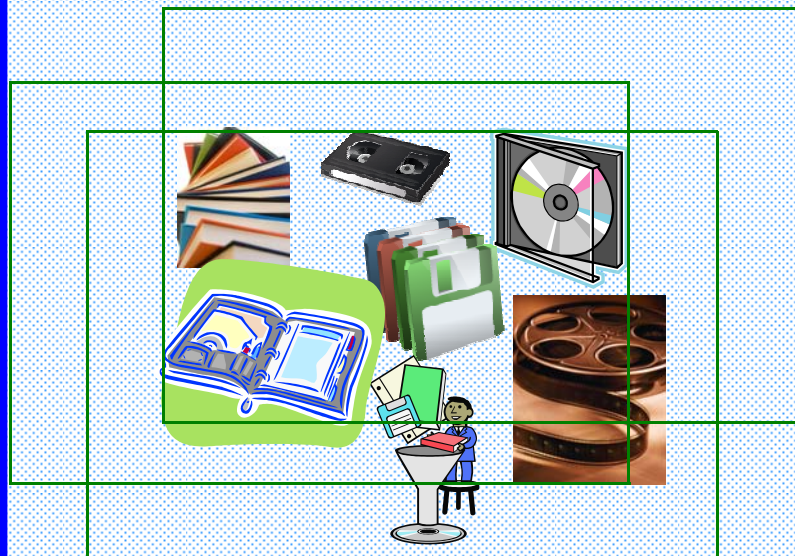




**INTERNATIONAL
STANDARD BOOK
NUMBER (ISBN)
USERS' MANUAL -
CARIBBEAN
7TH EDITION**



**Regional ISBN Agency
Documentation Centre
Caribbean Community Secretariat**

**International Standard Book Number (ISBN) Users'
Manual - Caribbean, Georgetown: CCS, 2009.**

INTERNATIONAL STANDARD

BOOK NUMBER (ISBN)

USERS' MANUAL -

CARIBBEAN

7th Edition

**Regional ISBN Agency
Caribbean Community Secretariat
Georgetown
Guyana
2009**

ISBN 978-976-600-202-2

Regional ISBN Agency
Documentation Centre
Caribbean Community (CARICOM) Secretariat
Attn: Ms. Maureen Newton
Turkeyen
P.O. Box 10827
Georgetown
Guyana
Tel: (592) 222 0001-0075
Fax: (592) 222 0170-1
E-mail: doccentre@caricom.org

CONTENTS

Section	Page		
I	Introduction	1	
II	Function and Scope of the ISBN	4	
III	Structure of the ISBN	8	
IV	Application of ISBN	12	
V	ISBN for Electronic Publications and Educational/Instructional Software	18	
VI	ISBN for Print-on-Demand Publications	21	
VII	Location and Display of the ISBN	23	
VIII	Administration of the ISBN System	29	
IX	Guidelines for the Processing of ISBN Requests	36	
X	Benefits	39	
XI	Other Complementary Title Identifiers	42	
XII	ONIX	50	
XIII	Publications	51	
XIV	Frequently Asked Questions about the ISBN System		52
XV	Frequently Asked Questions about the Implementation of the 13-Digit ISBN		63
Appendix I:	Example of the data and ISBN printed on the verso of the Title Page		67
Appendix II:	Application for an ISBN Registrant Element		68
Appendix III:	ISBN Request Form		70
Appendix IV:	National ISBN Agencies		72

I INTRODUCTION

The International Standard Book Number (ISBN) system was first discussed at the third International Conference on Book Market Research and Rationalization in the Book Trade, November 1966, Berlin. It was thought to be a prerequisite of an efficient machine system, when a number of publishers in Europe were considering the use of computers in order processing and inventory control.

The Technical Committee on Documentation of the International Standards Organization (ISO/TC 46) set up a Working Party (with the British Standards Institution acting as Secretariat), to investigate the possibility of adapting for international use, a numbering system introduced into the United Kingdom in 1967.

After several meetings with ISO members and written suggestions from other countries, the ISO Recommendation 2108 was formulated, which sets out the principles and procedure for international standard book numbering. The purpose of the ISO Recommendation is to coordinate and standardise internationally the use of book numbers so that an International Standard Book Number (ISBN) identifies one title or edition or a title from one specific publisher, and is unique to that edition.

As early as 1978, there had been a regional initiative by CARICOM Member States to receive ISBNs for publications of the Caribbean. At the CARICOM Regional Bibliography Meeting held in Georgetown, Guyana in March 1978, it was agreed:

- (1) that it was advisable for the publications of the Caribbean to have ISBNs;
- (2) to recommend to the International ISBN Agency in Berlin that the ISBN System be extended to the English-speaking Caribbean.

Columbus Publishers of Trinidad and Tobago, represented at the meeting, accepted the nomination of the Meeting as Regional Agency. However, in 1980 this responsibility was passed over to the CARICOM Secretariat. The Group Agency now acts in the interest of the following territories:

Antigua and Barbuda, Bahamas, Barbados, Belize, Bermuda, British Virgin Islands, Cayman Islands, Dominica, Grenada, Guyana, Jamaica, Montserrat, St. Kitts and Nevis, Saint Lucia, St. Maarten, St. Vincent and the Grenadines, Trinidad and Tobago, and Turks and Caicos Islands.

The functions of the Group Agency are outlined under **Section VIII - Administration of the ISBN System.**

This manual explains how the ISBN system works, and what has to be done to ensure that International Standard Book Numbers are correctly assigned. It is based on:

- **The ISBN Users' Manual : International Edition. 5th ed.** - Berlin : International ISBN Agency, 2005.

II FUNCTION AND SCOPE OF THE ISBN

The International Standard Book Number (ISBN) is a short identifier that uniquely identifies any monographic title published internationally. The ISBN accompanies the publisher's product from production through distribution to sale. Therefore, it contributes considerably to the rationalisation of the book distribution systems. The introduction of the ISBN led to the simplification of ordering, stock control, accounting, and export procedures in many branches of the book industry.

The ISBN also facilitates ordering, acquisition, cataloguing, and circulation procedures in libraries and documentation centres, across political borders. The introduction of the ISBN system thus serves the flow and documentation of bibliographic information and provides economic bibliographic control of the regional book production.

