



National Library
of Canada

Bibliothèque nationale
du Canada

ISBN ISBN ISBN
ISBN ISBN ISBN
ISBN ISBN ISBN

Users' Manual

ISBN 0-662-53331-3

Canada

Acknowledgement

The content of this manual is largely derived from *International Standard Book Numbering* (5th edition, ISBN 0-949999-05-9), published by the Standard Book Numbering Agency Ltd., London. Their kind permission is gratefully acknowledged.

Canadian Cataloguing in Publication Data

Main entry under title:
ISBN users' manual

Text in English and French with French text
on inverted pages.

Title on added t.p.: ISBN, manuel de
l'utilisateur.

"Derived from International Standard Book
Numbering (5th edition, ISBN 0-949999-05-9),
published by the Standard Book Numbering
Agency Ltd., London"--Acknowledgements.

ISBN 0-662-53331-3

DSS cat. no. SN3-207/1984

1. International Standard Book Numbers--
Handbooks, manuals, etc. I. National
Library of Canada II. Title: ISBN, manuel
de l'utilisateur.

Z436.I22 1984

025.4'2

C84-090219-0E

Additional copies available from the Publications
Section of the Public Relations Office, National
Library of Canada, 395, Wellington Street, Ottawa,
Canada K1A 0N4.

© Minister of Supply and Services Canada 1984

Cat. No. SN3-207/1984

ISBN 0-662-53331-3

INTERNATIONAL STANDARD BOOK NUMBERING

FOREWORD

The impetus for an industry-wide system of book numbering came from W.H. Smith and Son Ltd. in 1965 as it prepared to build a computer-controlled warehouse facility in the United Kingdom. The Publishers Association of Great Britain and W.H. Smith and Son Ltd. jointly commissioned Professor Gordon Foster, then of the London School of Economics, to report on the need and feasibility of a standard system of book numbering. His report became the basis of a numbering scheme that in 1967 became operational in the United Kingdom. Subsequently, the Documentation Section of the International Standards Organization (ISO) adopted the following recommendation:

ISO RECOMMENDATION

ISO RECOMMENDATION No. 2108 Documentation-International Standard Book Numbering (ISBN)

1. Scope

The purpose of this ISO Recommendation is to co-ordinate and standardize internationally the use of book numbers so that an international standard book number identifies one title, or edition of a title, from one specific publisher, and is unique to that title or edition.

2. Construction of the International Standard Book Number

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

- group identifier (i.e., national, geographical, language or other convenient group);
- publisher identifier;
- title identifier;
- check digit.

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

ISBN 0 571 08989 5
ISBN 90-70002-34-5

* These digits are the Arabic numerals 0 to 9; in the case of the check digit only, an X can sometimes occur (see Section 2.2).

2.1 GROUP IDENTIFIER

The group identifier will be allocated by an international standard book numbering agency. It will vary in length from group to group according to the title output of the group concerned.**

2.2 PUBLISHER IDENTIFIER

The publisher identifier will be allocated internally within the group, by the agency appointed for this purpose. It will vary in length from publisher to publisher according to the title output of the publisher concerned.

2.3 TITLE IDENTIFIER

The title identifier will have a length which is determined by the length of the group and publisher identifiers which precede it.

2.4 CHECK DIGITS

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

3. Printing on Books

The International Standard Book Number should be printed on the back of the title page or, if this is not possible, at the foot of the title page itself. It should also appear at the foot of the outside back cover if practicable and at the foot of the back of the jacket if the book has one; if neither of these alternatives is possible, then the number should be printed in some other prominent position on the outside.

ISBNs – CANADA

Responsibility for the assignment and coordination of standard book numbers in Canada is shared by the National Library of Canada and the Bibliothèque nationale du Québec, who has responsibility for French-language publishers in Québec. Records of assignments can be found in the *Canadian ISBN Publishers' Directory/Répertoire des préfixes ISBN des éditeurs canadiens*, published annually by the National Library of Canada, and *Répertoire des numéros ISBN attribués par la Bibliothèque nationale du Québec*, published by the Bibliothèque nationale du Québec.

** It is recommended that the group identifier X should be used for the internal numbering of retrospective holdings by libraries wishing to establish a numbering system compatible with the ISBN.

ISBNs – INTERNATIONAL

The ISBN system is used in the countries listed below. The ISBN group identifiers for each country have been noted in parenthesis.

