশিকা প্রণয়ন করা হচ্ছে। এই নির্দেশিকাটি গণপ্রজাতন্ত্রী বাংলাদেশ সরকারের আরকাইভস ও গ্রন্থাগার অধিদপ্তর কর্তৃক জারিকৃত ISBN নির্দেশিকা (নম্বর: ৪৩.২৫.০০০০.০০৬.০২.১৮.২৫, তারিখ: ২১ অক্টোবর ২০২০) এবং ISBN Users' Manual (Seventh Edition)-এর আলোকে প্রণয়নকৃত।
- ৩.০ পিকেএসএফ কর্তৃক প্রণীত এবং/অথবা প্রকাশিত পুস্তকে ISBN গ্রহণের জন্য নিম্নবর্ণিত নির্দেশিকা অনুসরণ করা আবশ্যিক হবে।

৩.১ রেজিস্ট্রেশন

৩.১.১ ISBN গ্রহণের জন্য গণপ্রজাতন্ত্রী বাংলাদেশ সরকার কর্তৃক নির্ধারিত ISBN সংক্রান্ত পোর্টালে হয় প্রকাশক (Publisher) অথবা লেখক (Author) হিসেবে রেজিস্ট্রেশন করতে হবে। প্রকাশক (Publisher) হিসেবে রেজিস্ট্রেশনের জন্য অবশ্যই পুস্তক প্রকাশনার ট্রেড লাইসেন্স থাকতে হবে। পিকেএসএফ-এর পুস্তক প্রকাশনার ট্রেড লাইসেন্স না থাকায়, লেখক (Author) হিসেবে এ প্রতিষ্ঠানের রেজিস্ট্রেশন করা প্রয়োজন হবে।

৩.১.২ কোনো পুস্তক প্রকাশের ক্ষেত্রে ব্যবস্থাপনা পরিচালকের অনুমোদনক্রমে পিকেএসএফ-এর প্রশাসন শাখা/যোগাযোগ ও প্রকাশনা ইউনিট/ গবেষণা শাখা বা সংশ্লিষ্ট বিভাগ থেকে একজন কর্মকর্তাকে পিকেএসএফ-এর পক্ষে লেখক (Author) হিসেবে মনোনয়ন প্রদান করা যাবে। তিনি একটি পুস্তকের ISBN গ্রহণে ফোকাল পার্সন হিসেবে দায়িত্ব পালন করবেন। এছাড়া, প্রশাসন শাখার একজন কর্মকর্তা ISBN সংক্রান্ত বিষয়াবলী তদারকির জন্য দায়িত্বপ্রাপ্ত হবেন।

৩.১.৩ ISBN পোর্টালে লেখক হিসেবে রেজিস্ট্রেশন করলেও তিনি আদতে পুস্তকটির লেখক হিসেবে পরিগণিত হবেন না। তিনি পিকেএসএফ কর্তৃপক্ষ কর্তৃক অর্পিত প্রশাসনিক দায়িত্ব হিসেবে প্রকাশনায় ব্যবহারের জন্য ISBN গ্রহণে সাচিবিক দায়িত্ব পালনকারী হিসেবে গণ্য হবেন। লেখক হিসেবে মুদ্রিত/প্রকাশিত পুস্তকে যার/যাদের নাম যাবে (যদি যায়), তিনি/তারা ই উক্ত প্রকাশনার প্রকৃত লেখক হিসেবে গণ্য হবেন।

৩.২ ISBN Review Committee (IRC) গঠন

৩.২.১ পিকেএসএফ কর্তৃক প্রকাশিতব্য কোনো পুস্তক ISBN গ্রহণের শর্তাবলী পূরণ করে কি না - এই মর্মে মতামত দেয়ার লক্ষ্যে পিকেএসএফ-এ একটি পাঁচ সদস্য বিশিষ্ট ISBN Review Committee (IRC) গঠন করা হবে। এই কমিটি ব্যবস্থাপনা পরিচালক কর্তৃক অনুমোদিত হবে।



পঞ্জীকৃত কর্ম-সহায়ক ফাউন্ডেশন (পিকেএসএফ)

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৩.২.২ প্রথম ISBN Review Committee (IRC) নিম্নরূপভাবে গঠিত হবে যা ব্যবস্থাপনা পরিচালকের অনুমোদনক্রমে প্রয়োজন অনুসারে পরিবর্তন করা যাবে:

ক. প্রশাসন বিভাগের দায়িত্বপ্রাপ্ত উপ-ব্যবস্থাপনা পরিচালক	- সভাপতি
খ. গবেষণা শাখার তত্ত্বাবধানকারী উপ-ব্যবস্থাপনা পরিচালক	- সদস্য
গ. যোগাযোগ ও প্রকাশনা ইউনিট থেকে মনোনীত কর্মকর্তা	- সদস্য সচিব
ঘ. ISBN কার্যক্রম তদারকির দায়িত্বপ্রাপ্ত প্রশাসন শাখার কর্মকর্তা	- সদস্য
ঙ. পিকেএসএফ-এর গ্রন্থাগারিক	- সদস্য

৩.৩ ISBN গ্রহণে পালনীয় শর্তাবলী

৩.৩.১ কোনো পুস্তকের ISBN গ্রহণের ক্ষেত্রে নিম্নোক্ত শর্তাবলী অবশ্য পালনীয়, যা গণপ্রজাতন্ত্রী বাংলাদেশ সরকারের আরকাইভস ও গ্রন্থাগার অধিদপ্তর কর্তৃক জারিকৃত ISBN নির্দেশিকা এবং ISBN Users' Manual (Seventh Edition)-এর আলোকে নির্ধারিত।

৩.৩.১.১ ISBN গ্রহণের জন্য বিবেচনাধীন একটি প্রকাশনার পৃষ্ঠাসংখ্যা (কভার ব্যতীত) কমপক্ষে ৪৮ (আটচল্লিশ) হতে হবে।

৩.৩.১.২ জার্নাল, ম্যাগাজিন, তথ্যসাময়িকী, বার্ষিক প্রতিবেদন, সংবাদপত্র, বুলেটিন অর্থাৎ যে সকল প্রকাশনা নির্দিষ্ট সময় অন্তর (দৈনিক, সাপ্তাহিক, পাক্ষিক, মাসিক, ত্রৈমাসিক, ষান্মাসিক বা বার্ষিক) নিয়মিত প্রকাশিত হয়, সে সকল প্রকাশনার ISBN গ্রহণের সুযোগ নেই।

৩.৩.১.৩ পিকেএসএফ-এর কার্যক্রম সংশ্লিষ্ট পূর্ববর্তী প্রকাশনাসমূহের আলোকে যে সকল প্রকাশনার জন্য ISBN গ্রহণ করা যেতে পারে, তা নিম্নরূপ:

- ক) সাফল্যের গল্প (কেস স্টাডি) সংকলন
- খ) প্রবন্ধ/নিবন্ধ সংকলন
- গ) গবেষণা পুস্তক/প্রতিবেদন
- ঘ) বিশেষ প্রতিবেদন
- ঙ) বিভিন্ন ম্যানুয়াল/বিধিমালা
- চ) কার্যক্রম বাস্তবায়ন সহায়িকা
- ছ) অনুবাদকর্ম ইত্যাদি

৩.৩.১.৪ পূর্বে প্রকাশিত কোনো পুস্তকের ISBN নেয়া না থাকলে, পরবর্তী মুদ্রণের পূর্বে ISBN গ্রহণ করা যাবে।

৩.৩.১.৫ একসঙ্গে সর্বোচ্চ তিনটি প্রকাশনার ISBN-এর জন্য পিকেএসএফ-এর আবেদন করার সুযোগ রয়েছে।

৩.৩.১.৬ একাধিক ভলিউম বিশিষ্ট প্রকাশনার ক্ষেত্রে, ভলিউমগুলি যদি পৃথকভাবে বিক্রয় করা হয়, তবে প্রতিটি ভলিউমের জন্য পৃথক ISBN গ্রহণ করতে হবে। সবগুলো ভলিউম একটি প্রকাশনা হিসেবে কেবলমাত্র একত্রে বিক্রয় বা বিতরণযোগ্য হলে, পুরো প্রকাশনার জন্য একটি ISBN গ্রহণ করতে হবে।

৩.৩.১.৭ গুচ্ছাকারে (pack) প্রকাশিত প্রকাশনার ক্ষেত্রে এর অন্তর্গত প্রকাশনাগুলো যদি পৃথকভাবে ISBN গ্রহণের শর্তপূরণ করে এবং পৃথকভাবে বিক্রয় বা বিতরণযোগ্য হয়, তবে প্রতিটি প্রকাশনার জন্য পৃথক ISBN গ্রহণ করতে হবে। অন্যথায়, পুরো pack-এর জন্য একটি ISBN গ্রহণ করতে হবে।



৩.৩.১.৮ ISBN-সহ প্রকাশিত কোনো প্রকাশনার পরবর্তী সংস্করণ মুদ্রণের ক্ষেত্রে নতুন করে ISBN নিতে হবে যদি নতুন সংস্করণে নিম্নোক্ত বিষয়সমূহের যেকোনো এক বা একাধিক ক্ষেত্রে পরিবর্তন/পরিমার্জন/সংযোজন/বিশোধন সাধিত হয়:

- ক) শিরোনাম/উপ-শিরোনাম
- খ) প্রকাশনার ভাষা
- গ) প্রকাশক
- ঘ) লেখকের নাম
- ঙ) প্রচ্ছদের ডিজাইন ও রঙ
- চ) প্রকাশনার বক্তব্য/বিষয়বস্তু (বানান, ব্যাকরণ, প্রিন্টিংয়ের ভুল সংক্রান্ত সংশোধন ব্যতীত)
- ছ) প্রকাশনার ধরন (উদাহরণ: হার্ডব্যাক থেকে পেপারব্যাক অথবা পেপারব্যাক থেকে হার্ডব্যাক, মুদ্রিত প্রকাশনা থেকে অডিওবুক)
- জ) মুদ্রণে ব্যবহৃত ফন্টের প্রকৃতি (উদাহরণ: সাধারণ ফন্ট থেকে ডিসলেক্সিয়া-বাল্কব ফন্ট, ePUB 2.0 থেকে ePUB 3.0)
- ঝ) ব্যবহার সংক্রান্ত বিধিনিষেধ (পুনর্মুদ্রণ, রেফারেন্স হিসেবে ব্যবহার ইত্যাদি)