Some examples of publishers' products to which an ISBN shall be assigned are:

- ★ Printed books and pamphlets
- ★ Braille publications
- ★ Publications which are not intended by the publisher to be regularly updated or continued indefinitely

- ★ Individual articles¹ or issues of a particular continuing resource (but not the continuing resource in its entirety)
- ★ Maps
- ★ Educational/instructional films, videos and transparencies
- ★ Audio books on cassettes or CD or DVD (talking books)
- ★ Electronic publications either on physical carriers (such as machine-readable tapes, diskettes, CD-Roms) or on the Internet
- ★ Digitised copies of print monographic publications
- ★ Microform publications
- ★ Educational or instructional software
- ★ Mixed media publications (where the principal constituent is text-based).

1

Where 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 copies, where are ordered by the author(s) of the article for their own distribution purposes.

Some examples of publishers' products to which an ISBN shall **not** be assigned are:

- ★ Continuing resources² treated in their entirety as bibliographic entities (individual issues may qualify for ISBNs)
- ★ Abstract entities³ such as textual works and other abstract creations of intellectual or artistic content
- ★ Ephemeral printed materials such as advertising matter and the like
- ★ Printed music
- ★ Music sound recordings
- ★ Art prints and art folders without title page and text
- ★ Personal documents (such as electronic curriculum vitae and personal profiles)
- ★ Greeting cards
- ★ Software that is intended for purposes other than educational or instructional
- ★ Electronic bulletin boards
- ★ Emails and other electronic correspondence
- ★ Games.

2

A 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 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 Web sites. Individual articles or issues that are available separately qualify as monographic publications and may be identified by an ISBN.

3

For 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.

For further information including clarification about whether or not a particular type of product may qualify, please contact your local ISBN registration agency (See **Appendix IV - National ISBN Agencies**).

III STRUCTURE OF THE ISBN

The International Standard Book Number (ISBN) consists of thirteen (13) digits, preceded by the letters ISBN, whenever it is printed.

The ISBN is divided into five parts of various lengths, each part when printed being separated by a hyphen or space.⁴ Three of the elements are of variable length (registration group element, registrant element and publication element); the prefix element and the check digit are of fixed length. The length of the registration group element and the registrant element is relative to the anticipated publishing output of the registration group or registrant. The number of digits in the group number and in the publisher identifier is determined by the quantity of titles produced by the publisher or publisher group. Publishers or publisher groups with large outputs are represented by fewer digits.

The ISBN comprises the following five elements:

- ★ Prefix element
- ★ Registration group element
- ★ Registrant element
- ★ Publication element
- ★ Check digit.

4

For purposes of data processing the 10-digit string is used without hyphens or spaces. Interpretation and human legible display is effectuated by means of the tables of group numbers and publisher identifier ranges.

The elements must each be clearly separated by hyphens or spaces (The use of hyphens or spaces is purely to enhance readability) when displayed in human readable form:

Example: ISBN 978 976 600 202 2
ISBN 978-976-600-202-2.

The five parts are as follows:

1. Prefix element

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

2. Registration group element

The 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, identifies the German language group); others form regional units (e.g. registration group number 976, the Caribbean). The length of this element varies and may comprise up to five (5) digits.

Registration group elements are allocated by the International ISBN Agency based in the United Kingdom.

Example: 978-976

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 seven digits.

Example: 978-976-600

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 six digits.

Example: 978-976-600-202

5. Check digit

The fifth and final element of the ISBN is the check digit. This is calculated using a modulus 10 algorithm.

Example: 978-976-600-202-2

Potential registrants will continue to apply to the ISBN Group Agency, (The CARICOM Secretariat) which is responsible for the management of the ISBN system in the Caribbean, or to the National ISBN Agency, where one exists.

IV APPLICATION OF ISBN

1. General

A separate ISBN shall be assigned to each separate monographic publication or separate edition of a monographic publication issued by a publisher. A separate ISBN shall be assigned to each different language edition of a monographic publication. Where a publication is made available to the public both individually and as part of a series, it shall be regarded as two separate publications, each of which shall be assigned a separate ISBN.

2. Changes to publications

A separate ISBN shall be assigned if there have been significant changes to any part or parts of a publication. A separate ISBN shall be assigned if there has been a change to the title of a publication. A change to the cover design or colour or to the price of a monographic publication does not require a separate ISBN. Minor changes in an edition (e.g., corrections to misprints) do not require a separate ISBN.

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 shall also be assigned if the same publication is published under a different imprint name by the same publisher.

4. Publications in different product forms

A separate ISBN must be assigned to the different product forms in which a particular title is published. For example, if a title is published either in hardback, paperback, Braille, audiobook or online electronic form, each is assigned a separate ISBN. Where electronic publications are made available in different formats (e.g. *.lit, *.pdf, *.html, *.pdb) each separately available format shall be assigned a unique ISBN.

5. Loose-leaf publications

An ISBN should be assigned to a loose-leaf publication not intended to continue indefinitely. Neither a loose-leaf publication that is continually updated (integrating resource) nor the individual updated sections should be assigned an ISBN (see **Section XI - Other Complementary Title Identifiers - ISSN**).

6. Multi-volume works

An ISBN must be assigned to the whole set of volumes of a multi-volumed work. Where individual volumes of the set are available 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 clearly display the ISBN 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 all volumes are not simultaneously published or distributed, and for the supply of replacements in the case of damaged copies.

7. Backlist

A publisher is required to number all backlist publications and publish the ISBNs in any catalogues that he produces whether these catalogues are in print or in electronic format. The ISBN must also appear in the first available reprint or reissue of a backlist title.

8. 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.

9. Publications sold or distributed by agents⁵

- (a) According to the ISBN standard, 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 publication imported by an exclusive distributor or sole agent from an area not yet in the ISBN system and for which therefore no ISBN has been assigned, may be assigned an ISBN by the exclusive distributor.
- (c) A publication 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, is to be given a new ISBN by the exclusive distributor or sole agent. The ISBN of the original publisher is also to be given.
- (d) A publication imported by several distributors from an area not yet in the ISBN system, and for which, therefore, no ISBN has been assigned, may be assigned an ISBN by the group agency responsible for those distributors.

10. Acquisition of a publishing house by another publisher

A publisher acquiring another publishing house can continue to use the originally assigned ISBN.