Argentina (950)
Australia (0,1)
Austria (3)
Belgium (90,2)
Canada (0,1,2)
China (7)
Costa Rica (9977)
Denmark (87)
Egypt (977)
Federal Republic of Germany (3)
Finland (951)
France (2)
Ghana (9964)
Great Britain (0,1)
Hong Kong (962)
Hungary (963)
Israel (965)
Italy (88)
Japan (4)
Malaysia (967)
Mexico (968)
The Netherlands (90)
New Zealand (0,1)
Nigeria (978)
Norway (82)
Singapore (9971)
South Africa (0,1)
Spain (84)
Sweden (91)
Switzerland (2,3)
Tanzania (9976)
Thailand (974)
UNESCO (92)
United States (0,1)
Zimbabwe (0,1)

THE MECHANICS OF INTERNATIONAL STANDARD BOOK NUMBERING

1. The Make-up of an International Standard Book Number

An International Standard Book Number (ISBN) is always ten digits in length. The ten digits are always divided into four parts. When printed, each part should be separated by a hyphen or space. Each of the four parts has a different function.

1.1 GROUP IDENTIFIER

The first part may be from one to five digits in length and identifies the national, language, geographic or other area in which the book concerned was published.

The group identifiers used in Canada are 0 (with 1 as an additional identifier for use when prefixes under 0 have all been assigned) and 2 for French-language publishers in Quebec.

1.2 PUBLISHER PREFIX (Sometimes Called Publisher Identifier)

The second part may be from one to seven digits in length and always identifies the publisher.

1.3 TITLE NUMBER

The third part of an ISBN identifies the title, or the particular volume or edition if there is more than one volume or edition of the title concerned, and is called the "title number." Title numbers can be six, five, four, three, two or one digit in length, and their length is governed by the number of digits in the publisher prefix that precedes them. The group identifier, publisher prefix and title number always total nine digits. As an ISBN is always ten digits in length there is one more digit still to be added.

1.4 CHECK DIGIT

The fourth and last part of an ISBN is always one digit in length, and is called the check digit.

Example: ISBN 0-7710-3514-4.

In the preceding ISBN, the first part (0) identifies the group, the second part (7710) identifies the publisher, the third part (3514) identifies the book, and the fourth part (4) is the check digit.

The function of the check digit is given below.

2. Check Digits

2.1 DESCRIPTION

A check digit is a device that guards against a computer accepting a "wrong number," and in consequence supplying the wrong book.

When an ISBN is fed to a computer, the first operation of the machine is to ensure that the number is a valid one. It does this by performing an exercise in multiplication by which every digit in the group, prefix and title parts of the ISBN is successively multiplied by the numbers, 10, 9, 8, 7, 6, 5, 4, 3, 2; these multipliers are called "weights" (see example below). After the multiplications have been done, the results are added together to form a total to which is added the check digit itself. This final total is then divided by what is termed a modulus. The ISBN system will always use modulus 11. If there is no remainder after the total has been divided by 11, then the ISBN has been proved valid and is accepted by the computer. If there is a remainder, the number is rejected.

Example

Products	Group Identifier	Publisher Prefix	Title Number	Check Digit
ISBN	0	8 0 2 0	4 6 1 2	6
Weight	x <u>10</u>	x <u>9 8 7 6</u>	x <u>5 4 3 2</u>	
Products	0 +	72+0+14+0	20+24+3+4	plus 6
<hr/>				
Total: 143				

As 143 can be divided by 11 without a remainder, 0-8020-4612-6 is a valid International Standard Book Number.

2.2 ROMAN NUMERAL X TO BE USED INSTEAD OF 10

The checking system based on the use of modulus 11 can sometimes require a check digit 10. If this were used, an ISBN could sometimes be not ten but eleven digits in length. To avoid this, the Roman numeral X will always be used to represent the check digit 10 where this would occur. In this way the uniform length of ten digits only for all ISBNs is maintained.

2.3 REASONS FOR CHECK DIGITS

Experience has shown that the majority of errors made when writing out numbers are errors of transposition. Modulus 11 will detect virtually all transposition errors, and transcription errors involving the use of a completely erroneous digit. Detection of entirely random error is well above 90 percent.

3. Style for Printing International Standard Book Numbers

The style for printing ISBNs is group identifier, hyphen or space, publisher prefix, hyphen or space, title number, hyphen or space, and check digit. The use of hyphens is preferred.

Example: ISBN 0-8020-4612-6.

