

GUIDELINES FOR THE PROCESSING OF ISBN REQUESTS

We now wish to advise that based on recommendations emanating from meetings of Executive Management and also the CCS Information Policy Committee, there are now new guidelines with regard to the administration of the Caribbean Regional ISBN System. 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

Publishers will now be able to allocate their own ISBNs from the blocks which will be provided by the Agency. Publishers must however submit to the Regional/National Agency monthly returns of ISBNs they have assigned, to facilitate updating of our Publishers database. Occasional publishers will continue to receive their ISBNs from an occasional block reserved by the Agency for this purpose.

PROCESSING INFORMATION

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 do not arrive.

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. **All remittances must be drawn on a U.S. Bank.** You may choose any of the following methods of payment:

- ☐ Cheque enclosed (made payable to the **Caribbean Community Secretariat**)
- ☐ Payment by Bank Draft to: **CARIBBEAN COMMUNITY SECRETARIAT**

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