11. Acquisition of complete stock of and rights in publication

A publisher acquiring the complete stock of and rights to a publication(s) of another company can continue to use the original publisher's assigned ISBN.

12. Publishers with more than one place of publication

A publisher operating in a number of places which 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. Nevertheless, each publication is to be assigned only one ISBN by the office or branch responsible for publication.

13. Register of ISBNs

It is the responsibility of all publishers to inform their group agency or the organisation responsible for the maintenance of publication registration of the ISBNs that will be assigned to forthcoming publications.

5

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

14. ISBN not to be reused under any circumstances

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 agency.

V ISBN FOR ELECTRONIC PUBLICATIONS AND EDUCATIONAL / INSTRUCTIONAL SOFTWARE

1. ISBN for eligible electronic publications

Where a publication is available electronically (e.g. e-book, CD-ROM or publication available on the Internet) it will qualify for an ISBN provided that it contains text, 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 but linked material (e.g. hypertext) would only be considered covered by the same ISBN if the related material was actually part of the publication.

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

- ★ Publications that are subject to frequent update and where access is possible to these, changes occur constantly such as online databases
- ★ Websites
- ★ Promotional or advertising material
- ★ Bulletin boards
- ★ Email and other electronic correspondence
- ★ Search engines
- ★ Games

- ★ Personal documents (such as electronic curriculum vitae or personal profiles)
- ★ Schedulers/diaries.

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 not customisable nor requires data in order to function.

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

3. Principles for assignment of ISBN to electronic publications and eligible software products

If an online publication is available under different operating systems and/or command languages, each "format" would require a separate ISBN. Neither operating systems nor reading devices themselves shall, however, be assigned an ISBN.

When a publication or product is updated, revised or amended and the changes are sufficiently substantial for the product to be called a new edition, a separate ISBN must be assigned.

A relaunch of an existing publication or product, even in new packaging, where there is no significant difference in the performance of the new from the old product, does not merit a new ISBN, and **the original ISBN must be used**.

A single ISBN may cover two or more items in a package consisting of the software product and its accompanying user and technical manuals if the manuals are necessary in order to operate the software and are useful only as an adjunct to the software.

If the package consists of two or more items that will be made available separately and can be used independently, then the entire package should have a distinct ISBN, as must each separate component.

An ISBN should be assigned to a software product independently of its physical form (e.g. if software that must be downloaded to the customer from a remote database).

As well as identifying the product itself, an ISBN identifies the publisher; it should not be used to identify a distributor or wholesaler of the product.

VI ISBN FOR PRINT-ON-DEMAND PUBLICATIONS

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" as large print runs would not be economical.

Print-on-demand should not be confused with short-run printing, in which small quantities of books may be manufactured and then stored for fulfilling customer orders as and when they are received. With short-run printing, stock is warehoused, even if in small quantities, but with on-demand printing, there is no stock.

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 shall not require a new ISBN.

A publication shall receive a separate ISBN when reproduced on demand by a publisher that has bought print on demand rights for the publication from another publisher.

A copy that is produced by an organization other than the publisher on behalf of that publisher (i.e. no rights have changed hands) and where the on-demand edition is in a different product form, shall receive a separate ISBN.

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.

VII LOCATION AND DISPLAY OF THE ISBN

The ISBN must appear on the item itself (see **Appendix I**). This is essential for the efficient running of the system.

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

- verso of the title page (copyright page)
- lower section of the outside back cover
- foot of the title page, if there is no space on the verso of the title
- foot of the back of the dust jacket, or any other protective case, or wrapper.

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

- title display, or 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 an electronic 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 separately available, all the ISBNs should be listed one below the other on all versions and the abbreviated format should be included in parentheses, at the end of its ISBN.

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 (HTML)
ISBN 978-951-45-9999-5 (OEB).

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

1. ISBN in bar-coded form

An agreement between the International Article Number Association (EAN), the Uniform Code Council (UCC) and the International ISBN Agency 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 EAN and UCC. An EAN bar code consists of 13 digits. An example of an ISBN encoded in an EAN-13 bar code symbol is shown below:

ISBN 978-976-637-393-1

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.



Further information on the introduction and use of the EAN-13 bar code symbol is provided by the ISBN group agencies and the International ISBN Agency. Group agencies are encouraged to cooperate directly with the EAN organizations 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.

2. Five-digit add-on code

In the United States, a five-digit add-on to the bar code is used in the book trade to indicate US Dollar price. For further information on bar codes in the US visit the Book Industry Study Group website www.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 publisher's own in-house use (e.g. for handling returns). These supplementary codes always start with "9" within the range "900000-989999".

Publishers who may wish to use EAN Bar codes are advised to contact film master suppliers for bar code information. These suppliers print out lists with EANs including the appropriate check digits. You may wish to contact the Regional Agency for a list of Bookland EAN Bar code suppliers.

With regard to the creation of EAN bar codes for printed music and also for serials, please contact the ISMN Agency or the ISSN International Centre in Paris for further information.

Further information on the introduction and use of EAN codes is provided by the International ISBN Agency.

3. Providing the EAN.UCC bar code for ISBN - instructions for film master suppliers

Film master suppliers providing ISBN EAN bar codes to publishers to print on products should observe the following procedures:

- Validate the ISBN provided by the publisher, using the ISBN check digit validation algorithm, to avoid any transcription or transposition errors;
- Hyphenate the ISBN according to the rules;
- Print the following:

Mandatory

- ISBN in 9-point type or larger; ISBN EAN in bar code; ISBN EAN in human-readable form

Optional (at the publisher's discretion)

- Five-digit add-on in bar code and in human-readable format

All these procedures should be done through computer programming. EAN technical requirements for bar code printing should be observed.

ISBNs printed in machine-readable form are still subject to the rules laid down by the ISBN standard. The considerable number of additional rules and recommendations makes it necessary that those wishing to print the ISBN in a scannable font should contact their local ISBN agencies for advice.