৩.৪ পুস্তক প্রণয়নকারী বিভাগ/ইউনিট/শাখার দায়িত্ব

- ৩.৪.১ কোনো প্রকাশনার পরিকল্পনা, খসড়া প্রণয়ন, সম্পাদনা, প্রুফিং, চিত্র ও অন্যান্য আধেয় চূড়ান্ত এবং ডিজাইন সম্পন্ন করার দায়িত্ব থাকবে উক্ত প্রকাশনার পাণ্ডুলিপি প্রণয়নকারী বিভাগ/শাখা/ইউনিটের ওপর।
- ৩.৪.২ ISBN Review Committee-এর নিকট প্রেরণের পূর্বে একটি প্রকাশনা পুস্তক আকারে প্রকাশের বিষয়ে ব্যবস্থাপনা পরিচালকের নিকট থেকে প্রশাসনিক অনুমোদন গ্রহণ করতে হবে।
- ৩.৪.৩ টেক্সট, ছবি, টেবিল, সারণি, তথ্য-উপাত্ত, ইনফোগ্রাফিক্সসহ যাবতীয় আধেয় চূড়ান্ত করে সংশ্লিষ্ট বিভাগ/শাখা/ইউনিট প্রকাশনাটির ready-for-print ডামি ISBN Review Committee-এর নিকট প্রেরণ করবে।

৩.৫ ISBN Review Committee (IRC)-এর দায়িত্ব

- ৩.৫.১ একটি প্রকাশনার পাণ্ডুলিপি হাতে পাবার পর সর্বোচ্চ চার সপ্তাহের মধ্যে ISBN Review Committee (IRC)-এর সভাপতি এ বিষয়ে সভা আহ্বান করবেন।
- ৩.৫.২ ISBN Review Committee (IRC) এই অনুচ্ছেদ ৩.৩-এ উল্লিখিত শর্তাবলীর আলোকে সংশ্লিষ্ট প্রকাশনায় ISBN গ্রহণ করা যাবে কি না, এই মর্মে মতামত প্রদান করবে। প্রয়োজনবোধ করলে কমিটি এই নির্দেশিকাটি পর্যালোচনা/পরিমার্জনের সুপারিশ করতে পারবে। কমিটি মতামতসহ প্রকাশিতব্য পুস্তকের ডামি সংশ্লিষ্ট বিভাগ/শাখা/ইউনিটে ফেরত পাঠাবে। দাখিলকৃত ডামিতে প্রাপ্ত প্রকাশনার আধেয় বা ডিজাইন বিষয়ক কোনোরূপ মন্তব্য করা থেকে ISBN Review Committee (IRC) সর্বাবস্থায় বিরত থাকবে।

৩.৬ চূড়ান্ত অনুমোদন

- ৩.৬.১ সংশ্লিষ্ট বিভাগ/শাখা/ইউনিট ISBN Review Committee (IRC)-এর মতামতসহ প্রকাশনার ডামি পিকেএসএফ-এর ব্যবস্থাপনা পরিচালক-এর চূড়ান্ত অনুমোদনের জন্য উপস্থাপন করবে।
- ৩.৬.২ প্রকাশনার ডামি পিকেএসএফ-এর ব্যবস্থাপনা পরিচালক কর্তৃক অনুমোদিত হলে পিকেএসএফ-এর প্রশাসন শাখার দায়িত্বপ্রাপ্ত কর্মকর্তার সহায়তায় 'লেখক' হিসেবে রেজিস্ট্রেশনকৃত কর্মকর্তা উক্ত প্রকাশনার জন্য ISBN গ্রহণ করবেন।



পল্লী কর্ম-সহায়ক ফাউন্ডেশন (পিকেএসএফ)

www.pksf.org.bd

৩.৭ সাধারণ নির্দেশাবলী

৩.৭.১ চূড়ান্তভাবে অনুমোদিত ডামি মুদ্রণ শুরুর পূর্বে প্রকাশনার সংশ্লিষ্ট স্থানে ISBN যোগ করতে হবে। ISBN গ্রহণের পর কোনো অবস্থাতেই প্রকাশনার শিরোনাম, উপ-শিরোনাম, বিষয়বস্তু, প্রচ্ছদ, ডিজাইন, পৃষ্ঠাসংখ্যা, মূল্য, লেখক, প্রকাশক, প্রকাশকাল ইত্যাদি অংশে কোনোরকম পরিবর্তন/সংযোজন/বিরোধজনক করা যাবে না। সুতরাং, একটি প্রকাশনার ready-for-print সংস্করণ প্রস্তুত হবার পর ISBN গ্রহণ বাঞ্ছনীয়।

৩.৭.২ একটি প্রকাশনায় ব্যবহৃত যাবতীয় আধেয়-এর মান, বস্তুনিষ্ঠতা, পর্যবেক্ষণ, সুপারিশ ইত্যাদি সংক্রান্ত যাবতীয় দায়ভার গবেষক/পুস্তক প্রণেতা/প্রকাশনা প্রণয়নকারী বিভাগ/শাখা/ইউনিট বা সংশ্লিষ্ট লেখকের ওপর বর্তাবে।

৩.৭.৩ প্রকাশনা প্রণয়নকারী বিভাগ/শাখা/ইউনিট বা সংশ্লিষ্ট লেখক প্রকাশনায় মুদ্রিতব্য প্রকাশনায় যথাযথ স্থানে সঠিক ISBN ব্যবহার হচ্ছে কি না, তা ISBN সংক্রান্ত কার্যক্রম তদারকির দায়িত্বপ্রাপ্ত প্রশাসন শাখার কর্মকর্তা নিশ্চিত করবেন।

৩.৭.৪ প্রয়োজনমাত্রিক ISBN-এর সাথে ISBN Barcode-ও ব্যবহার করা যাবে।

৩.৭.৫ প্রকাশনা সম্পন্ন হবার অনধিক দুই সপ্তাহের মধ্যে ISBN-সম্বলিত প্রকাশনার কপি বাংলাদেশ জাতীয় গ্রন্থাগারে জমা দেয়ার বাধ্যবাধকতা রয়েছে। এ পরিপ্রেক্ষিতে, পুস্তক মুদ্রণের দায়িত্বে থাকা বিভাগ/শাখা/ইউনিট বা সংশ্লিষ্ট লেখক কর্তৃক পুস্তক প্রকাশের অনধিক এক সপ্তাহের মধ্যে পুস্তকের ২টি কপি ISBN সংক্রান্ত কার্যক্রম তদারকির দায়িত্বপ্রাপ্ত প্রশাসন শাখার কর্মকর্তার নিকট জমা দিতে হবে।

৪.০ এই নির্দেশিকায় কোনো অংশ সম্পর্কে কোনো ব্যাখ্যা প্রয়োজন হলে, পিকেএসএফ-এর চাকরি বিধিমালা অনুযায়ী পিকেএসএফ-এর ব্যবস্থাপনা পরিচালক-এর সিদ্ধান্তই চূড়ান্ত বলে গণ্য হবে।

তারিখ: ২১/১২/২০২২

ড. নমিতা হালদার এনডিসি
ব্যবস্থাপনা পরিচালক

সংযুক্তি:

১. আরকাইভস ও গ্রন্থাগার অধিদপ্তর কর্তৃক জারিকৃত ISBN নির্দেশিকা
২. ISBN Users' Manual (Seventh Edition)



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
আরকাইভস ও গ্রন্থাগার অধিদপ্তর

সংস্কৃতি বিষয়ক মন্ত্রণালয়

৩২, বিচারপতি এস.এম. মোর্শেদ সরণি, আগারগাঁও,

শেরেবাংলা নগর, ঢাকা-১২০৭

www.nanl.gov.bd

নম্বর: ৪৩.২৫.০০০০.০০৬.০২.০০২.১৮.২৫

তারিখ: ৫ কার্তিক ১৪২৭

২১ অক্টোবর ২০২০

অফিস আদেশ

আরকাইভস ও গ্রন্থাগার অধিদপ্তরের অধীন বাংলাদেশ জাতীয় গ্রন্থাগার কর্তৃক অনলাইনে ISBN (International Standard Book Number) প্রদানের ক্ষেত্রে নিম্নলিখিত অনলাইন ISBN নির্দেশিকা জারি করা হলো :

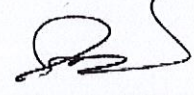
ক. ISBN রেজিস্ট্রেশন

১. পুস্তকের ISBN পেতে হলে সর্বপ্রথম www.nanl.gov.bd তে গিয়ে ISBN সেবাবক্সে অথবা isbn.teletalk.com.bd এ প্রবেশ করে রেজিস্ট্রেশন করতে হবে।
২. প্রকাশকগণ Publisher Registration অপশনে ক্লিক করে প্রয়োজনীয় তথ্যাদি যেমন- হালনাগাদ ট্রেড লাইসেন্স (৬০০×৮৫০ পিক্সেল), জাতীয় পরিচয়পত্র (NID) (সর্বোচ্চ ৬০০×৮৫০ পিক্সেল), স্বত্বাধিকারীর ছবি (সর্বোচ্চ ৩০০×৩০০ পিক্সেল) ও স্বাক্ষর (সর্বোচ্চ ৩০০×৩০০ পিক্সেল) প্রভৃতি স্ক্যান করে আপলোড করতে হবে।
৩. কেবল পুস্তক প্রকাশনার ট্রেড লাইসেন্স দিয়ে Publisher Registration করা যাবে। বই বিক্রেতা বা অন্য কোনো ব্যবসায়িক ট্রেড লাইসেন্স দিয়ে ISBN এর জন্য রেজিস্ট্রেশন করা যাবে না।
৪. লেখকগণ Author Registration অপশনে ক্লিক করে প্রয়োজনীয় তথ্যাদি যেমন- জাতীয় পরিচয়পত্র (NID) (সর্বোচ্চ ৬০০×৮৫০ পিক্সেল), লেখকের ছবি (সর্বোচ্চ ৩০০×৩০০ পিক্সেল) ও স্বাক্ষর (সর্বোচ্চ ৩০০×৩০০ পিক্সেল) প্রভৃতি স্ক্যান করে আপলোড করতে হবে।
৫. প্রাপ্ত রেজিস্ট্রেশন পেজ ডাউনলোড করে সংরক্ষণ করবেন।