0 is the group identifier, 8020 is the publisher prefix, 4612 is the title number, and 6 is the check digit. Or in 0-590-71449-X, where 0 is the group identifier, 590 is the publisher prefix, 71449 is the title number, and X is the check digit; when the check digit is 10, the Roman numeral X would be used for this, so that the ISBN is kept to a standard ten-digit length.

4. Publisher Prefixes – Further Description, Method of Allocation

4.1 NUMBER OF DIGITS

Publisher prefixes are from one to seven digits in length. Prefixes have been allocated to publishers, mainly according to their current rate of title output and/or the size of their backlist.

4.2 UNIQUE IDENTIFICATION

A prefix uniquely identifies the publisher of a book and will not be allocated to any other person or organization involved in its creation, production or distribution (but see section 13.2 regarding titles imported from countries not participating in the ISBN system).

4.3 NUMERICAL RANGE

To avoid any two books having the same ISBN, prefixes have been allocated within certain numerical ranges. These are shown in the next column. It will be seen that, while there can be a publisher with the prefix 699, there cannot also be a publisher with the prefix 6991, with the consequent puzzle as to who published book 0 699102340. Even with the proper hyphens between three parts of this number omitted, a glance at the prefix ranges will show that the publisher prefix part of this number must be 699.

PREFIX RANGES:

00-19

Twenty prefixes available.

The total of ISBNs available to each publisher in the two-digit prefix range is one million.

200-699

Five hundred prefixes available.

Total of ISBNs available to each publisher is 100 000.

7000-8499

One thousand five hundred prefixes available.

Total of ISBNs available to each publisher is 10 000.

85000-89999

Five thousand prefixes available.

Total number of ISBNs available to each publisher is 1000.

900000-949999

Fifty thousand prefixes available.

Total number of ISBNs available to each publisher is 100.

9500000-9999999

Five hundred thousand prefixes available.

Total number of ISBNs available to each publisher is 10.

5. Publishers to Whom Prefixes Have Been Allocated

Prefixes have been allocated to active Canadian publishers, both small and large, commercial and otherwise. (For the definition of a Canadian publisher, see section 9.)

6. Publishers to Whom Prefixes Will Be Allocated in the Future

- (a) new publishers;
- (b) a publisher with an existing prefix, but who uses up all the ISBNs available with that prefix; and
- (c) existing publishers not yet in the ISBN system.

7. Responsibility for Allocation of Prefixes

Prefixes are allocated by the Canadian ISBN Agency of the National Library of Canada and the Bibliothèque nationale du Québec.

8. Publication of Prefixes

8.1 PUBLISHERS' DIRECTORIES

Publisher prefixes are published in *Canadian ISBN Publishers' Directory/Répertoire des préfixes ISBN des éditeurs canadiens* and the *Répertoire des numéros ISBN attribués par la Bibliothèque nationale du Québec*. A complete international list of publisher prefixes is given in the *International ISBN Publishers' Directory*, published by the International Standard Book Numbering Agency, Staatsbibliothek

Preussischer Kulturbesitz, 1 Berlin 30, Potsdamer Strasse 33, Federal Republic of Germany.

8.2 NATIONAL LIBRARY TECHNICAL NEWS

As new prefixes are allocated, they are recorded, together with the name and address of the publisher concerned, by the Canadian ISBN Agency. These assignments are published on an irregular basis in *National Library Technical News*, which is available without cost from the Public Relations Office of the National Library of Canada, 395 Wellington Street, Ottawa, Canada K1A 0N4.

9. Definition of a Canadian Publisher for Purposes of the ISBN Scheme

Any person, company, partnership, association, group or body of any kind whatsoever, issuing and publishing a book, whether for sale or without charge, in Canada.

10. Books to which International Standard Book Numbers are Allocated

All books published in Canada, or distributed here by an exclusive agent (see section 13).

Note: For the purposes of the ISBN scheme, sheet music, newspapers and magazines are not books, and will not be given ISBNs.

11. Books Issued in More Than One Volume, Binding, Edition, etc.

11.1 MULTI-VOLUME WORKS

A multi-volume work requires an ISBN for the set as a whole; additionally each volume of a multi-volume work must have a different ISBN even if volumes are not sold separately.

The ISBN for the set as a whole should be printed on the verso of the title page of each volume of the set and should be easily identifiable. The following style is suggested:

ISBN for a complete set of x volumes: 0-88830-269-X (set).

ISBN for an individual volume: 0-88830-270-3 (v.1).

11.2 BOOKS IN MORE THAN ONE EDITION

All first printings of books are given ISBNs. Any subsequent printing, where there is no textual difference from the original, should have the same ISBN as the original, or first, printing.