VIII ADMINISTRATION OF THE ISBN SYSTEM

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

1. International Administration

The international administration and co-ordination of the ISBN system is done through the:

International ISBN Agency

c/o EDItEUR

39-41 North Road

London N7 9DP

United Kingdom

Tel: (+44) (0)20 7503 6418

Fax: (+44) (0)20 7503 6418

E-mail: brian@isbn-international.org

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

Executive Director: Brian Green

The main functions of the International ISBN Agency are:

- To promote, coordinate and supervise the world-wide use of the ISBN system
- To appoint appropriate organisations as ISBN registration agencies and revoke such appointments as necessary

- To review and decide on any appeals relating to decisions made by registration agencies
- 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 allocate ranges of registrant elements to ISBN registration agencies
- To secure the maintenance of ISBNs and their associated ISBN metadata through ISBN registration agency registers
- To publish the assigned group numbers and publishers' prefixes in up-to-date form.

2. Group Administration

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. the Regional Agency currently identified by ISBN Group Identifier 976 has national agencies in the Bahamas, Barbados, Belize, Jamaica and Trinidad and Tobago.

The functions and responsibilities of an ISBN Group agency are:

- To ensure that continuous service is provided
- To issue notification of the assignment of an ISBN or of 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 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 decide in consultation with publishers and their representative agencies, which publishers will assign numbers to their own titles, and which will have numbers assigned to their titles by the ISBN Group or National Agency.

I. Assignment Procedure

Block of 10 ISBNs - Publishers able to name 1, 2, or 3 definite titles

Block of 100 ISBNs - Publishers able to name between 4 and 70 definite titles

Block of 1000 ISBNs - Publishers able to name more than 70 definite titles.

II. Occasional Publishers

In the case of publishers who only publish an occasional title and who are never likely to be in the position of assuming the responsibility themselves for numbering, this class of publishers will continue to receive their ISBNs from an occasional block reserved by the Agency for this purpose.

3. Publisher Administration

The Publishers who wish to assign their own ISBNs should ensure that the ISBN Registration Agency has as much information as possible about all available backlists and advise on all present and future publications so that an appropriate registrant element can be allocated. The ISBN registration agency will determine the range of publication elements that will be available to the publisher. 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.

Publishers who qualify for a Registrant Element Identifier will be assigned one by the ISBN Registration Agency together with a printout or electronic file of the permissible ISBNs that are available to them within the allocated Registrant Element Identifier. Publishers are required to pay for these services.

Principles and procedures to be observed by the publisher numbering his own publications are as follows:

- ★ A publisher must ensure that a competent person is responsible for the assignment of publication elements to the individual items they publish and for ensuring the application of the pertinent regulations.
- ★ Publishers are encouraged to maintain a listing of their publications and ISBNs assigned to those titles.
- ★ A publisher is responsible for assigning publication elements to the individual items that he publishes. A list of ISBNs, showing the individual Registrant Element Identifier as well as the available ISBNs, will be provided by the ISBN Registration Agency.
- ★ A publisher must not incorporate numbers which cause the resulting ISBN to be longer or shorter than thirteen digits.
- ★ A publisher must on no account 'lend' or 'give' an ISBN to another publisher.

- ★ The publisher should 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 is established by the International ISBN Agency in cooperation with the ISBN registration agencies.
- ★ Publishers who are assigning their own ISBNs should provide the Regional Agency or National ISBN Agency on a **quarterly basis** with information regarding titles to which ISBNs have been allocated.

4. Non-participating Publishers

In the case of the non-participation of a publisher in the ISBN scheme, the group agency or National ISBN Agency should contact the publisher and advise them of the importance and value of assigning ISBN to all qualifying publications and supply them with full details about how to adopt the standard.

IX GUIDELINES FOR THE PROCESSING OF ISBN REQUESTS

Based on recommendations emanating from meetings of Executive Management and also the CCS Information Policy Committee, the Regional Agency is now providing a fee-based service which requires new publishers (i.e. those who are requesting participation in the Regional ISBN System for the first time) to pay a non-refundable registration fee and also for each block of ISBNs which is allocated. The registration fee does not apply to persons who have been previously allocated ISBNs by the Regional/National Agency.

The fees for ISBN blocks can however be waived if the publications are intended for free distribution. Proof must however be provided for a waiver to be granted by the Regional Agency.

The processing fees are as follows:

ISBN IDENTIFIER BLOCK	REGULAR PROCESSING FEE (US\$)	REGISTRATION FEE (US\$)
1 ISBN	50.00	50.00
10 ISBNs	200.00	50.00
100 ISBNs	500.00	50.00
1,000 ISBNs	750.00	50.00
10,000 ISBNs	1,500.00	50.00

The completed 'Application for an ISBN Identifier' form will be processed only if the publisher satisfies the necessary criteria for eligibility as outlined under heading '**Eligibility of Publishers**'.

Payment should be sent only **AFTER** the Regional Agency has accepted the application and notified the applicant accordingly.

The Regional ISBN Agency will not provide ISBNs via telephone. The processing time for ISBN allocations is 14 working days from receipt of the correctly completed form (which excludes Saturdays, Sundays and holidays). This is from the date the correctly completed form is received in the Agency, not the day on which it was posted. Please note that proof of posting is not proof of delivery and the Agency can accept no responsibility for applications which are not received.

An application for an ISBN Publisher Identifier will be processed ONLY if complete information is submitted.

Priority Processing

A priority fee of US\$25.00 is payable for each single ISBN and applies **only** to single ISBN requests, while US\$50.00 is payable for all other requests. Priority service includes return of the ISBN Publisher Identifier and numbers within 72 business hours of receipt, provided there are no problems with the application. **Please note that priority service is by courier service.**

Eligibility of Publishers

The Regional ISBN Agency will be responsible for the assignment of the ISBN Publisher Identifier to eligible publishers with a residence or office in the Caribbean and who are **publishing** their titles within the Caribbean.

Regional/National Agencies will **not** assign ISBNs to publishers based outside of the Caribbean Region. All communication will be between the Agency and the Caribbean-based company.

Payment Arrangements

The one-off non-refundable registration fee is payable by all **new** publishers requesting ISBNs regardless of the size of the output.

Cheques and drafts must be drawn on a U.S. Bank and made payable to the Caribbean Community Secretariat.

X BENEFITS

The ISBN is used in all branches of the book supply chain.

In **Publishing Houses**, the ISBN is used for:

- identifying publication projects, from receipt of author's manuscript to delivery of final publication
- publication identification in publishers' catalogues and advertisements
- listing in printed and electronic directories and on Internet sites
- stock control
- ordering
- accounting and billing
- handling of returns
- monitoring sales data
- producing statistics
- rights and royalty management.