খ. ISBN এর জন্য আবেদন

১. ISBN বরাদ্দ পাওয়ার জন্য Application for ISBN অপশনে গিয়ে Login করতে হবে।
২. ISBN Application Form এ পুস্তক সম্পর্কিত তথ্যাদি যেমন- পুস্তকের শিরোনাম, লেখকের নাম (প্রযোজ্য ক্ষেত্রে সম্পাদক/অনুবাদকের নাম), মূল্য, ভাষা, সাইজ, প্রকাশের তারিখ, বিষয় প্রভৃতি দিয়ে Submit করতে হবে এবং বর্ণিত স্টেটমেন্টের অপশনে ক্লিক করে Confirm করতে হবে।
৩. লেখক কেবল তার লেখা এবং সম্পাদিত পুস্তকের জন্য আবেদন করতে পারবেন। অন্য কারো পুস্তকের জন্য তার রেজিস্ট্রেশন করা ID থেকে ISBN এর জন্য আবেদন করতে পারবেন না।
৪. জার্নাল, ম্যাগাজিন, সাময়িকী, বার্ষিক প্রতিবেদন, সংবাদপত্র অর্থাৎ যে সকল প্রকাশনা প্রতিদিন, সাপ্তাহিক, পাক্ষিক, মাসিক, ত্রৈমাসিক, ষান্মাসিক এমন কি বার্ষিকভিত্তিতে প্রকাশিত হয়; সে সকল প্রকাশনার ISBN প্রদান করা হয় না।
৫. বাংলায় তথ্য প্রদানের জন্য ইউনিকোড ব্যবহার করতে হবে।

- ৩) উপপরিচালক (আরকাইভস) (চলতি দায়িত্ব), উপপরিচালক (আরকাইভস) এর দপ্তর, আরকাইভস ও গ্রন্থাগার অধিদপ্তর
- ৪) জনাব মোঃ জামাল উদ্দিন, চিফ বিবলিওগ্রাফার/উপপরিচালক (চলতি দায়িত্ব), চিফ বিবলিওগ্রাফার/উপপরিচালক এর দপ্তর, আরকাইভস ও গ্রন্থাগার অধিদপ্তর (উক্ত নির্দেশিকা মোতাবেক অনলাইনে ISBN অনুমোদন দিবেন)।
- ৫) সকল কর্মকর্তা, আরকাইভস ও গ্রন্থাগার অধিদপ্তর, ঢাকা।
- ৬) সাটমুদ্রাক্ষরিক কাম কম্পিউটার অপারেটর (অতিরিক্ত দায়িত্ব), মহাপরিচালকের দপ্তর, আরকাইভস ও গ্রন্থাগার অধিদপ্তর



২১-১০-২০২০

ফরিদ আহমদ ভূঁইয়া
মহাপরিচালক

The International Standard Book Number System

ISBN Users' Manual

International Edition

Seventh Edition

**International ISBN Agency
London 2017**

The most up-to-date version of the *ISBN Users' Manual* will be found on the website of the International ISBN Agency:
<http://www.isbn-international.org>

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Contents

1. Background.....	5
2. Benefits of the ISBN	5
3. Terms and definitions.....	6
3.1 Check digit.....	6
3.2 Continuing resource.....	6
3.3 Digital Object Identifier (DOI®)	6
3.4 Digital Rights Management (DRM)	6
3.5 Edition	7
3.6 GS1 prefix	7
3.7 Impression.....	7
3.8 Imprint	7
3.9 ISBN.....	7
3.10 ISBN-A	7
3.11 Monographic publication	7
3.12 Print-on-demand publication	7
3.13 Product form	8
3.14 Product form detail.....	8
3.15 Product form feature	8
3.16 Publisher	8
3.17 Registrant.....	8
3.18 Registration group	8
3.19 Reprint.....	8
3.20 Usage constraint.....	8
4. The Function and Scope of the ISBN	9
5. Structure of the ISBN.....	11
5.1 GS1 element	11
5.2 Registration group element.....	11
5.3 Registrant element	12
5.4 Publication element	12
5.5 Check digit.....	12
6. Application of ISBN	12
6.1 General.....	12
6.2 Changes to publications	13
6.3 Facsimile reprints	13
6.4 Loose-leaf publications and digital equivalents	13
6.5 Multi-volume publications	13
6.6 Multi-item packs.....	14
7. Assignment issues	14
7.1 Backlist.....	14
7.2 Collaborative publications.....	14
7.3 Publications sold or distributed by agents	14
7.4 Acquisition of one publisher by another	15
7.5 Acquisition of complete stock of and rights in publication.....	15
7.6 Publishers with more than one place of publication	15
7.7 ISBNs cannot be re-assigned	15
7.8 ISBNs can never be reused	15

8. Register of ISBNs and accompanying metadata	16
9. ISBN for Digital Publications and Educational/Instructional Software	17
9.1 ISBN for eligible digital publications	17
9.2 ISBN for eligible software products	17
9.3 Principles for assignment of ISBN to digital publications	17
10. ISBN for Print-on-Demand Publications.....	19
11. Course Packs	20
12. Small and Self-Publishers	20
13. Location and Display of the ISBN on Publications.....	21
13.1 General.....	21
13.2 ISBN in bar coded form	21
13.3 Five-digit add-on code	22
13.4 Algorithm for generating the ISBN Check Digit	22
14. Administration of the ISBN System.....	22
14.1 General.....	22
14.2 International administration	23
14.3 ISBN registration agencies	23
14.4 Registrant/publisher administration	24
15. ISBN and GS1.....	25
16. ISBN and Other Identifiers	26
16.1 DOI.....	26
16.2 GTIN.....	26
16.3 ISAN.....	26
16.4 ISBN-A	27
16.5 ISLI.....	27
16.6 ISMN	27
16.7 ISNI	28
16.8 ISRC.....	28
16.9 ISSN.....	28
16.10 ISTC	29
16.11 ISWC.....	29
16.12 SGTIN	30
16.13 URN	30
17. ONIX for Books	31
18. International ISBN Agency Website	31
19. Global Register of Publishers	32
APPENDIX 1 Check digit calculation.....	33
A1.1 Calculating the Check Digit	33

1. 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 Rationalisation 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 order 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 that fulfilled this requirement and 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 Organization 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 2108¹ in 1970.

The purpose of the international standard is to coordinate and standardise the international use of ISBNs to identify uniquely one publication or edition of a publication published by one specific publisher in one specific format. The original standard was revised in 1978, 1992 and 2005 as book and book-like items began to appear in new forms of media, the system expanded to cover over 160 countries and the original 10-digit ISBN was extended to 13 digits. Also, in line with other ISO identifiers, recent editions of the standard specified the metadata that must be supplied at the time of ISBN assignment.

The new fifth edition of ISO 2108 provides updated examples, general clarification and extended guidance on the application of ISBN to digital publications.

This manual explains the functioning of the system and the steps necessary to ensure that ISBNs are correctly assigned, and it provides particular guidance on the assignment of ISBNs to digital publications.

2. Benefits of the ISBN

- The ISBN is a unique international identifier for monographic publications; assigning a number replaces the handling of long bibliographic descriptive records, thereby saving time and staff costs and reducing copying errors.
- Correct use of the ISBN allows different product forms and editions of a book, whether printed or digital, to be differentiated clearly, ensuring that customers receive the version that they require.

¹Obtainable from national standards organisations.

- The ISBN facilitates compilation and updating of book-trade directories and bibliographic databases, such as books-in-print catalogues. Information on available books can be found easily.
- Ordering and distribution of books is mainly executed by ISBN; this is a fast and efficient method.
- The ISBN is machine-readable in the form of a 13-digit EAN-13 bar code. This is fast and avoids mistakes.
- The ISBN is required for the running of electronic point-of-sale systems in bookshops.
- Many publishing and supply chain systems are based on ISBN.
- The accumulation of sales data is done by the ISBN. This enables the varying successes of different product forms and editions of publications to be monitored, as well as enabling comparisons between different subject areas and even different publishing houses.
- The national lending right in some countries is based on the ISBN. Such schemes enable authors and illustrators to receive payments proportionate to the number of times that their books are lent out by public libraries.

3. Terms and definitions

For the purposes of this Manual, the following terms and definitions apply:

NOTE A definition of "Book" is not included as continuing technological and market developments would rapidly make any definition obsolete.

3.1 Check digit

final character in the ISBN string which is related to all preceding characters in the string by a specified mathematical algorithm and which may be used to verify the accuracy of the ISBN string.

3.2 Continuing resource

publication that is issued over time with no predetermined conclusion and made available to the public in any product form, usually issued in successive or integrating issues which generally have numerical and/or chronological designations.

NOTE Continuing resources include serials such as newspapers, periodicals, journals, magazines, blogs, etc., and ongoing integrating resources such as loose-leaf publications that are continually updated and web sites that are continually updated. Continuing resources do not qualify for assignment of ISBN.

3.3 Digital Object Identifier (DOI®)

a DOI name, part of the DOI system which is specified in ISO 26324, is a persistent and actionable identifier of an entity – physical, digital or abstract – on digital networks. A DOI name when compliant with DOI syntax is a string that specifies a unique object within the DOI system

3.4 Digital Rights Management (DRM)

technology based on encryption software used to control access to the content; and which is distinct from the *product form* (3.13) of a specific digital publication

NOTE 1 Different settings may be applied within the DRM software to enforce usage constraints or enable particular additional features.

NOTE 2 A single edition of a publication may be made available through different vendors who each apply different DRM software and/or differing usage constraints.

NOTE 3 "Social" DRM denotes a particular type of DRM in which credentials about the customer are recorded in the product using watermarking technology but which does not enforce any usage constraints. Unless "social" DRM is explicitly stated, references to DRM in this Manual signify DRM technology based on encryption software.

3.5 Edition

all manifestations of a publication embodying essentially the same content.

NOTE 1 A single edition of a publication may be published in multiple product forms and, if it is in digital form, with more than one type of DRM software and with differing usage constraints.

NOTE 2 Significant updates, revisions or changes to the content constitute a new edition and are usually numbered on the title page (e.g. 2nd edition, 3rd edition).

3.6 GS1 prefix

a unique string of three digits issued by GS1 Global Office and allocated exclusively to the International ISBN Agency for the ISBN Standard.

3.7 Impression

a print run of a given edition of a book. There may be several impressions/reprints of a single edition. (See "Reprint" below).

3.8 Imprint

a trade name or brand under which a work is published

NOTE 1 A publishing company may have multiple imprints in order to target their books at specific markets. (e.g. HarperCollinsEducational, Voyager, William Collins are all imprints of HarperCollins and not separate companies)

NOTE 2 In some cases, multiple imprints may be the result of mergers or acquisitions of different companies who wish to differentiate their brands

NOTE 3 An imprint is a name and not only a logo

3.9 ISBN

an International Standard Book Number is an identifier for monographic publications allocated under the aegis of the International ISBN Agency to a registrant in accordance with the specifications of International Standard ISO 2108: Information and documentation - International standard book number (ISBN).