A change in price, where this change in price is not coupled with a change in format, content, or binding, does not constitute publication in a different form, and no new number should be given.

A change in colour or other marginal difference between the binding of one printing and of a subsequent printing does not (for this purpose) constitute a change in form, and no new number should be given. A change of cover design does not constitute a change of form, and on no account should a new ISBN be given.

A change in binding that warrants a new number would be, for instance, a change from cloth to leather binding, or from cloth to paper binding, or from paper to cloth binding.

A change in text or type (partially or entirely reset) or a change in format of an edition which has already appeared on the market constitutes a new edition and as such should be allocated a new ISBN.

When a book is published in several different editions at the same time (e.g., a French edition and an English edition; a paperbound edition and a clothbound edition; an edition with maps and an edition without maps; a trade edition and a hand-bound limited edition; or a normal edition and a microform edition), each edition will have a different ISBN. (See section 19.)

Examples:

Findley, Timothy. *The Wars*. Paper edition published by Penguin. Originally published by Clarke Irwin in 1977. Also published in French-language version as *Guerres: roman* by Éditions Hurtubise HMM, 1980. All three require a separate ISBN.

Canadian ISBN Publishers' Directory / Répertoire des préfixes ISBN des éditeurs canadiens. A bilingual publication requires one ISBN. Separate language versions require separate numbers.

Murray, Joan. *The Beginning of Vision: The Drawings of Lawren S. Harris*. One limited edition with an original drawing published by Mira Godard Gallery, Toronto. Trade edition published by Douglas and McIntyre, Vancouver, in association with Mira Godard Gallery. Each edition requires a separate ISBN.

12. Books Originating Overseas

Books for which rights (including translation rights) have been bought from overseas, books produced from imported sheets, and bound books, which have been imported in bulk and which carry the imprint of a Canadian publisher, are, for the purposes of the ISBN scheme, Cana-

dian books when published in this country. Books not bearing the imprint of a Canadian publisher are dealt with in section 13.

13. Exclusive Agency Books

Exclusive agency books are those that are published abroad and imported into this country by an exclusive agent require an ISBN.

13.1 FROM COUNTRIES THAT HAVE ADOPTED THE ISBN SYSTEM

If a country has adopted the ISBN system, then books from that country will have had ISBNs allocated to them in their country of origin. These ISBNs are the ones by which they are known in this country. Thus, a book with a Dutch ISBN, when sold in Canada by a Canadian publisher acting as agent, must be sold and recorded under its Dutch ISBN.

13.2 FROM COUNTRIES THAT HAVE NOT YET ADOPTED THE ISBN SYSTEM

When agented books come from publishers overseas who do not have a publisher prefix, and as the effective publisher in this country is the exclusive agent, the prefix of the ISBN of such imported books will be the prefix of the exclusive Canadian agent.

The publisher prefix part of the ISBN will not accord with the name of the publisher on the title page of the book itself, which will be, of course, the name of the original publisher in the book's country of origin. For this class of book the ISBN is unlikely to appear on the book itself.

14. Responsibility for the Allocation of ISBNs

Publishers with blocks of 100 ISBNs or more are supplied computer-produced logbooks on a complimentary basis. Smaller publishers are usually allocated numbers from their block as they need them.

15. Publication of ISBNs

ISBNs should appear in publishers' advertisements, in publishers' seasonal catalogues and stock lists; in and on the books themselves; in the trade and national bibliographies and book lists; and in all other places where details of books normally appear, such as on leaflets, brochures, and so forth.

15.1 BOOKS

The ISBN should appear:

- (a) On the reverse of the title page. If the same sheets are used for printing more than one binding of the title, the ISBNs for each different binding should appear on this page with the binding specified. The letters "ISBN" should precede each ISBN.

ISBNs are an essential part of the Cataloguing in Publication data (see section 25) printed on the reverse of the title page.

- (b) At the base of the reverse cover. The letters "ISBN" should precede the number.
- (c) At the base of the reverse cover of the dust jacket, where this is provided. The letters "ISBN" should precede the number.
- (d) In the upper right hand corner of the front cover, for massmarket paperback books, to allow for the processing of returned covers by independent and national distributors and by publishers.

On books the ISBN should be printed in machine-readable OCR-A to permit the scanning of ISBN and price information at points of sale. The font appears as follows:

ISBN 0-553-13843-X

Detailed information concerning the use of OCR-A font can be found in the *OCR-A Users' Guide* published by the National Retail Merchants Association, 100 West 31st Street, New York, New York.