In **Bibliographic Data Services, Distribution Centres, Wholesalers**, the ISBN is used for:

- building databases of publications both in- and out-of-print
- generating bibliographic products and catalogues from these databases of publications for the book trade
- ordering services based on electronic communication systems such as EDI (electronic 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

In **Centralised Service Organisations for Libraries** (producing ready-to-borrow copies), the ISBN is used for:

- ordering from the publishers or wholesalers
- processing orders from libraries
- stock control

- monitoring internal logistic processes
- accounting and billing
- administration of rebinding processes

In **Bookshops**, the ISBN is used for:

- bibliographic searches
- tracing addresses of publishers or distributors
- ordering and reordering processes based on electronic communication systems such as EDI (electronic data interchange) or via the Internet
- stock administration
- accounting and billing the end consumer
- electronic point-of-sale system (EPOS)

In **Libraries**, the ISBN is used for:

- ordering
- information retrieval
- copy-cataloguing
- lending statistics
- national lending rights
- inter-library loans.

XI OTHER COMPLEMENTARY TITLE IDENTIFIERS

1. DOI

The Digital Object Identifier (DOI) is a system for identifying and exchanging intellectual property in the digital environment. The DOI System provides a framework for managing intellectual content, for linking customers with content suppliers, for facilitating electronic commerce, and enabling automated copyright management for all types of media.

The International DOI Foundation (<http://www.doi.org>), a non-profit organization, manages development, policy, and licensing of the DOI system to Registration Agencies. DOIs may be used to identify (name) any intellectual property entity, including those already identified by ISBN, and can be used compatibly with ISBN (as part of the DOI syntax), to offer the added functions of resolution, data model and policy components, providing persistence and semantic interoperability. The DOI conforms to the functional requirements of the two generic approaches for naming first-class objects on the Internet: the Uniform Resource Name (URN) and the Uniform Resource Identifier (URI).

The registration authority for DOI is:

International DOI Foundation
Jordan Hill
Oxford OX2 8DP
United Kingdom

Tel: (+44) (0)1865 314033
Fax: (+44) (0)1865 314475
E-mail: n.paskin@doi.org
URL: <http://www.doi.org>

2. ISAN and V-ISAN

The International Standard Audiovisual Number (ISAN) is designed to fill a gap in the network of unique identifiers, and it will link up with the ISRC. ISAN makes it possible for all rights holders (authors, producers) to identify an audiovisual work. The term “audiovisual work” means any work consisting of an animated series of images whether or not accompanied by sound. ISAN is not intended to be applied to fixed images or software packages. It does not identify rights holders or their respective shares.

ISAN is now an International Standard (ISO 15706:2002). The ISAN consists of an ISAN prefix, followed by 16 digits, the last one of which is a check digit.

The registration authority for ISAN is:

ISAN International Agency
26, rue de Saint Jean
CH-1203 Geneva
Switzerland

Tel: (+41) 22 545 10 00
Fax: (+41) 22 545 10 40
E-mail: info@isan.org
URL: <http://www.isan.org>

3. ISMN

For the numbering of printed music an International Standard Music Number (ISMN), technically a subset of ISBN, was established. The new standard for an International Standard Music Number (ISMN) was published in 1993 (ISO 10957). The letter M distinguishes the ISMN from the ISBN and other standards.

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

Items specifically assigned ISMNs include scores (both orchestral and vocal), sets of parts, anthologies, micro-form, Braille and electronic music publications and song books (optional).

In some cases, a song book, a hymnal, or an album with extensive text and/or illustrations may be considered a music edition, a “normal” book, or both. In such cases, both an ISMN and an ISBN may be assigned, in which case both identifiers must be printed on the publication and clearly identified.

The registration authority is:

**International ISMN Agency
Staatsbibliothek zu Berlin
PreuBischer Kulturbesitz
D-10772 Berlin
GERMANY**

Tel: (+49 30) 266-2496
(+49 30) 266-2498
Fax: (+49 30) 266-2378
E-mail: ismn@sbb.spk-berlin.de
URL: <http://www.ismn-international.org>

4. ISRC

The International Standard Recording Code (ISRC) is the standard international identifier for a sound recording (ISO 3901). It numbers each recording of a piece (not the physical item), regardless of the context or carrier on which it is issued.

An ISRC consists of 12 digits and comprises four elements: country code, first owner code, year, recording code.

Example: ISRC DE P55 97 00001

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

**International ISRC Agency
IFPI Secretariat
54 Regent Street
London W1B 5RE
United Kingdom**

Tel: (+44) (0)20 7878 7900
Fax: (+44) (0)20 7878 6832
E-mail: isrc@ifpi.org
URL: www.ifpi.org/isrc

5. ISSN

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

A continuing resource is a 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 ongoing integrating resources such as loose-leaf publications that are continually updated and Web sites that are continually updated.

The ISSN is administered by the International Centre for the Registration of Serials:

ISSN International Centre

20, rue Bachaumont

75002 Paris, FRANCE

Tel: (+33 1) 44 88 22 20

Fax: (+33 1) 40 26 32 43

E-mail: issnic@issn.org

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

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

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. The international administration and co-ordination of the ISSN system is done through the:

ISSN INTERNATIONAL CENTRE

20, Rue Bachaumont

75002 Paris

FRANCE

Tel: (+33 1) 44 88 22 20

Fax: (+33 1) 40 26 32 43

Email: issnic@issn.org

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

6. ISTC

The ISTC (International Standard Text Code) is a voluntary numbering system for the efficient identification of textual works. The standard is being developed under the auspices of ISO, the International Organization for Standardization in Geneva.

The ISTC may be applied to any textual work whenever there is an intention to produce such a work in the form of one or more manifestations. For the purposes of the standard, "textual work" is defined as a distinct, abstract creation of intellectual or artistic content composed of a combination of words.

Examples of textual works are an article, an essay, a novel, a screenplay, a short story.

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

The ISTC will enable the efficient identification and administration of textual works – not publications – although it may be linked to product identifiers such as an ISBN, in order to collocate the various manifestations of a textual work in applications.