3.10 ISBN-A

a service that allows an ISBN to be expressed in the DOI system by including it in the syntax string of a DOI.

NOTE ISBN-A enables a specific ISBN to become actionable or clickable on the web.

3.11 Monographic publication

publication conceived as a whole in one part or intended to be completed within a finite number of parts by its publisher/author(s) and made available to the public in any product form.

3.12 Print-on-demand publication

publication that is printed at the time of a customer order rather than being supplied from existing stock held by the distributor or publisher.

3.13 Product form

the basic physical or digital properties of a publication that differentiate it as a product.

EXAMPLE: The same edition of a publication may appear in the following product forms: hardcover, paperback; CD audio-book; Braille; online e-book.

3.14 Product form detail

additional clarification or detail further describing the product form of a particular publication.

EXAMPLE: Additional detail may be required in order to describe particular product forms of the same edition of the same publication adequately: jacketed hardcover; trade paperback; .pdf; .EPUB.

3.15 Product form feature

physical or technical characteristics of a particular publication that give more information about its particular usability and accessibility.

EXAMPLE: Further information may be required about the features of particular product forms of the same edition of the same publication in order to describe them adequately: colour of cover; text font and size; DVD region.

3.16 Publisher

the individual or corporation responsible for all stages in the creation, production, dissemination and marketing of digital or printed publications.

NOTE 1 The publisher is normally responsible for the content and for any financial risk involved in the process.

NOTE 2 Authors may be their own publishers, taking on the above functions themselves; this is known as self-publishing.

3.17 Registrant

person or organization that has requested and received a valid and genuine ISBN allocated under the aegis of, and according to the rules specified by, the International ISBN Agency to identify a monographic publication. The registrant is usually the publisher of the publication, but exceptionally may be an intermediary who is acting on behalf of, or in place of, the publisher.

3.18 Registration group

area of operation defined by the International ISBN Agency for ISO 2108 which may be based on country, language or region.

3.19 Reprint

A second or subsequent print run (impression) of the same edition of a book.

3.20 Usage constraint

limit(s) of what a user can do with a particular digital monographic publication.

NOTE 1 Usage constraints for a digital publication are usually set within the DRM software.

NOTE 2 If the same content is available separately with different sets of usage constraints then each of these sets will constitute a separate monographic publication.

EXAMPLE: The usage constraints that are set for a publication control whether it is possible to permit text to speech, print a certain percentage of the pages and/or whether it is possible to lend the book to another consumer.

4. The Function and Scope of the ISBN

Recognised in more than 160 countries throughout the world, the International Standard Book Number is a clear identifier that is potentially machine-readable. The ISBN denotes a particular monographic publication uniquely and should, therefore, be associated with it from early production stages. An essential instrument in production, distribution, sales analysis and bibliographic data storage systems in the book trade, ISBN is also of vital importance to library information management.

However, where a product is appropriate to another specific numbering system (such as continuing resources and ongoing integrating resources that qualify for the ISSN, and printed music that qualifies for the ISMN), then that system must be used. If appropriate, such identifiers should be used in conjunction with the ISBN. Further information on other types of identifier is provided in [section 16](#).

ISBNs are assigned to monographic publications, including related products such as publications available as sets or as completed series that are available to the public, whether those publications and related products are available on a gratis basis or to purchase. In addition, individual sections (such as chapters) of monographic publications or issues or articles of continuing resources that are made available separately may also use the ISBN as an identifier. Provided that the publication qualifies for ISBN assignment, it is of no importance in what product form the content is documented and distributed; however, each product form and variation in product form detail and/or product form feature and/or usage constraint should be identified separately.

Examples of types of monographic publications eligible for ISBN are:

- Printed books and pamphlets (and their various product forms)
- Braille publications
- Publications that are not intended by the publisher to be updated regularly or continued indefinitely
- Audiobooks (talking books) either on a physical carrier or accessible on the Internet for download or streaming
- Digital publications (e-books) either on physical carriers (such as machine-readable tapes, diskettes, or CD-ROMs) or on the Internet (for download or streaming)
- Digitised copies of printed monographic publications that are available in the supply chain
- Microform publications
- Educational or instructional software, films, videos, DVDs, transparencies either on a physical carrier or accessible on the Internet for download or streaming
- Mixed media publications where the principal constituent is text-based, e.g. book with CD or book with DVD
- Individual articles² or issues of a particular continuing resource where these are made available separately (but not the continuing resource in its entirety)
- Art books and illustrated books with a title page and/or text or captions
- e-book apps provided that they have a significant textual content and can be considered a monographic publication and are available to the public. Pictures, moving image and sound may be included
- Maps and atlases

²Where individual articles are made available separately by a publisher, they qualify as monographic publications and shall be assigned an ISBN. This does not apply in the case of offprint or preprint copies that are ordered by the author(s) of the article for their own distribution purposes.

Some examples of the types of material **NOT eligible** for ISBN are:

- Continuing resources³ treated in their entirety as bibliographic entities (individual issues may qualify for ISBNs)
- Abstract entities⁴ such as textual works and other abstract creations of intellectual or artistic content
- Printed or digital materials that are intended for marketing or promotional purposes only such as advertising matter, widgets and the like
- Printed music
- Art prints and art folders without title page and text
- Personal documents (such as a digital curriculum vitae or personal profile)
- Greetings cards
- Music sound recordings
- Software, films, videos, DVDs or transparencies that are intended for any purpose other than educational or instructional
- Digital bulletin boards
- Emails and other digital correspondence
- Games
- Customized or personalised books not intended for general availability
- License key vouchers to access digital monographic publications on the Internet

Some identifiers such as the ISSN and ISMN have precise rules as to the scope of materials that qualify for assignment whereas some other identifiers, such as GTIN-13 for trade items, may be used across very broad product ranges.

As the ISBN is now fully compatible with GTIN-13 this makes it more convenient for retailers to sell products of related interest, that do not qualify for ISBN and which use the GTIN-13 instead, without having to adapt their systems.

The lists and examples above do not attempt to be entirely comprehensive since there are differences in the legal and trade practice in various countries. For further information including clarification about whether or not a particular type of product may qualify, please contact your national ISBN registration agency.

For information about other types of identifier and their applicability, consult Section 16. ISBN and Other Identifiers.

The ISBN is an identifier and does not convey any form of legal or copyright protection.

The assignment of an ISBN to a product does not mean that the product is a book for legal or taxation purposes.

³A publication that is issued over time with no predetermined conclusion. Such a publication is usually issued in successive or integrating issues, which generally have numerical and/or chronological designations. Typical examples include serials such as newspapers, periodicals, journals, magazines, etc., and integrating resources such as updating loose-leaf publications and updating websites.

⁴For example, each separate product form of the novel *The Old Man and the Sea* is eligible for an ISBN, but the novel itself, as an abstract textual work, shall not be assigned an ISBN.

5. Structure of the ISBN

Since 1 January 2007, national ISBN registration agencies only provide ISBNs that consist of 13 digits, comprising the following elements:

- GS1 element
- Registration group element
- Registrant element
- Publication element
- Check digit

When printed, the ISBN is always preceded by the letters "ISBN".

Note: In countries where the Latin alphabet is not used, an abbreviation in the characters of the local script may be used **in addition** to the Latin letters "ISBN".

The ISBN is divided into five elements, three of them of variable length; the first and last elements are of fixed length. The elements should each be separated clearly by hyphens or spaces when displayed in *human readable* form:

ISBN 978-92-95055-12-4

or

ISBN 978 92 95055 12 4

Note: The use of hyphens or spaces has no lexical significance and is purely to enhance readability.

The number of digits in the second, third and fourth elements of the ISBN (registration group element, registrant element, publication element) varies. The length of the registration group element and of the registrant element is relative to the anticipated publishing output of the registration group or registrant. When these elements are short in length it indicates that the output of the registration group or the registrant (or both) is expected to be a large number of publications.

5.1 GS1 element

The first element of the ISBN is a three-digit number that is made available by GS1, formerly EAN International. Prefixes that have already been made available by GS1 are 978 and 979, but there may be a further prefix allocation made in the future as required to ensure the continued capacity of the ISBN system.

EXAMPLE: 978

5.2 Registration group element

The second element of the ISBN identifies the country, geographical region or language area participating in the ISBN system. Some members of the ISBN system form language areas (e.g., registration group number 3 = German language group within GS1 element 978); others form regional units (e.g., registration group number 982 = South Pacific within GS1 element 978). The length of this element varies but may comprise up to 5 digits.

Registration group elements are allocated by the International ISBN Agency.

EXAMPLE: 978-92

5.3 Registrant element

The third element of the ISBN identifies a particular publisher or imprint within a registration group. The length of this element varies in direct relationship to the anticipated output of the publisher and may comprise up to 7 digits. Publishers with the largest expected title outputs are assigned the shortest registrant elements and vice versa.

Potential registrants apply to the ISBN registration agency responsible for the management of the ISBN system within the country, region or language group where they are based in order to be assigned registrant elements that are unique to them. Once they have exhausted the allocation of ISBNs that is linked to their registrant element, they may be assigned an additional registrant element providing further allocations of ISBNs. (See 14.4 for further information on allocation of ISBN registrant elements.)

EXAMPLE: 978-92-95055

5.4 Publication element

The fourth element of the ISBN identifies a specific edition of a publication by a specific publisher. The length of this element varies in direct relationship to the anticipated output of the publisher concerned and may comprise up to 6 digits. Publishers with the largest expected title outputs are assigned the longest publication elements and vice versa. To ensure that the correct length of the ISBN is maintained, blank digits are represented by leading zeros.

EXAMPLE 978-92-95055-12

5.5 Check digit

The fifth element of the ISBN is the check digit. This is calculated using a modulus 10 algorithm. (See Appendix 1 for calculation method or contact your national ISBN registration agency for advice.)

6. Application of ISBN

6.1 General

A separate ISBN shall be assigned to each separate monographic publication or separate edition or format of a monographic publication issued by a publisher.

A separate ISBN shall be assigned to each different language edition of a monographic publication.

When a monographic publication is published in manifestations with different product forms and/or product form details, and/or product form features and/or sets of usage constraints that influence the accessibility of the manifestation, each version must also have its own ISBN.

A separate ISBN should not be assigned to an unchanged edition or unchanged reprint of the same publication, issued in the same product form, product form detail, product form feature, with the same usage constraints, by the same publisher or imprint.

6.2 Changes to publications

A separate ISBN shall be assigned if there have been significant changes to any part or parts of a publication in relation to former editions of the publication, or if there are significant changes in the physical or digital characteristics of the publication in the new edition.