15.2 ADVERTISEMENTS, LEAFLETS AND BROCHURES

It is recommended that the ISBN follow immediately after, or is immediately below, the title of the book advertised. All ten digits of the ISBN should be given.

15.3 CATALOGUES

It is recommended that in the part of a catalogue containing blurbs the ISBN follow immediately after, or is immediately below, the title of the book. All ten digits of the ISBN should be given.

It is recommended that in the index part of a catalogue the ISBN be the last item of information in the index entry.

Example: Van Dine, Doug. *Rafting in British Columbia*. Surrey: Hancock House, 1984. ISBN 0-88839-985-5.

It is desirable that all ten digits of the ISBN be given. In the case of groups of publishers using several prefixes, but only one catalogue to

list the publications of the several members of the group, it is essential that the group identifier and the publisher prefix as well as the title number and the check digit be given.

Publishers who use one prefix only, and who wish to save space by not repeating the prefix throughout the index, should print their group identifier and prefix in bold type of not less than 14-pt. size at the top of every index page.

It is recommended that publishers' catalogues contain, in addition to existing indexes, an index of ISBNs in numerical sequences, with details of the books to which they relate.

15.4 NATIONAL AND TRADE BIBLIOGRAPHIES AND BOOK LISTS

ISBNs are printed in *Canadiana*, the national bibliography, and in the cumulations that follow, as well as in standard sources, such as *Canadian Books in Print*, *Quill & Quire*, *Bibliographie du Québec*, *La liste des livres disponibles de langue française* and the Canadian Telebook Agency fiche. There is an ISBN index to *Canadiana* which provides a national register of ISBNs used.

16. Description of Different Editions Required on the Reverse of the Title Page

As indicated in the section on impressions, editions and re-issues (section 11), a title will have only one ISBN in most cases. If, however, a title is published in several bindings or editions, then each will have its own ISBN.

Most publishers will know at the time that a title page is printed what styles and editions of the title they intend to produce. It is recommended, therefore, that for books to be produced in more than one style or edition there be printed on the reverse of the title page the ISBNs for the different styles or editions, together with descriptive wording differentiating one ISBN from another.

Example:

ISBN 0-88887-878-8 (bound).

ISBN 0-88887-880-X (pbk).

17. Identifying ISBNs of Books Published in Several Bindings

In the case of different bindings, the ISBN embossed on the case or printed on the jacket will be taken as the identifying ISBN relating to the book in hand. This ISBN may be different from that on the reverse of the title page. This will happen when a publisher makes the decision to produce a book in more than one binding after the title

page has been printed, and when the publisher feels unable to print another title page which carries the correct ISBN for the new type of binding. A new title page is, of course, the correct solution.

18. Joint Imprint Books

Books published under the imprint of two or more publishers should carry the ISBN of the publisher handling sales and distribution if only one of them is doing this.

If a book published under a joint imprint is available from more than one publisher, then it should carry the ISBN of each of the publishers from whom it is available, and each ISBN should be preceded by the name of the publisher concerned.

Example:

Douglas & McIntyre ISBN: 088894-218-4.
University of Washington Press ISBN: 0-295-95642-9.

19. Reference to Other Editions

19.1 NEW EDITIONS

Books appearing in a revised edition and therefore having a new ISBN should carry a reference to the ISBN of the preceding edition, together with appropriate descriptive wording, on the verso of the title page.

Example:

ISBN 0-88879-098-8. 2nd revised edition, 1984.
(ISBN 0-88879-036-8. 1st edition, 1980)

19.2 BOOKS TRANSFERRED FROM ONE PUBLISHER TO ANOTHER

If a book has been transferred from one publisher to another, has been reprinted, and carries the imprint of the new publisher and the new publisher's ISBN, but is textually unchanged, then the new publisher should give the ISBN of the previous edition as well as his own on the verso of the title page.

Example:

ISBN 0 666 00123 5
(Previously published by Publisher XY under ISBN 3 8420 0091 X)

19.3 TRANSLATED EDITIONS

Where possible the ISBN of the original edition on which the translation was based, should be given on the verso of the title page.

Example:

ISBN 0-88784-090-6

(Original edition: ISBN 2-7604-0048-4, Éditions Alain Stanké, Montreal)

19.4 CO-PUBLICATIONS

In the case of co-productions, i.e., editions appearing in different language versions, the ISBNs of all parallel editions should be given on the verso of the title page.