For additional information on the ISTC Registration Authority, contact :

CISAC

20-26 Boulevard du Parc

92200 Neuilly sur Seine

Tel.: (+ 33 1) 55 62 08 50

Fax: (+ 33 1) 55 62 08 60

E-mail: cisac@cisac.org

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

7. ISWC

The 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, ISMN, ISAN and ISTC (see descriptions of each of these identifiers elsewhere in this section).

Further information is available from the registration authority:

CISAC

20-26 Boulevard du Parc

92200 Neuilly sur Seine

Tel: (+ 33 1) 55 62 08 50

Fax: (+ 33 1) 55 62 08 60

Email: cisac@cisac.org

URL: www.cisac.org

XII ONIX

ONIX is the international standard for representing and communicating book industry, serials and electronic product information in electronic form. It consists of a content specification (including data elements, tags and code lists) and an XML DTD.

ONIX was developed and is being maintained by EDItEUR jointly with Book Industry Communication and the Book Industry Study Group, and with user groups in countries whose book trades and books in print services have adopted ONIX. These countries include US, UK, France, Germany, Australia, Canada and the Republic of Korea.

ONIX 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).

Further information on ONIX is available from:

EDItEUR

39-41 North Road

London N7 9DP

United Kingdom

Tel: (+44) (0)20 7503 6418

Fax: (+44) (0)20 7503 6418

E-mail: brian@isbn-international.org

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

XIII PUBLICATIONS

Directory of Caribbean Publishers. 8th ed. 2009.

The Directory comprises a List of all publishers assigned ISBN Publisher Prefixes by the Regional ISBN Agency (Documentation Centre). It is arranged in three sequences : in alphabetical order by publisher, and by country. The directory also includes an appendix which lists those publishers who have ceased operations.

International Standard Book Number (ISBN) Users' Manual – Caribbean. 7th ed. 2009.

This Manual was prepared utilising data from the ISBN Users' Manual : International Edition. 5th ed. 2005. It aims to assist and guide national ISBN Agencies and publishers in the Caribbean in the administration of their ISBN Programme.

XIV FREQUENTLY ASKED QUESTIONS ABOUT THE ISBN SYSTEM

Why should I use an ISBN?

If you are a publisher or bookseller, it may be in your own interest to do so since you want to sell books. If your books cannot be ordered and distributed by using an ISBN and if they are not included in bibliographic data products, 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 non-industry way.

Do I have to have an ISBN?

From the point of view of the international ISBN system there is no legal requirement to have an ISBN, and it conveys no legal or copyright protection. In a number of countries, though, the use of ISBN is prescribed by law.

Do books need an ISBN if they are not going to be sold?

It is desirable that all books are identified by ISBNs.

**Should an auction catalogue be assigned an ISBN?
What about exhibition catalogues?**

Where a catalogue is produced to provide background information on items available for sale at auction, it should not be assigned an ISBN. Effectively, the catalogue is regarded as marketing material (even if it does not include prices) and is outside the scope of ISBN assignment. By contrast, catalogues that accompany exhibitions and provide textual information on particular artists or themes are applicable for ISBNs.

Who assigns ISBN registrant elements?

Only a registration agency appointed by the International ISBN Agency can assign ISBN registrant elements to individual publishers. Neither these registrant elements, nor any of the corresponding ISBNs, can be sold or given to any other publisher.

If I change the price of my book, should I assign a new ISBN?

No.

Does a change of format require a new ISBN?

Yes, different formats need different ISBNs.

I am publishing a book in a foreign language. Should it have an ISBN of the country in whose language the book is written?

No. It is the country where the publisher is based that determines the group identifier, not the language of the text itself.

I am revising a book. Does it require a new ISBN?

A significant change of text requires a new ISBN. If revisions have been made it should state on the verso of the title page that the book is a revised edition and the new ISBN should be printed there.

Does a reprint without change of text or binding require a new ISBN?

No. The original number must be retained, provided the publisher and imprint remain the same.

I would like to issue a new ISBN for marketing reasons. Is this permissible?

No, not if there is no change of text, format, or binding that would justify a new ISBN.

I am reprinting a book and changing the price at which it is available. Is a new ISBN required?

No. A reprint, whether or not the price has been changed, does not require a new ISBN.

I am publishing a book with another publisher. Whose ISBN should appear on the book?

In the case of a joint publication, both publishers are entitled to have an ISBN on the book. It should be made clear which number identifies which publisher. However, if only one publisher is to hold stock and distribute the publication, then it is recommended that the ISBN of the publisher who is responsible for distribution should appear in bar coded form on the back cover of the book.

Is it possible to reassign ISBNs when the books to which they were allocated are out-of-print?

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.

How are ISBNs allocated to multi-format/multi-volume works?

An ISBN must be allocated to the whole set of volumes of a multi-volume work; also, if the individual volumes of the set are sold separately, each volume must have its own ISBN. Even when each volume is not sold separately, the allocation of an ISBN to each volume is advisable. It facilitates the handling of returns (damaged volumes), and eliminates the possibility of confusion over specific publications. Each volume should list all ISBNs.

Similar rules apply to kits (e.g., a CD-ROM with an accompanying booklet). If any part is available separately, a separate ISBN must be allocated to each part, and to the kit as a whole.

I am publishing a series of publications. Do I need an ISBN or an ISSN?

The series should receive an ISSN while the individual publications should receive ISBNs.

Do I need a new ISBN when I am reprinting a book with a new title?

Yes, a new title requires a new ISBN.

I am taking over another firm, which already has an ISBN registrant element. All future books will be published under my name. Can I renumber all the other firm's titles?

When the publications are reprinted under your own imprint thus carrying your own name, you may assign new ISBNs from your own registrant element.

What information should be included in the metadata element <Publisher>?

It is the responsibility of publishers to inform their group agency, or the organisation responsible for the maintenance of publication registration, of the ISBNs that will be assigned to forthcoming publications.

The data element <Publisher> refers to the name of the entity associated with the publishing of a publication – for example, Reed International Books. It is a mandatory element in each occurrence of the <Publisher> composite and is non-repeating. The length of the field is variable, but there is a suggested maximum length of 100 characters. Although the element stipulates only that the name of the publisher is included within the metadata, it is the responsibility of all agencies to maintain up-to-date publisher addresses and other contact details for their own records.

What information should be included in the metadata element <Publication Date>?