This applies for changes to:

- the title and/or the subtitle⁵ of a publication
- language
- publisher name or imprint⁶
- author name
- textual content other than minor corrections to misprints
- product form (e.g., from hardback to paperback; from audiobook on a physical carrier to audiobook available to download)
- product form detail (e.g., from .pdf to EPUB; change of book dimension)
- product form features (e.g., from 'normal' text font to dyslexic text font; from EPUB version 2 to EPUB version 3)⁷
- usage constraints (e.g., from printing allowed to printing not allowed, from single concurrent user to multi-user)

A change to the cover design or colour or to the price of a monographic publication does not require a separate ISBN, although a separate ISBN may be assigned if required by the supply chain (e.g., media tie-in).

6.3 Facsimile reprints

A separate ISBN shall be assigned to a facsimile reprint when it is produced by another publisher or republished under the imprint of a different publisher. A separate ISBN should also be assigned if the same publication is published under a different imprint name by the same publisher. If a book is scanned and digitised by an organisation other than the original publisher (e.g., by a library) then the scanned and digitised version shall be assigned a separate ISBN by the new producer provided that version is made available to the public (as opposed to being purely for archival purposes for example).

6.4 Loose-leaf publications and digital equivalents

An ISBN should be assigned to a finite loose-leaf publication — that is, a loose-leaf publication or its digital equivalent that is not intended to continue indefinitely.

An ISBN should not be assigned to either a loose-leaf publication that is continually updated (integrating resource) or to the individual updated sections.

6.5 Multi-volume publications

Publications may comprise more than one volume, and in these cases an ISBN must be assigned to cover the entire set. Where individual volumes of the set are available

⁵ The assignment of a new ISBN for a change in subtitle would depend on the importance of the change. For example, the addition of "A Kurt Wallander Mystery" as a subtitle would not require a new ISBN.

⁶ In some countries, a change of imprint does not automatically require a new ISBN - check with your national ISBN Agency

⁷ A change in ISBN is not required in the case of migrating an existing EPUB version 2 to EPUB version 3 if the two versions are not available simultaneously and neither retailers nor customers need to be able to distinguish the two

separately, each volume must be assigned a unique ISBN to identify it. The verso of the title page (or an equivalent position in a non-print version) in each case should display the ISBN clearly for the set as a whole as well as the ISBN for that particular volume.

Even if the multiple volume publication will only be available as a complete set, the assignment of a separate ISBN to each individual volume is still recommended. Doing so will facilitate various stages of transaction processing, including the handling of shipments when not all volumes are simultaneously published or distributed and the supply of replacements in the case of damaged copies.

6.6 Multi-item packs

Where a multi-item pack consists of more than one product qualifying for ISBN, the pack should be assigned a single ISBN. In addition, each item in the pack that qualifies for an ISBN, should have separate ISBNs if they are separately available. Even if the individual items in the pack that qualify for ISBN are not separately available, they may be assigned separate ISBNs if required by the supply chain.

Where one qualifying product is made available accompanied by a secondary item that does not itself qualify for ISBN, then one ISBN should be used to identify the pack, and another ISBN to identify the qualifying product if it is also available separately. However, as it is outside the scope of ISBN, an ISBN shall not be used to identify the secondary element if it too is made available separately.

In a pack consisting of an educational software product and its accompanying user and technical manuals, a single ISBN may cover all items if the manuals are necessary in order to operate the software and are useful only as an adjunct to the software. If these manuals are made separately available, then they should be assigned separate ISBNs.

When the main element of a multi-item product is neither a book nor qualifying educational software then, even if a booklet is included as an accompanying element (e.g., an instruction booklet), then the package as a whole does not qualify for an ISBN.

7. Assignment issues

7.1 Backlist

When a publisher joins the ISBN scheme after they have already commenced publishing, they are required to assign ISBNs to all backlist publications and publish the ISBNs in any catalogues that the publisher produces whether these catalogues are in print or digital format. The ISBN must also appear in the first available reprint or reissue of a backlist title.

7.2 Collaborative publications

A publication issued as a joint imprint with other publishers is usually assigned an ISBN by the publisher(s) in charge of distribution. However, it is permissible for each of the co-publishers to assign its own ISBN and display each of them on the copyright page. In such cases, only one of these ISBNs shall be displayed as a bar code on the publication.

7.3 Publications sold or distributed by agents

(Below, b and d apply 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 publication is distributed or sold.
- b. A publication imported by an exclusive distributor or sole agent from an area that is not in the ISBN system and has no ISBNs assigned to it may be assigned an ISBN by the exclusive distributor.
- c. Publications 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 publication imported by several distributors from an area not in the ISBN system and that has no ISBNs assigned to it may be assigned an ISBN by the ISBN registration agency responsible for those distributors.

7.4 Acquisition of one publisher by another

A publisher acquiring another publishing house can continue to use the unassigned ISBNs from the originally assigned registrant element. The national ISBN Agency responsible for that registrant element must be informed of the change of ownership of the registrant element. If books continue to be published under the names of both publishers, then they may have separate registrant elements or share the same one depending upon market practice.

7.5 Acquisition of complete stock of and rights in publication

A publisher acquiring the complete stock of and rights to a publication(s) can continue to use the originally assigned ISBN until the new company reprints or reissues the publication under that company's own ISBN registrant element.

7.6 Publishers with more than one place of publication

A publisher operating in several places that are listed together in the imprint of a publication must assign only one ISBN to that publication.

A publisher operating separate and distinct offices or branches in different places may have a registrant element for each office or branch. However, each publication is to be assigned only one ISBN by the office or branch responsible for the publication.

7.7 ISBNs cannot be re-assigned

Once a registrant prefix and associated block of numbers has been assigned to a publisher by the ISBN registration agency, the publisher can assign ISBNs to the publications it holds rights to. However, after the ISBN agency assigns ISBNs to a publisher, that publisher cannot resell, re-assign, transfer or split its list of ISBNs among other publishers.

7.8 ISBNs can never be reused

Once assigned to a monographic publication, an ISBN can never be reused to identify another monographic publication, even if the original ISBN is found to have been assigned in error. A registrant who discovers that an ISBN has been erroneously assigned must delete this number from the list of usable numbers. The registrant shall also report the erroneous ISBN to their ISBN Registration agency. The ISBN registration agency shall notify any designated third party bibliographic agency of the error.

8. Register of ISBNs and accompanying metadata

The availability of descriptive metadata is essential for both selling and cataloguing books. There is evidence that better metadata results in increased sales. It is the responsibility of publishers/registrants to inform their ISBN registration agency, or organisation responsible for the maintenance of publication registration, of the ISBNs that will be assigned to forthcoming publications. The information shall include the following minimum metadata (descriptive) elements and shall be compatible with the ONIX for Books product information standards maintained by EDItEUR and its associated organisations:

Data element	Comments	ONIX 3 element(s)	Mandatory (Y/N)
ISBN	In the 13-digit ISBN format, without spaces or hyphens	<ProductIdentifier>	Y
Product form	Coding which indicates the medium and/or format of the product <i>Physical measurements may also differentiate between two physical products otherwise in the same binding and format.</i>	<ProductComposition> <ProductForm> <ProductFormDetail> <ProductFormFeature> <Measure> <ProductPart>	Y Y N N N N
Series	Series title and enumeration when applicable	<Collection> composite	N
Title	The title of the publication, together with sub-title or other title elements where applicable	<TitleDetail> composite	Y
Contributor	Contributor role code(s) and contributor name(s)	<Contributor> composite [Identifier (ISNI) optional]	N
Edition	Edition number (for editions after the first), type, and statement	<EditionTypeCode> <EditionNumber> <EditionStatement>	N Y (after first edition) N
Language(s) of text	Using ISO 639-2/B language codes	<Language> composite	Y
Imprint	The brand name under which the publication is published	<Imprint> composite [Identifier (ISNI) optional]	Y
Publisher	The person or organisation that owns the imprint at the date of publication	<Publisher> composite [Identifier (ISNI) optional]	Y
Country of publication	Using ISO 3166-1 country codes	<CountryOfPublication>	Y
Publication date	The date of first publication under this ISBN. In the ISO 8601 format (YYYYMMDD).	<PublishingDate> composite	Y
ISBN of parent publication	ISBN of the parent publication of which this publication is a part, when applicable <i>Used when an ISBN is registered for a chapter or part or as part of a set or series</i>	<RelatedProduct> composite <RelatedWork> composite	N N
	<i>For digital products, provision is also made for the possibility that the ISBN may be assigned by a downstream intermediary if the publisher has not done so</i>	<RecordSource...> elements	N
	<i>Similarly, for digital products, different licence terms (usage constraints) or operating system requirements may differentiate between two otherwise identical products. NB 'Epub' does not imply any link to the IDPF's EPUB file format – it is simply an abbreviation for 'e-publication'</i>	<ProductFormFeature> <EpubTechnicalProtection> <EpubUsageConstraint>	N N N

Note: In some cases the ONIX representation of the ISBN metadata set uses a composite where at first sight it would seem that a simple data element would suffice, or it uses a coded value where only one code is valid. This approach ensures that the ISBN metadata can be specified in an ONIX for ISBN Registration message that is a true subset of current ONIX for Books (ONIX 3.0).

The International ISBN Agency will supply an XML schema on request.

Databases that link ISBNs with their metadata (such as books-in-print listings, national bibliography, etc.) should be made available and kept up to date. In instances where ISBN registration agencies do not provide such bibliographic listing services, they are nevertheless responsible for liaising with appropriate service providers to ensure that such services are accessible. Customers may be charged a fee by ISBN registration agencies and publishers of bibliographic databases to access this information.

9. ISBN for Digital Publications and Educational/Instructional Software

9.1 ISBN for eligible digital publications

Where a publication is available digitally (e.g., an e-book, e-book app, CD-ROM or publication available on the Internet), it will qualify for an ISBN provided that it contains text and is made available to the public, and that there is no intention for the publication to be a continuing resource. Such publications may also include pictures and sounds.

The following types of digital publications shall *not* be assigned an ISBN:

- Publications that are subject to frequent update and where access is possible to these changes almost immediately such as online databases
- Websites
- Promotional or advertising materials
- Bulletin boards
- Emails and other digital correspondence
- Search engines
- Games
- Personal documents (such as a curriculum vitae or personal profile)
- Schedulers/diaries

9.2 ISBN for eligible software products

An ISBN may be used to identify a specific software product that is intended for educational and/or instructional purposes such as a computer-based training product, provided that it is neither customisable nor requires data in order to function.