Example:

ISBN 0 571 07350 6

(German edition: ISBN 3 7770 1234 3 by publisher AB, Stuttgart; Dutch edition: ISBN 90 70002 34 5 by publisher YZ, Amsterdam).

19.5 INTERNATIONAL STANDARD SERIAL NUMBER (ISSN).

The assignment of ISBNs and ISSNs can sometimes overlap, such as in annual publications and numbered monograph series, when both numbers can be assigned. The ISBN indicates a particular year's edition or a particular title in a series. The ISSN indicates the on-going serial nature of the publication.

20. Publishers' Production Departments to Allocate and Keep Records of ISBNs

It is recommended that production departments of publishing houses allocating their own ISBNs keep the records of the ISBNs that have been allocated to the books of the house concerned.

It is recommended that an ISBN be allocated at the time a production schedule is fixed for the title concerned.

21. International Standard Book Number Unique to One Book

An ISBN identifies one title, or edition of a title, and is unique to that title or edition. Once allocated an ISBN should never be used again, even if the title to which it was originally allocated has long been out of print.

22. Canadian ISBN Agency

22.1 CONSTITUTION

The Agency is a part of the National Library of Canada, 395 Wellington Street, Ottawa, Canada K1A 0N4, telephone: (819) 997-9565.

22.2 DUTIES

The Agency creates, where necessary, verifies, and records ISBNs and publishes the ISBN directory.

23. Procedure for Publishing the Occurrence of Invalid Numbers

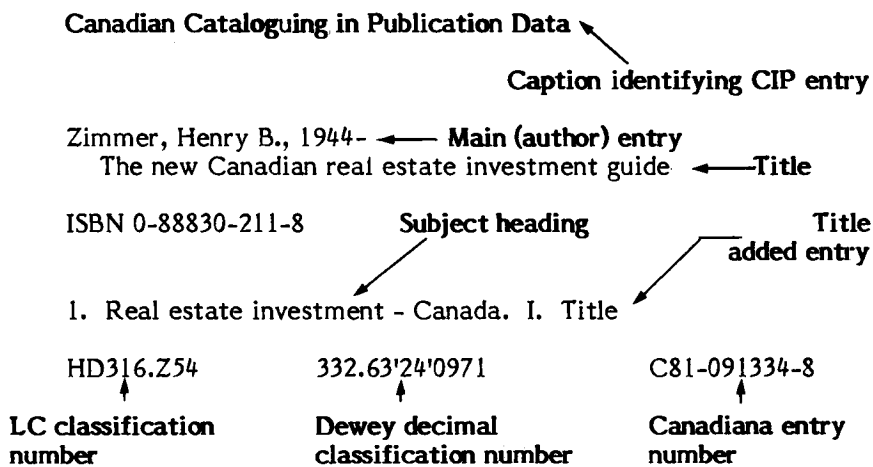
Invalid numbers will unfortunately appear in books, catalogues and in advertisements. If a publisher is aware of an error, he should inform the Canadian ISBN Agency at the National Library of Canada and/or the Bibliothèque nationale du Québec where appropriate. A correct number should be supplied at the same time. The ISBNs of materials received on legal deposit at the National Library of Canada are checked to ensure the validity of the numbers used. Publishers are informed of any errors and the incorrect number together with the correct ISBN are noted in the ISBN Index to *Canadiana*, the national bibliography.

24. Canadian CIP Programme

CIP (Cataloguing in Publication) is a voluntary programme of cooperation between libraries and publishers, coordinated by the National Library of Canada, that allows the cataloguing of Canadian books prior to publication.

The CIP programme helps publishers to promote the sale of new titles by providing booksellers and libraries with the advance information they need to select and purchase new books. The information is published in *Quill & Quire's* "Forthcoming Books" supplement, in *Canadiana*, in *Canadiana* (Microfiche), and in *Canadian Books in Print*, ensuring maximum exposure of new titles. In addition, this information is distributed in Canada, Australia, and the United States on computer-readable MARC tapes well in advance of publication.

Example of a Canadian CIP Entry Printed in the Book



At present, the CIP programme includes monographs commercially published in Canada, some federal government publications and monograph publications of participating provincial governments.

For further information, contact the appropriate CIP agent.