This element holds the date of first publication of the publication in the country of publication (that is, under the current ISBN, as distinct from the date of first publication of the work). Although the date should be given as accurately as possible, for advance notifications the month and year are sufficient, and for backlist publications the year of publication is sufficient. This is a mandatory element and the following formats are allowable:

- 4 digits (YYYY)
- 6 digits (YYYYMM)
- 8 digits (YYYYMMDD)

If the date is being supplied by the publisher in advance of publication, then this will be an expected date, which should be replaced by the actual date of publication once known.

It is not anticipated that all local agencies will want to receive advance information, but where they do choose to do so then this element should be updated with the correct data at the time of publication.

I am not a publisher – can I still obtain an ISBN?

Yes. For our purposes, a publisher is the group, organisation, company, or individual who is responsible for originating the production of a publication. It is also the person or body who bears the cost/financial risk in making a product available – it is not normally the printer.

Please remember that in a number of countries there is detailed legislation regarding publishing.

In our country the book trade works mostly without computers. Do I still need ISBNs?

You do not need to have computers to make use of an ISBN. The ISBN saves you and other people the bother of copying bibliographic records. In addition, if you want to export your books, without an ISBN they cannot be included in bibliographic data products.

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

This material can be numbered by other numbering systems, such as EANs. Modern scanning equipment reads and processes different kinds of bar coded numbers.

The EAN organisation asked me to become a member. Is this mandatory?

If you only want to use the ISBN in EAN-13 bar coded form, you do not have to become a member. But as the EAN and UCC provide other numbering standards for identifying cartons, shipping units, locations, etc., and provide other trade-related services, such as 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.

What happens if I have used all the numbers under my identifier?

An additional identifier can be assigned, allowing for a larger output if necessary. This is an additional identifier, not a replacement.

Do different formats of an electronic publication (e.g., PDF, HTML) need separate ISBNs?

Different formats of an electronic publication are regarded as different product forms and therefore need to be identified by different ISBNs if each format is made available separately.

Do print-on-demand publications get an ISBN?

Yes. If the print-on-demand publication is taking the place of the original version and is in the same format, then it may use the original ISBN. If there have been changes in content or format sufficient to constitute a new edition, then a separate ISBN is required.

Do customised print-on-demand publications get an ISBN?

No. Publications that are available only on a limited basis, such as customised print-on-demand publications with content tailored to a user's request, shall not be assigned an ISBN.

Does the International ISBN Agency determine the fee of ISBNs? Is the fee for ISBNs the same everywhere?

The International ISBN Agency does not influence or determine the fee to provide ISBNs, since it is not directly responsible for their allocation beyond a group/national agency level. Hence this task falls to the group/national agencies, and due to varying economic factors the fees charged by each agency are likely to be different.

What if I only want one ISBN?

In some countries ISBNs are available as single numbers (for author publishers). In these cases neither the registrant element nor an individual ISBN from that allocation will uniquely identify a particular publisher. In other countries the ISBNs can only be obtained in blocks, and the minimum assignment is therefore ten ISBNs. Please refer to the national ISBN agency that is responsible for your language area, geographical region or other appropriate grouping.

My country does not have an ISBN agency responsible for it, what should I do?

ISBN is a mature standard that has been implemented in over 160 countries and has revolutionised approaches to the storage, retrieval, and use of bibliographic data and has helped to optimise retailer efficiency and enhance distribution.

We recommend that you contact the ministry of culture or any associations that are responsible for, or have influence on, the book trade to let them know of the desire to implement the ISBN system in your country. You should encourage them to contact the International ISBN Agency for advice on the requirements for establishing an agency. If this approach does not prove fruitful, further guidance from the International ISBN Agency may be sought. As a short-term measure in order that your publications may still be assigned ISBNs and handled internationally, you may wish to contact a distributor based in another country that is willing to handle your stock and assign ISBNs on your behalf (see also **Section IV.9 – Publications sold or distributed by agents**).

Will people in other countries be able to search for my books in search engines in those countries? If not, then how can I make this possible?

No. In order to make this possible you will have to contact the respective ISBN agency and ask them for details of how to be entered into their national catalogue for books in circulation (i.e., books-in-print). Sometimes you will have to obtain a distributor from that country or have an address in that country before this is possible. In some circumstances the book will also have to be in the language of that country (see **Section IV.9 (b) & (c)**).

XV FAQs ABOUT THE IMPLEMENTATION OF THE 13-DIGIT ISBN

What was the main objective in revising the ISBN and its structure?

The main purpose of the ISBN revision project was to increase the numbering capacity of the ISBN system. As a result of electronic publishing and other changes in the publishing industry, the numbering capacity of the ISBN system is being consumed at a much faster rate than was originally anticipated when the ISBN system was designed for printed books in the late 1960s.

What are the changes to the ISBN system?

The length of the ISBN changed from ten digits to thirteen digits. The ISBN now includes an initial prefix element consisting of a three-digit number made available by EAN International. The prefixes that have already been made available by EAN International are 978 and 979, but there may be an additional allocation made in the future to continue to guarantee the capacity of the system. ISBNs will still retain a check digit but the calculation method is changing.

Why this solution and not others?

The 13-digit solution was proposed since books can already carry both the ISBN and the EAN-13 bar code (i.e., the 10-digit ISBN prefixed by 978 and with a recalculated final check digit). This solution also enables the ISBN system to make use of the "979" EAN prefix, which was reserved years ago for the future use of the book trade within the EAN system.

Should both a 10-digit and a 13-digit ISBN be printed in a publication?

No. With effect from 1 January 2007 only the 13-digit ISBN is printed in order to avoid the possibility of ambiguity (when the additional 979 prefix comes into use). Publishers should print the 13-digit ISBN in eye-readable form above the bar code on the back cover of their publications, retaining the correct structure.

If our company still has many 10-digit ISBNs, why do we need to reformat them as 13-digit ISBNs?

The International ISBN standard is changing. The ISBN system drives all trading in the industry internationally, and the allocation of ISBN is organised on an international basis. The 13-digit ISBN is necessary because existing stocks of numbers in certain parts of the world are running low. In order to maintain the system, therefore, the additional 979 prefix is being adopted to expand number availability.

May publishers use the 979 prefix on their existing 10-digit ISBNs?

No. See next FAQ below.