All other software products (e.g., computer games) shall not be assigned an ISBN.

9.3 Principles for assignment of ISBN to digital publications

Publications need separate ISBNs if anyone in the supply chain needs to identify them separately.

ISBN is an identifier of monographic publications (books) and related products available to the public. ISBN should not be used to identify files that only pass between publishers and typesetters or e-book conversion services, nor should it identify abstract entities such as textual works (content).

It is important to distinguish between the case of different “products”, which always merit separate ISBNs, and the case when different DRMs or different usage constraints are

wrapped with the product at the moment a transaction occurs between the vendor and the consumer. The distinction may not always be obvious. It is also important to remember that separate ISBNs are necessary to avoid ambiguity arising in the supply chain where there are multiple products and multiple parties involved.

End users need to know a) whether the e-book that they are purchasing will work on their device or software and b) what they will be able to do with it (e.g., copy, print, lend, text to speech etc.). This is normally defined by a combination of file format (e.g., EPUB, .pdf) and software known as Digital Rights Management (DRM) which controls, by technical means, the use that can be made of the e-book. Separate ISBNs will facilitate management, dissemination and discovery of that information as well as delivery of the appropriate version of an e-book.

- Where a specific qualifying e-book is available in different underlying file formats such as EPUB, .pdf etc., each different format that is published and made separately available should be given a separate ISBN. If the publication is migrating to a new version of the file format (e.g., EPUB2 to EPUB3), then a separate ISBN is essential if both versions are available simultaneously or if retailers and customers need to distinguish the versions.
- Where a proprietary file format or DRM is used that ties a version to a specific platform, device or software (reading system), separate ISBNs should be used for each such version. However, where digital publications are being supplied by a retailer that is the sole provider of e-books in a proprietary format that can only be bought through their own websites (e.g. Amazon Kindle, Apple i-books) and that retailer does not require ISBNs, it may not be necessary to assign ISBNs to those versions. However, it may be useful to do so for tracking sales or for listing publications in third-party databases of available e-books. If ISBNs are assigned, they should be unique to that version.
- Where a publication is available in the supply chain with more than one specific type of DRM, the same ISBN may be assigned, whether offered by the original publisher or by a vendor later in the chain, provided that the DRM technology does not intrude on the user's experience or enforce different usage constraints
- Where a publication is available in a supply chain in versions with *different usage constraints*, whether offered by the original publisher or by a vendor later in the chain, then each of these versions are unique products that need to be identified by unique ISBNs.
- When the usage constraints are defined during the transaction between the vendor and the customer, (for example, a customer is offered a service that allows a wide choice of usage constraints on demand), then no ISBN should be assigned to the customised publication that is produced.

Example 1: A publisher produces two EPUB versions of the same book, each with different usage constraints and then distributes them through the supply chain, through different intermediaries. An ISBN is required for each of the specific versions of the product.

Example 2: A publisher produces a file in EPUB format and releases this to a vendor who applies two different sets of usage constraints to the EPUB and makes the two versions available separately, as two distinct products. An ISBN is required

for each of the specific versions of the product (the ISBN may be assigned by the publisher or by the vendor if the publisher does not do so).

Example 3: A vendor offers to the public the possibility to buy an e-book and to select the type of DRM to be applied. In this case, there is no need to assign different ISBNs, since there is no ambiguity in the dialogue between the vendor and the buyer.

Example 4: A publisher releases a publication — one version of the publication is available with accessibility features such as enhanced textual description alongside each illustration and one without. Each of the versions must have unique ISBNs in order that the particular attributes are clear to potential buyers and users (especially those looking for accessible publications) and so that the versions are separately identified.

Example 5: A publisher offers a limited and pre-defined set of variations of usage constraints for particular publications in the supply chain (e.g., one version that is printable and one that is not, or a choice of a three or six month rental). Each of these are separate publications and require separate ISBNs.

Example 6: A publisher offers a large range of variations (e.g., where various different constraint parameters can be chosen from an extensive menu or selection system). Each potential combination need not be given a separate ISBN as effectively these are customised publications produced to order.

- If publishers are using intermediaries to generate different formats of their e-books, then they should provide separate ISBNs for the intermediaries to assign to each format.

If a publisher will not provide ISBNs to intermediaries for each separate format then intermediaries may assign their own ISBNs. ISBN registration agencies will provide ISBN registrant elements to intermediaries for this purpose. In this case ISBNs and related metadata should be reported back to the publisher and to the national ISBN registration agency and other bibliographic agencies.

(N.B. The method outlined in this paragraph is not the recommended solution and should only be used in cases where a publisher refuses to assign individual ISBNs to each product).

- When a book is digitised by a library or other organisation and the digital version is made available to the public, then as a new product it should be identified by a separate ISBN, regardless of whether or not there is a charge for access to the digital version.

10. ISBN for Print-on-Demand Publications

For the purposes of ISBN assignment, print on demand is simply a form of print technology.

A print-on-demand publication is printed and bound in response to a specific order from a customer. Such orders are often for single copies of publications that would otherwise be declared "out of print" since normal print runs would not be economical.

If the on-demand version of a publication is in a different product form from the previously published non-on-demand version, (e.g., if a hardback becomes a paperback when it shifts to being on-demand), a new ISBN is required, just as for any other changes of product form. Minor changes to trim sizes in order to comply with the specifications of on-demand printing machines do not require a new ISBN.

An ISBN is normally assigned to a print-on-demand publication when it is made available or listed as available on-demand, rather than when it is actually printed.

A "customised" or "personalised" version of a print-on-demand book, where the customer, not the publisher, dictates the content of the book, and which has a limited availability, shall not be assigned an ISBN.

11. Course Packs

A course pack is a physical or digital compilation of different materials and may include book extracts, journal articles, teacher-authored materials and, possibly, multi-media materials. The individual components should be assigned ISBNs only if they are available separately and qualify for ISBNs. The course pack itself should not be assigned an ISBN if it is customised for an individual end-user. However, if the course pack is made more widely available (e.g., through college bookstores) then it should be assigned an ISBN.

12. Small and Self-Publishers

Self-publishing is the publication of a book (digital or printed) by its author without the involvement of an established publisher. The author takes the financial risk and is responsible for the entire process. The author may outsource all or part of the process to companies that offer these services.

In the case of self-publishing, the author is treated as the registrant/publisher and may be assigned a registrant prefix and appropriately sized range of ISBNs or, where an ISBN registration agency has reserved a range of numbers for assignment to small and self-publishers, a single ISBN from a shared prefix.

Registration Agencies may impose a limit on the number of ISBNs from a shared prefix that can be assigned to a publisher before that publisher requires their own prefix and range of numbers.

Third-party self-publishing service providers should not normally be assigned a registrant element unless they are also publishers.

Self-publishers should be aware that if a third-party service provider offers to assign one of their range of ISBNs, then that service provider is likely to be listed as the publisher in ISBN-related databases.

If a publication is exclusive to a single platform and not available in the supply chain then an ISBN is not mandatory. However, if the publication is likely to be available in the supply chain (e.g., through booksellers) then it should be assigned an ISBN.

N.B. ISBNs should be obtained from the appropriate ISBN registration agency responsible for the country in which the publisher is based, regardless of the location of any platform or self-publishing service.

13. Location and Display of the ISBN on Publications

13.1 General

The ISBN must appear on the item itself.

In the case of printed publications, the ISBN must appear on the:

- Verso of the title page (copyright page)
- Foot of the title page, if there is no space on the title verso
- Lower section of the outside back cover
- Foot of the back of the jacket, or any other protective case, or wrapper

In the case of digital publications, the ISBN must appear on the:

- Title display; the first display (compact discs, online publications); or on the screen that displays the title or its equivalent (e.g., the initial screen displayed when the content is first accessed and/or on the screen that carries the copyright notice)

In the case of educational/instructional films, videos and transparencies, the ISBN must appear on the credit titles.

If the publication is issued in a container that is an integral part of the publication (e.g., a compact disc, cassette, or diskette), the ISBN shall be displayed on any labels included with that container. If it is not possible to display the ISBN on the container or its label, then the ISBN shall be displayed at the bottom of the back of any permanent packaging for that container (e.g., the box, sleeve, or frame).

The different formats of a digital publication shall be given an individual ISBN if they are made available separately. If the publication is made available in two formats that are always bundled together for sale, then only one ISBN is required. Where formats are made available separately, all the ISBNs should be listed one below the other on all versions and the abbreviated format should be mentioned in parentheses at the end of its ISBN. In the case of printed editions, if the ISBNs of different formats are known then those formats may also be listed in this way.

Examples: ISBN 978-951-45-9693-3 (hardback)
ISBN 978-951-45-9694-0 (paperback)
ISBN 978-951-45-9695-7 (PDF)
ISBN 978-951-45-9696-4 (EPUB)

The ISBN shall also appear on any accompanying material issued in conjunction with the publication.

The ISBN should always be printed in type large enough to be easily legible (i.e., 9-point or larger).

13.2 ISBN in bar coded form

The rapid, worldwide expansion of bar code scanning has brought into prominence the agreement reached between GS1 (formerly EAN International and the Uniform Code Council) and the International ISBN and International ISMN Agency, which allows the ISBN to be encoded into an EAN-13 bar code. This makes the ISBN an international identifier compatible with the worldwide bar-coding scheme.

Representing the ISBN in an EAN-13 bar code symbology must be done in accordance

with ISO/IEC 15420 (bar code symbology specification EAN/UPC) that requires the usage of EAN-13 symbols to be in line with the recommendations of GS1. An EAN bar code consists of thirteen digits.

An example of an ISBN encoded in an EAN-13 bar code symbol is shown below:

ISBN 978-92-95055-12-4

When used in a bar code, the ISBN must be displayed in human readable form immediately above the EAN-13 bar code symbol, preceded by "ISBN".

Example of printing the ISBN in EAN-13 bar code symbology:

ISBN 978-92-95055-12-4



Further information on the introduction and use of the EAN-13 bar code symbol is provided by the ISBN registration agencies and the International ISBN Agency. ISBN registration agencies are encouraged to cooperate directly with the GS1 organisations on a national or regional level.

The recommended location of the EAN-13 bar code symbol for publications is the lower right quadrant of the back, near the spine.

13.3 Five-digit add-on code

In the United States and Canada, a five-digit add-on to the bar code is used in the book trade to indicate the price. For further information on bar codes in the United States and Canada visit the Book Industry Study Group website <http://bisg.org>.