For trade publishers in eastern Canada:

CIP Coordinator
University of Toronto Library
7th Floor, Room 7039
130 St. George Street
Toronto, Ontario
M5S 1A5
Telephone: (416) 978-6716

For trade publishers in western Canada:

CIP Coordinator
Library Processing Centre – Catalogue Records
2206 East Mall
University of British Columbia
Vancouver, British Columbia
V6T 1Z8
Telephone: (604) 228-4609, 228-3426

For trade publishers in the Ottawa and for English-speaking publishers in the Montreal area:

CIP Office
Cataloguing Branch
National Library of Canada
395 Wellington Street
Ottawa, Canada
K1A 0N4
Telephone (819) 997-6200, ext. 56 & 13

25. Legal Deposit

In order that the Canadian ISBN Agency may monitor the numbering activities of Canadian publishers, a timely observance of the deposit of two copies of Canadian publications (under the terms of the National Library Act) is requested. Materials received on legal deposit are catalogued and listed in *Canadiana*, the national bibliography, as well as added to National Library's permanent collection. Two copies of legal deposit materials should be sent to:

Canadiana Acquisitions Division and Legal Deposit Office
National Library of Canada
Ottawa, Canada
K1A 0N4
Telephone: (819) 997-9565

ANSWERS TO QUESTIONS MOST FREQUENTLY ASKED ABOUT THE SYSTEM

I am revising a book or bringing out a new yearbook. Does it require a new ISBN?

A change of text requires a new ISBN and, if revisions have been made, the back of the title page should state that the book is a revised edition, and the new ISBN should be printed there. If the book is simply a reprint with a few minor corrections, it should not be called a revision, and the original ISBN should be retained.

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

No. The original number must be retained.

I am reprinting a book in a completely different kind of binding, i.e., once cloth, now paperback. Is a new ISBN required?

Yes. A complete change of binding does require a new ISBN.

I am reprinting a book with the same kind of binding, but with a new cover design or jacket. Is a new ISBN required?

No. A change of design or jacket should not have a new ISBN.

I am reprinting a book with a new cover to tie in with a film or T.V. programme. Should it have a new ISBN?

No. This is simply a change of design and should not have a new ISBN.

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

No. There is no change of text, binding or format to justify a new ISBN.

I am reprinting a book with a price change. Is a new ISBN required?

No. A price change does not require a new ISBN.

I am reprinting a book with a new title. Is a new ISBN required?

Yes. A new title requires a new ISBN.

I am publishing an ordinary edition, and a limited signed edition. Are separate ISBNs required?

Yes. Each edition should have its own ISBN.

I am printing a hardback and paperback edition with the same title page. What should I do in this case?

Print both ISBNs on the back of the title page, stating which ISBN applies to which edition.

Do I need a separate prefix for a new imprint of mine, or for an associated company?

Not for your imprint. Nor for an associated company, unless to use the same prefix is impracticable, or there is a possibility of disassociation at a later date.

I am distributing a book for another publisher. Should I assign one of my own ISBNs?

No. Unless the book originates in a part of the world not participating in the system. Or unless you are printing a new title page with your own imprint on it. If you are simply distributing, then the original

ISBN must be retained, as the ISBN must identify whoever the book states is publisher. If the publisher has not supplied the original ISBN, then he should be requested to provide one.

Is a year book classified as a serial, requiring an ISSN only?

Serials or periodicals published more than once yearly need ISSNs only. If published only once a year or less, then ISBNs are needed as well as ISSNs.

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

No. It is the publisher's country of origin which determines the international prefix, and not the language of the text.

Do ISBNs need to identify the class of book? Can I split my block of ISBNs to show classification?

The ISBN identifies the country of origin of the publisher, the publisher, the title, and the edition and binding of that title. Nothing else. If you wish to institute some internal arrangement you are free to do so, but most such arrangements are difficult to implement, and extravagant on numbers.

What happens if I use all the numbers under my prefix?

An additional prefix can be assigned – allowing for a larger output if necessary. This is an additional prefix, and not a replacement. ISBNs assigned under your existing prefix must not be renumbered under the new prefix unless there is a change of text, binding, format, or title.

Can I re-assign 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 and records.

Must I use ISBNs? Are they a legal requirement? Will I lose sales without them?

They are not a legal requirement. They are, however, widely used by libraries, wholesalers and booksellers and in bibliographies. They are therefore of value in placing your books in your customers' hands with the minimum delay. They are now widely used by any organization handling books by a computer system and are essential for automated ordering and inventory control systems.

I have made an ISBN error. The wrong number appears in the book. What can I do about this?