Will our publishing company get the same prefixes in the new 979 range as we have in the 978 range?

No. One of the reasons for the current shortage of 10-digit ISBNs is that prefixes were allocated too generously in the past, resulting in some publishers having many more numbers than they require. ISBN agencies will seek to assign smaller blocks of numbers in the future, and this will lead to new criteria for the allocation of prefixes.

What happens to ISBNs that have already been obtained by a publisher but are not yet assigned?

The unused 10-digit ISBNs will have to be converted to the new 13-digit format.

NB Prior to 1 January 2007 and continuing, The Regional ISBN Agency began issuing printouts of the existing stock of 10-digit ISBNs in the new 13-digit format, to National ISBN Agencies and all other publishers.

Will new ISBNs have to be assigned to products that have already been published?

No. Existing ISBNs should be converted from the 10-digit format to the 13-digit format.

This will apply to records for any title for which transactions may occur and should therefore include out-of-print titles as well as those currently in the catalogue.

The ISBN and bar code on books will not need to be changed until the book is reprinted, as the bar code already represents the EAN-13 which is the same number as the new 13-digit ISBN.

May publishers reuse existing 10-digit ISBNs on a new publication by adding a 978 prefix?

No. The addition of a 978 prefix to a previously used ISBN does not make a new ISBN and for that reason must not be assigned to a new publication.

Will I be able to communicate with trading partners using 10-digit ISBNs?

With the conversion of the ISBN to a 13-digit number, all mechanical systems will have to accommodate its use in that form. Commercial systems may not support 10-digit ISBNs.

Will publishers have to change to 13-digit ISBNs or can they continue using the 10-digit ones?

Publishers will have to change all their systems to accommodate the 13-digit ISBN. The 10-digit ISBN can no longer be used.

APPENDIX I

Example of the data and ISBN printed on the verso of the title page

Caribbean Community (CARICOM) Secretariat
Turkeyen
P.O. Box 10827
Georgetown
Guyana
Tel: (592) 222 0001-0075
Fax: (592) 222 0170-1
E-mail: doccentre@caricom.org
URL: <http://www.caricom.org>

ISBN 978-976-600-202-2

© 2009 Caribbean Community Secretariat

Permission is granted for the reprinting of any material in this manual subject to due acknowledgement of the source.

Printed in Guyana

APPENDIX II

REGIONAL ISBN AGENCY (CARICOM) APPLICATION FOR AN ISBN REGISTRANT ELEMENT

PLEASE PRINT OR TYPE:

Company/Publisher Name:

Name of Contact Person:

Address:

Tel.:

Fax:

E-mail:

Website:

If P.O. Box indicated, local street address is required:

Indicate year you started publishing:

Number of titles published by year: 2005 2006 2007 2008

Estimated number of titles per year

Quantity available in print (Back List)

N.B. Publishers should state an approximate output in order to be allocated specific ISBN blocks, i.e. 1-3 titles - block of 10 ISBNs, 4-70 titles - block of 100 ISBNs, more than 70 titles - block of 1,000 ISBNs. Publishers may also apply for a single ISBN from an element range reserved for occasional publishers. The element does NOT identify any one particular publisher, and cannot be claimed to be owned by any one publisher.

Are you a subsidiary of another company?

Yes No

If yes, provide name, address and ISBN Registrant Element

Indicate what type of products you produce (circle):

Books Videos Software
Mixed Media Spoken Words on Cassette/CD/DVD

Other (please specify):

Indicate subject area (circle):

Children's Law Medical
Religious Sci-Tech

Other (please specify):

For Agency Use Only –

ISBN Registrant Element assigned:

Date.....

APPENDIX III

CARIBBEAN COMMUNITY SECRETARIAT ISBN REQUEST FORM

This application should be submitted to the Regional Agency at least two (2) months prior to the intended date of publication.

ISBN is requested for the following title

Author.....

Title.....

.....

.....

Edition (new/revised/reprint).....

Date of publication.....

Binding (hardcover/paperback)

Number of pages/vols.....

Name of Series (if any).....

Number of copies to be printed.....

Publisher's Name and Address.....

.....

Tel.....

Fax.....

E-mail.....

Signature of Publisher.....

**Caribbean Community Secretariat
Turkeyen
P. O. Box 10827
Georgetown
Guyana
Tel: 592 222 0001-0075
Fax: 592 222 0170
E-mail: doccentre@caricom.org**

APPENDIX IV

NATIONAL ISBN AGENCIES

THE BAHAMAS

Mrs. Rosemary Munroe-Whyllly
Library Associate
National ISBN Agency
The College of the Bahamas
P.O. Box N-4912
Nassau

Tel: (242) 302-4552/4554/4517
Fax: (242) 326-7834
E-mail: rmunroewhyllly@yahoo.com

BARBADOS

Ms. Beverley Archer
Technical Services
National Library Service
Public Services Division
Coleridge Street
Bridgetown 2

Tel: (246) 429-5716
Fax: (246) 429-9402
E-mail: reference@caribsurf.com
natlib1@caribsurf.com

BELIZE

Mrs. Precillia Thomas
Belize National Library Service and Information System
(BNLSIS)
Turton Library Centre
P.O. Box 287
Belize City

Tel: (501) 227-3401
Fax: (501) 223-4246
E-mail: preciliarivas@hotmail.com
URL: www.nlsbze.org

JAMAICA

Ms. Valerie Francis
Acquisitions Librarian
National Library of Jamaica
12 East Street, P.O. Box 823
Kingston

Tel: (876) 967-2494/2496
Fax: (876) 922-5567
E-mail: nljacq@hotmail.com
nljacq@cwjamaica.com
URL: www.nlj.org.jm

TRINIDAD AND TOBAGO

Mrs. Tramaine Hensley-Harrison
Clerk II (ag.)
TT ISBN Agency
National Library and Information System Authority (NALIS)
Cor. Abercromby and Hart Streets
Port of Spain

Tel: (868) 623-6962/7278/9673
(868) 624-4466/6541
(868) 625-2873/5255
(868) 627-1878/5679/8507; Ext. 2014
Fax: (868) 624-3120
E-mail: tharrison@nalis.gov.tt
CC: glasgowc@nalis.gov.tt
URL: <http://www.nalis2.gov.tt/nationallibrary.htm>