The five-digit add-on code should not be used for price information in other countries, although it may be used with a "9" prefix for a publisher's own in-house use (e.g., for handling returns). These supplementary codes always start with "9" within the range "90000-98999".

13.4 Algorithm for generating the ISBN Check Digit

See section A1.1, Appendix for information on calculating the check digit of the ISBN.

14. Administration of the ISBN System

14.1 General

The administration of the ISBN system is carried out on three levels: international, ISBN registration agency and registrant.

14.2 International administration

The principal functions and responsibilities of the International ISBN Agency are:

- To promote, coordinate and supervise the worldwide use of the ISBN system
- To represent the interests of the ISBN community to other relevant organisations
- To appoint appropriate organisations as ISBN registration agencies and revoke such appointments as necessary
- To define registration groups and their areas of responsibility and allocate them to appropriate ISBN registration agencies
- To determine the definition of registration group rules that govern the length of available registrant elements within each group and ensure that an accurate and comprehensive register of these rules is available publicly at all times
- To allocate ranges of unique registrant elements within the appropriate registration group to ISBN registration agencies and to maintain a complete and accurate register of the registrant elements that have been assigned
- To secure the maintenance of ISBNs and their associated ISBN metadata through ISBN registration agency registers
- To develop, monitor, and enforce policies and procedures governing the operations of ISBN agencies and the process of ISBN registration by those agencies, including any fees associated with that process
- To facilitate the review and resolution of duplicate assignments of an ISBN
- To review and decide on any appeals relating to decisions made by registration agencies
- To develop, maintain, and make publicly available documentation for users of the ISBN system
- To implement and maintain funding arrangements as necessary to support the operations of the International ISBN Agency, including, but not limited to, financial contributions from ISBN registration agencies.

14.3 ISBN registration agencies

The administration of the ISBN system within a registration group is the responsibility of the ISBN registration agency. The ISBN registration agency may operate on a national, regional, linguistic, or other reasonable division of responsibility according to the basis of the group allocation.

Within a group there may be several national agencies (e.g., group identifier 978-0 and 978-1 have separate agencies in Australia, English-speaking Canada, the United Kingdom, the United States and so on).

Fees may be charged for the assignment of ISBNs and provision of services by appointed ISBN registration agencies. Any such fees shall be on a cost-recovery basis.

Services may include the allocation of identification codes and numbers, the granting of access to such codes and numbers, and/or other data or information produced in connection with the implementation of ISO 2108. ISBN registration Agencies may offer other services not related to the assignment of ISBN provided that they do not make it a condition for users to buy such additional services in order to receive ISBNs.

The functions and responsibilities of an ISBN registration agency are:

- To ensure that continuous service is provided
- To issue notification of the assignment of an ISBN or an ISBN registrant element to the registrant of that monographic publication or publisher name
- To create, manage and maintain registers of ISBN, ISBN metadata and administrative data in accordance with the policies set out by the International ISBN Agency. (Tasks involving ISBN metadata may be delegated to a designated bibliographic agency provided that compliance is made with these specifications.)
- To correct inaccurate ISBNs and ISBN metadata if proof of such inaccuracy is provided
- To make ISBN and associated metadata available to other ISBN registration agencies and to users of the ISBN system in compliance with policies set out by the International ISBN Agency
- To collate and maintain statistical data on its ISBN-related operations and report these at the stipulated intervals to the International ISBN Agency
- To promote, educate and train others in the use of the ISBN system in compliance with the specifications of the applicable edition of the ISBN standard in force at the time
- To adhere to the ISBN policies and procedures established by the International ISBN Agency in compliance with the specifications of the applicable edition of the ISBN standard in force at the time
- To contact publishers who do not assign ISBNs, advise them of the importance and value of assigning ISBNs to all qualifying publications and supply them with full details about how to adopt the standard.

In some countries the group agency assigns ISBNs to publications received for legal deposit that do not already have an ISBN allocated. The group agency then informs the publisher about the ISBN that has been assigned and publicises it in the national bibliography.

14.4 Registrant/publisher administration

Registrants are responsible for assigning publication elements to the individual items they publish and for ensuring the application of pertinent regulations. They may apply for and receive a registrant element from an ISBN registration agency together with a printout or digital file of the individual ISBNs that are available to them within the allocated registrant element. Some ISBN registration agencies may charge a fee for these services.

The ISBN registration agency will determine the range of publication elements that will be available to the registrant. The range assigned will be determined based on current and

anticipated future publication output and is directly related to the length of the registrant element allocated. The registrant should ensure that the ISBN registration agency has as much information as possible about all available backlist publications and should advise the agency of all present and future publications in order for the assignment of a suitably sized registrant element. An ISBN registration agency may initially assign a smaller range of numbers than that requested if they are uncertain about the number of likely publications.

The registrant must supply the ISBN registration agency (or its designated local bibliographic agency) with a specified amount of metadata about the publication to which the ISBN is assigned. The specifications concerning the type and format of the metadata are established by the International ISBN Agency in cooperation with the ISBN registration agencies (see section 8 above).

If an intermediary is assigning either registrants' ISBNs or its own ISBNs, those ISBNs and related metadata should be reported back to the registrant and to the ISBN Registration Agency and other bibliographic agencies.

The registrant shall comply with the procedures of their appropriate ISBN registration agency. If a registrant/publisher does not comply with the procedures of their appropriate ISBN registration agency (e.g. fails to provide adequate metadata, resells or transfers ISBNs), that agency may decline to assign further registrant and/or publication elements until the registrant is in compliance.

Further information and detailed instructions concerning the ISBN system are available from the appropriate ISBN registration agency.

15. ISBN and GS1

In 1997 an agreement was concluded between the EAN International (EAN), the Uniform Code Council (UCC), the International ISBN Agency, and the International ISMN Agency to foster mutual cooperation. It provides an observer status to respective representatives at one another's general assemblies, suggests consultations, and regulates the numbering of non-printed book material. In February 2005, EAN International and the Uniform Code Council (UCC) came together under the name of GS1.

Contact details:
GS1 Global Office
Blue Tower
Avenue Louise 326
B-1050 Brussels
Belgium
Tel: (+32 2) 788 7800
Fax: (+32 2) 788 7899
Email: contactus@gs1.org
URL: <http://www.gs1.org>

Contact details for national GS1 organisations: <http://www.gs1.org/contact>

16. ISBN and Other Identifiers

16.1 DOI

The Digital Object Identifier (DOI®) System is for identifying content objects in the digital environment. DOI® names are assigned to any entity for use on digital networks. They are used to provide current information, including where they (or information about them) can be found on the Internet. Information about a digital object may change over time, including where to find it, but its DOI name will not change.

International DOI Foundation
EDiTEUR
United House
North Road
London N7 9DP
UK
Tel: +44 (0)20 7503 6418
Fax: +44 (0)20 7503 6418
Email: contact@doi.org
URL: <http://www.doi.org>

16.2 GTIN

The GTIN (Global Trade Item Number) is a generic term for all the EAN.UCC product identifiers including the EAN-13 representation of the ISBN.

GS1 Global Office
Blue Tower
Avenue Louise 326
B-1050 Brussels
Belgium
Tel: (+32 2) 788 7800
Fax: (+32 2) 788 7899
Email: contactus@gs1.org
URL: <http://www.gs1.org/barcodes/technical/idkeys/gtin>

16.3 ISAN

The International Standard Audiovisual Number (ISAN), ISO15706-1 and 15706-2, is a voluntary numbering system and metadata schema enabling the identification of any audiovisual work, including films, shorts, documentaries, television programs, sports events, advertising and also their related versions.

The Registration Authority for ISAN is:

ISAN International Agency
1A, rue du Beulet
CH-1203 Geneva
Switzerland
Phone: (+41) 22 545 10 00
Fax: (+41) 22 545 10 40
Email: info@isan.org
URL: <http://www.isan.org>

16.4 ISBN-A

The Actionable ISBN (ISBN-A) is a syntax and service provided by some ISBN registration agencies and powered by DOI® in which an existing ISBN is expressed in the DOI System, providing the ability to link an ISBN to one or more URLs.

International ISBN Agency
48/49 Russell Square
London
WC1B 4JP
Tel: +44 (0)20 7580 8536
Email: info@isbn-international.org
URL: <http://www.doi.org/factsheets/ISBN-A.html>

16.5 ISLI

The International standard link identifier (ISLI), ISO 17316, specifies an identifier of links between entities (or their names) in the field of information and documentation. These entities can be documents, media resources, people, or more abstract items such as times or places.

There may be some applications between ISLI and ISBN that are developed in the future. Further information will be made available at the appropriate time.

The ISLI system is administered by the International Information Content Industry Association (ICIA):

International ISLI Agency
International Information Content Industry Association
2/F, Hongkong Offshore Centre
No. 28 Austin Avenue
Tsim Sha Tsui
Kowloon
Hong Kong
Tel: (+852) 92091120
Email: service@isli-international.org
URL: <http://www.isli-international.org>

16.6 ISMN

The International Standard Music Number (ISMN) identifies all printed sheet music publications, whether available for sale, or hire, or gratis.

The ISMN is not used for books on music, which receive an ISBN, nor is it used for music tapes, CDs, or videos.

The ISMN is administered by the International ISMN Agency:

International ISMN Agency
Schlossstr. 50
12165 Berlin, Germany
Tel.: (+49 30) 7974 5002
Fax: (+49 30) 7974 5254

Email: ismn@ismn-international.org

URL: <http://ismn-international.org>

16.7 ISNI

The International Standard Name Identifier (ISNI) is an ISO Standard (ISO 27729) whose scope is the identification of Public Identities of parties: that is, the identities used publicly by parties involved throughout the media content industries in the creation, production, management, and content distribution chains. The ISNI system uniquely identifies Public Identities across multiple fields of creative activity. The ISNI provides a tool for disambiguating Public Identities that might otherwise be confused. ISNI is not intended to provide direct access to comprehensive information about a Public Identity but can provide links to other systems where such information is held.

Further information is available from:

EDiTEUR

United House

North Road

London N7 9DP

UK

Tel: +44 (0)20 7503 6418

Fax: +44 (0)20 7503 6418

Email: info@editeur.org

URL: <http://www.isni.org>

16.8 ISRC

The International Standard Recording Code (ISRC) is the standard international identifier for sound recordings and music videos (ISO 3901). It numbers each recording of a piece (not the physical item), regardless of the context or carrier on which it is issued. Encoded ISRC provide the means to automatically identify recordings for royalty payments.