Notify the ISBN Agency. Quote the title, the author, the edition, the binding, the wrong number, and the correct number. The correction will be noted in *Canadiana*, the national bibliography. When the book is reprinted both the correct and the incorrect ISBN should be identified.

What is the charge for ISBNs?

There is no charge for ISBNs. Small publishers leave their numbering to the Canadian ISBN Agency and contact the Agency whenever a new ISBN is needed, supplying the publisher and final title, the author, the edition/binding and the publishing date. Backlist numbers are supplied for books still in print or about to be reprinted.

Larger publishers (more than one title per year) assume responsibility for assigning their own ISBNs. Publishers allocating their own numbers are provided, free of charge, with a computer printout of all ISBNs available to them; a manual is also supplied.

I am a printer/designer/author/distributor. Can you supply an ISBN direct to me?

Yes, provided that you can give accurate details of the publisher's name, if other than your own, his address, estimated future output, the book title, and the edition and binding.

Does an ISBN ensure copyright?

No. Copyright is obtained by the simple act of publishing. However, by law, two copies of every new book must be deposited at the National Library of Canada. The ISBN has nothing to do with copyright.

Can I use an ISBN for materials other than books?

Yes, if you allocate your own ISBNs. Maps and computer software published for distribution in the book trade can receive ISBNs. It is not recommended for tapes, records, sheet music or scores. At some time in the future there may be a separate system for these.

I am publishing a supplement to a book which already has an ISBN. Will the supplement have the same ISBN as the book?

No. It should have its own ISBN.

I am publishing a book in several volumes. Will one ISBN suffice or will each volume need its own ISBN?

The rules state that the set should have an ISBN, and that each volume should have its own, separate ISBN. For bibliographic purposes a set number is accepted if the publication is only available as a set. Nevertheless, it is better if each volume is given its own ISBN, as it is likely to appear in the records of various users of the system as a separate entity. Each volume should therefore carry the set ISBN, and its own ISBN.

My book is published jointly with another publisher. Whose ISBN should be assigned?

Each publisher is entitled to print his own ISBN in the book, provided that both imprints appear on the title page.

Does a duplicated publication, or a very small paperback, need an ISBN?

Size has nothing to do with ISBNs. If a book is to be sold, deposited at the National Library of Canada, or issued for any other than purely internal circulation, then it needs an ISBN.

I am taking over another publishing house, which already has a prefix. All future books will be published under my name. Can I renumber all the other publisher's titles?

Not until they are reprinted under your own imprint, and carry your own name.

I am planning to publish certain titles, although this has not been decided finally. Will you give me the ISBNs, so that I may use them for other titles later on if the projected titles are not produced?

No. It is essential that details be firm. The ISBNs are supplied quickly, and so you need have no fear of delay, but it is essential that we have accurate records at the outset. Otherwise error and duplication are bound to occur.

APPENDIX A

ORGANIZATION WHICH IMPLEMENTS THE INTERNATIONAL STANDARD BOOK NUMBERING SYSTEM

The overall administration of the international system is undertaken by the Internationale ISBN-Agentur, Staatsbibliothek Preussischer Kulturbesitz, 1 Berlin 30, Potsdamer Strasse 33, Federal Republic of Germany. The international agency performs the functions listed below.

(1) Ensures the definition of groups

Where a proposal arises for a number of countries or other convenient publishing groups to have the same identifier, or the same block of identifiers (i.e., a composite group such as the Anglo/American group), the international agency is required to endorse the definition of the group, to recognize the appropriate group agency, and to put this formally on record.

(2) Allocates identifiers to groups

The international agency allocates identifiers to groups. It maintains records of allocated group identifiers, which it communicates to all interested bodies, such as the group agencies.

(3) Advises groups on the setting up and functioning of group agencies

The international agency provides advice to groups on the setting up and functioning of their own agencies, drawing upon the experience of existing agencies.

(4) Advises group agencies on the allocation of publisher identifiers

Once an identifier has been assigned to a group, it then becomes the responsibility of the group agency to make arrangements for allocating publisher identifiers to publishers within the group. The desirable range of identifiers will vary from group to group. The international agency may be required to advise on the general principles involved in calculating the ranges and assigning identifiers according to the title output of the publishers concerned.

(5) Generally promotes the world-wide use of the system

The international agency produces and makes available a definitive document on the system and generally provides promotional material. In addition, it takes active measures to ensure that the system is made known in all countries.

(6) Supervises the use of the system

The international agency is responsible for ensuring that the system is used correctly, and that any deviation from it is reported to all those likely to be affected.