

# INTERNATIONAL STANDARD BOOK NUMBER

## APPLICATION – MULTIPLE

Use this form when applying for multiple ISBNs and send to us. Allow two working days for processing your application

Please use the reverse of this form when applying for a single ISBN.

I intend to produce a number of publications.

Please supply me with \_\_\_\_\_ (state quantity required) ISBNs.

Publisher's name:

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Address:

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Phone:

Fax:

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Email:

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Website:

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Contact person and address (if different from above):

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Last year I published \_\_\_\_\_ (state quantity) titles/editions.

This year I expect to publish \_\_\_\_\_ (state quantity) titles/editions.

Intended formats (eg paperback, hardback, CD-ROM, video, internet publication etc):

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Proposed date of next publication:

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Please send completed form to the Standard Book Numbering Agency. Contact details are in this fact sheet.

More information about Legal Deposit can be obtained from:

Legal Deposit Office  
National Library of New Zealand  
Te Puna Mātauranga o Aotearoa  
PO Box 12-340  
Wellington 6144  
T: 64-4-474 3104  
E: legaldeposit@natlib.govt.nz

### NEW ZEALAND AUTHORS' FUND

New Zealand authors can apply for funding to compensate for the loss of royalty income on book sales as a result of their books being held in New Zealand libraries.

For more information, please contact Creative New Zealand ([www.creativenz.govt.nz](http://www.creativenz.govt.nz)).

### OPENING HOURS

Monday – Friday 9am to 5pm

### CONTACT US

New Zealand Standard Book Numbering Agency  
National Library of New Zealand  
Te Puna Mātauranga o Aotearoa  
T. 64-4-474 3074  
F. 64-4-474 3161  
E. [isbn@natlib.govt.nz](mailto:isbn@natlib.govt.nz)  
W. [www.natlib.govt.nz](http://www.natlib.govt.nz)

PO Box 1467  
Wellington 6140  
Corner of Molesworth and Aitken Streets  
Thorndon, Wellington, New Zealand

# NEW ZEALAND STANDARD BOOK NUMBERING AGENCY (ISBN) ARE YOU PUBLISHING?

If you are publishing a book or some other print, electronic or multi-media publication, you may include an International Standard Book Number (ISBN). This is a worldwide identification code for books and other published materials.

It's a unique 10-digit figure divided into four parts and should always be printed exactly as given, for example: ISBN 0-473-03101-9 or ISBN 1-877176-67-2.

From January 2007 the ISBN changes to 13 digits. For further information about this change, contact our staff in the New Zealand Standard Book Numbering Agency (the Agency), which operates within the National Library.

ISBNs are provided free of charge for items published in New Zealand. We can also provide advice on other publishing requirements.

### ITEMS REQUIRING AN ISBN

An ISBN should be printed on:

- books
- pamphlets with more than four pages
- microform publications
- computer software
- multi-media kits containing printed material
- audiobooks
- Braille publications
- electronic publications.

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An ISBN should be assigned:

- the first time a book is published
- to every edition of a book but not to an unchanged reprint of the same book
- to each edition of a reissued book if, for instance:
  - it has a different format (such as microform, large print)
  - it has a different binding (such as paperback, hardcover)
  - the type has been reset
  - the title, author or publisher has changed
  - there has been a change in size, text or illustrations
- to each volume in a set of volumes, and another number should be assigned to the set itself
- to an item that was not assigned an ISBN when it was originally published but is being reprinted
- to a jointly published book - an ISBN is assigned by the publisher in charge of distribution but other co-publishers may assign their ISBNs to the same book.

#### ITEMS NOT REQUIRING AN ISBN

- ephemeral printed materials such as:
  - diaries
  - theatre and concert programmes
  - prospectuses
- sheet music
- art prints and art folders without a title page or text
- some non-book items - please contact us for advice
- serial publications such as:
  - newspapers
  - magazines
  - annual reportsas these receive an International Standard Serial Number (ISSN).

#### International Standard Serial Number (ISSN)

More information about ISSNs is available from:

New Zealand ISSN Centre  
National Library of New Zealand  
Te Puna Mātauranga o Aotearoa  
PO Box 1467  
Wellington 6140  
T. 64-4-474 3090  
E. [issn@natlib.govt.nz](mailto:issn@natlib.govt.nz).

#### BENEFITS OF HAVING AN ISBN

An ISBN provides a book with a 'fingerprint' that allows publishers, book suppliers and libraries to easily locate and order it, if necessary. An ISBN is also incorporated in a book's barcode.

#### HOW TO APPLY FOR AN ISBN

You can request an ISBN by telephoning, writing, faxing, visiting or e-mailing us. An application form is included in this fact sheet and is also available on our website in the 'Quick links' section for publishers. Please ensure you include the following details:

- title
- author
- publisher's name
- publisher's address and contact details
- contact person, telephone number and address if different from the publisher's address
- date of publication
- approximate number of titles output each year.

#### Multiple allocations

Larger publishing houses can request a batch of ISBNs for allocation to a number of items within their own office. This arrangement is at the discretion of the Agency so please contact us for details, or complete the attached form.

#### PUBLISHERS' RESPONSIBILITIES

##### Application of ISBN

The ISBN should be printed:

- on the reverse side of the title page and on the back cover of the book - if this is not possible, print it in some prominent position in the book
- on the dust jacket, if applicable
- on the label of the container if the publication is issued in it, such as a cassette, diskette or CD-ROM
- on the title display, or the first display, if it's a CD-ROM, internet publications
- on the credit titles, if it's a film or video.

##### Legal Deposit

By law you are required to deposit two copies of printed and off-line electronic publications (such as CDs, DVDs and videos) with the National Librarian at the Legal Deposit Office.<sup>1</sup> Once the Legal Deposit Office has received your publication it will be included in the New Zealand National Bibliography, a source used by potential buyers as a basis for ordering new titles.

<sup>1</sup> National Library of New Zealand (Te Puna Mātauranga o Aotearoa) Act 2003, Section 31. For more information, visit our website, [www.natlib.govt.nz](http://www.natlib.govt.nz)

## INTERNATIONAL STANDARD BOOK NUMBER APPLICATION – SINGLE

Use this form to apply for one ISBN and send it to us when your publication is ready for printing or production. Allow two working days for processing your application. Please use the reverse of this form when applying for more than one ISBN.

I intend to produce a single publication. Please supply one ISBN to:

Publisher's name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Title of publication: \_\_\_\_\_  
\_\_\_\_\_

Author: \_\_\_\_\_

Format (eg paperback, hardback, CD-ROM, video, internet publication etc): \_\_\_\_\_

Contact person and address (if different from above): \_\_\_\_\_  
\_\_\_\_\_

Proposed date of publication: \_\_\_\_\_

Please send completed form to the Standard Book Numbering Agency. Contact details are in this fact sheet.