The ISRC system is administered by IFPI, the International Federation of the Phonographic Industry:

International ISRC Agency

IFPI Secretariat

10 Piccadilly

London

W1J 0DD

United Kingdom

Tel: +44 (0)20 7878 7900

Fax: +44 (0)20 7878 7950

Email: isrc@ifpi.org

URL: <http://www.ifpi.org/isrc>

16.9 ISSN

The International Standard Serial Number (ISSN), ISO 3297, is the standard international identifier for continuing resources (i.e. publications that are issued over time with no predetermined conclusion). Such publications are usually issued in successive or integrating issues that generally have numerical and/or chronological designations. Typical

examples include serials such as newspapers, periodicals, journals, magazines, etc., and ongoing integrating resources such as loose-leaf publications that are continually updated.

The ISSN is administered by the ISSN International Centre:

ISSN International Centre
5 rue de Turbigo
75003 PARIS
FRANCE
Tel: (+33) 1 44 88 22 20
Fax: (+33) 1 40 26 32 43
Email: secretariat@issn.org
URL: <http://www.issn.org>

Certain publications, such as yearbooks, annuals, monographic series, etc., should be assigned an ISSN for the serial title (which will remain the same for all the parts or individual volumes of the serial) and an ISBN for each individual volume. If ISBN and ISSN are assigned to a publication they must be both clearly identified.

16.10 ISTC

The International Standard Text Code (ISTC), ISO 21047, is a numbering system for the unique identification of text-based works; the term "work" can refer to any content appearing in conventional printed books, audio-books, static e-books or enhanced digital books, as well as content which might appear in a newspaper or journal.

The ISTC is not assigned to physical products or other manifestations of a work. Such physical products (i.e. a printed book, a talking book, or the digital versions of such products) shall be assigned an ISBN.

Further information is available from:

International ISTC Agency
EDItEUR
United House
North Road
London N7 9DP
UK
Tel: +44 (0)20 7503 6418
Fax: +44 (0)20 7503 6418
Email: info@editeur.org
URL: www.istc-international.org

16.11 ISWC

The International Standard Musical Work Code (ISWC) identifies musical works as intangible creations. It is not used to identify manifestations of, or objects related to, musical works. Such manifestations and objects are the subject of separate identification systems, such as ISRC and ISMN (see descriptions elsewhere in this section).

Example: Mozart's *Die Zauberflöte* (*The Magic Flute*) would be eligible for an ISWC to identify the work. The many printed scores would each qualify for ISMNs, the libretti and their translations for ISTCs (and ISBNs for the publications thereof); a video of a performance would receive an ISAN, and a sound recording of the opera an ISRC.

Further information is available from the registration authority:

CISAC
20-26 Boulevard du Parc
92200 Neuilly sur Seine
France
Tel.: (+ 33 1) 55 62 08 50
Fax: (+ 33 1) 55 62 08 60
Email: cisac@cisac.org
URL: <http://www.cisac.org>

16.12 SGTIN

The Serialized Global Trade Item Number (SGTIN) expands the GTIN/ISBN (see 16.2 above) to include a serial number that uniquely identifies an instance of a trade item, such as a specific copy of a book. It is used to create an Electronic Product Code (EPC) that can be encoded on Radio-Frequency ID (RFID) tags to track all kinds of objects, including books, through the supply chain.

GS1 Global Office
Blue Tower
Avenue Louise 326
B-1050 Brussels
Belgium
Tel: (+32 2) 788 7800
Fax: (+32 2) 788 7899
Email: contactus@gs1.org
URL: http://www.gs1.org/sites/default/files/docs/epc/TDS_1_8_Standard_20140203.pdf

16.13 URN

Uniform Resource Names (URNs) are persistent resource identifiers.

Their syntax, defined in Internet standard RFC 2141, is:

`<URN>:= "URN:" <NID> ":" <NSS>`

where <NID> is the Namespace Identifier and <NSS> is the Namespace Specific String.

The leading "urn:" and Namespace Identifier are case-insensitive.

NID "isbn" has been reserved for the ISBN system: <https://www.iana.org/assignments/urn-namespaces/urn-namespaces.xhtml#urn-namespaces-1>.

According to the template, any URN based on ISBN has the following syntax:

`URN:ISBN:<NSS>`

where the Namespace Specific String contains the ISBN with or without hyphens:

`URN:ISBN:978-92-95055-12-4`

17. ONIX for Books

The ONIX for Books Product Information Message is the international standard for representing and communicating book industry product information in digital form.

ONIX for Books was developed by EDItEUR jointly with the Book Industry Study Group (USA), and Book Industry Communication (UK), and is now used widely across the globe. Continued development of ONIX is now managed by a network of National Groups and an International Steering Committee coordinated by EDItEUR. The latest version at the time of writing is Release 3.0.

For publishers, experience has shown that ONIX for Books brings two important business benefits. As a communications format, it makes it possible to deliver rich product information into the supply chain in a standard form, to wholesalers and distributors, to larger retailers, to data aggregators, and to affiliate companies. And by providing a template for the content and structure of a product record, ONIX has helped to stimulate the introduction of better internal information systems, capable of bringing together all the "metadata" needed for the description and promotion of new and backlist titles. The same core data can also be used to produce advance information sheets, catalogues and other promotional material.

For "downstream" supply chain partners, ONIX for Books means more efficient and rapid loading of up-to-date product information into customer-facing systems, with less need for manual intervention and much lower risk of error.

ONIX for Books has been mapped to MARC21 by the Library of Congress and to UNIMARC by The British Library. It is being used by some national libraries to receive product information from publishers for Cataloguing-in-Publication (CIP) purposes or to enhance Online Public Access Catalogues (OPACs).

A specification for a subset of ONIX for Books is available, aimed specifically at carrying the metadata required for ISBN registration. This can be used by publishers to inform ISBN registration agencies about ISBNs they have allocated to their products, when a full ONIX for Books message is unnecessary.

Further information on ONIX is available from:

EDItEUR
United House
North Road
London N7 9DP
UK
Tel/fax: +44 (0)20 7503 6418
Email: info@editeur.org
URL: <http://www.editeur.org/8/ONIX/>

18. International ISBN Agency Website

The website of the International ISBN Agency is at URL: <http://www.isbn-international.org>. In addition to information about the ISBN and its governance, it contains contact details and ranges for all the national and regional ISBN registration agencies, tools and resources including links to the Global Register of Publishers (see below) and the ISBN Users' Manual in multiple languages.

19. Global Register of Publishers

A dedicated website at www.grp.isbn-international.org allows anyone to carry out simple searches and to retrieve basic publisher name and prefix information. More advanced searches, and more detailed publisher contact information is available to users who choose to register. Anyone can register free of charge through the site. The data in the Global Register of Publishers is supplied directly by national ISBN registration agencies and it will be compiled and revised at least annually.

Users cannot amend or create any data on the Global Register since it is purely a read only site, but if you are a publisher and notice any inaccuracies about your own details please contact the appropriate national ISBN registration agency to check that they have the most up to date information.

The Global Register is a free resource and includes:

- addresses and other contact details for publishers in more than 200 countries and territories
- data on over a million ISBN prefixes
- thousands of small and author-publishers

APPENDIX 1 Check digit calculation

A1.1 Calculating the Check Digit

N.B. The following information is mainly for system developers. Publishers and ISBN registration agencies should not calculate ISBN check digits manually.

Each of the first 12 digits of the ISBN is alternately multiplied by 1 and 3. The check digit is equal to 10 minus the remainder resulting from dividing the sum of the weighted products of the first 12 digits by 10 with one exception. If this calculation results in an apparent check digit of 10, the check digit is 0.

Use the following steps to calculate the check digit for the ISBN 978-92-95055-12-?

Step 1: Determine the sum of the weighted products for the first 12 digits of the ISBN (see following table).

	GS1 element			Registration group element		Registrant element					Publication element		Check digit	Sum
ISBN	9	7	8	9	2	9	5	0	5	5	1	2	?	
Weight	1	3	1	3	1	3	1	3	1	3	1	3	—	
Product	9	21	8	27	2	27	5	0	5	15	1	6	—	126

Step 2: Divide the sum of the weighted products of the first 12 digits of the ISBN calculated in step 1 by 10, determining the remainder.

$$126 / 10 = 12 \quad \text{remainder} = 6$$

Step 3: Subtract the remainder calculated in step 2 from 10. The resulting difference is the value of the check digit with one exception. If the remainder from step 2 is 0, the check digit is 0.

$$10 - 6 = 4$$

$$\text{Check digit} = 4$$

$$\text{ISBN} = 978-92-95055-12-4$$

The following mathematical formula is an alternative way of expressing the calculation of the check digit:

$$\text{Check digit} = \text{mod } 10 (10 - [\text{mod } 10 \{\text{sum of weighted products of the first 12 ISBN digits}\}])$$

$$\text{Check digit} = \text{mod } 10 (10 - [\text{mod } 10 \{126\}])$$

$$\text{Check digit} = 4$$

The sum of the weighted products of the first 12 digits plus the check digit must be divisible by 10 without a remainder for the ISBN to be valid.

APPENDIX 1 Check digit calculation

Note: The length of the registration group, registrant, and publication elements are variable and may not always be the same as in the example table above. Not all registration group and registrant combinations are valid.

Please contact your national ISBN registration agency who will be able to assist you with calculating your ISBNs either by providing pre-calculated lists of the ISBNs or by providing software to enable you to calculate your own ISBNs.

Note: The calculation method for 10 digit ISBNs is available from the International ISBN Agency's website <https://www.isbn-international.org/>.

ISBN	Weight	Product	Registration element	Registrant element	Publication element	Check digit	Sum
9 7 8	1 3 1	9 21 8	2 7	5 0 5 1 3	1 3	7	128

Step 2: Divide the sum of the weighted products of the first 12 digits of the ISBN calculated in step 1 by 10, determining the remainder.

$$128 \div 10 = 12 \text{ remainder } = 8$$

Step 3: Subtract the remainder calculated in step 2 from 10. The resulting difference is the value of the check digit with one exception. If the remainder from step 2 is 0, the check digit is 0.

$$10 - 8 = 2$$

$$\text{Check digit} = 2$$

$$\text{ISBN} = 978-92-88055-12-2$$

The following mathematical formula is an alternative way of expressing the calculation of the check digit:

$$\text{Check digit} = \text{mod } 10 (10 - (\text{sum of weighted products of the first 12 ISBN digits}))$$

$$\text{Check digit} = \text{mod } 10 (10 - (\text{mod } 10 (128)))$$

$$\text{Check digit} = 2$$

The sum of the weighted products of the first 12 digits plus the check digit must be divisible by 10 without a remainder for the ISBN to be valid.