

# **The International Standard Book Number System**

## **ISBN Users' Manual**

### **International edition**

International ISBN Agency  
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Fourth, revised edition.

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## **Preface**

### **Preface to the fourth edition**

The International Standard Book Number (ISBN) has experienced remarkable success. In almost thirty years it has conquered the world's publishing industry, and the book trade would not be able to function without it. Ordering and distribution have gained a new quality with ISBN, and the huge amount of publications on the market can only be regulated by the ISBN-driven directories of the Books in Print type.

The ISBN is relatively short, machine-readable in the form of the Bookland EAN bar code and not just applicable to print media. It is also applicable to most non-printed book material, especially electronic publications, provided their character is monographic and stable.

Since the publication of the third edition of the Users' Manual in 1986, the publishing world has experienced rapid development, and book professionals have asked for more specific guidelines for ISBN application. Most recently, an agreement between the International ISBN Agency, the International Article Numbering Association (EAN) and the Uniform Code Council (UCC) has led to the standardization of guidelines for the use of the Bookland EAN bar code.

Hopefully the present edition which is the result of the cooperation of ISBN agencies and experts worldwide will fill this need!

Special thanks are due to Don Riseborough of the US ISBN Agency, who prepared the first draft of this revised edition.

Berlin, September 2001

H. W.

### **Preface to the third edition**

In the light of the experience gained since the last publication of the ISBN Users' Manual in 1978 and a number of changes, a revision of the manual seems to be necessary.

At the 11th meeting in 1984, the International ISBN Agency Advisory Panel took into account the continuing demand officially to extend the proven ISBN system to micro-computer software. The special guidelines for ISBN assignment to software are to be found in section 7.

Increasing system sophistication in the book world as well as the desire to achieve fast and efficient processing of information, i.e. by replacing manual input procedures, has led to intense discussions on machine readable presentation of the ISBN. It is now possible to translate the ISBN into a bar code of the type seen on grocery and other products. This allows the numbering system of the book world to be used more widely. It also allows the book world to use scanning equipment developed for much larger trades.

## 1. Background

The question of the need for and feasibility of an international numbering system for books was first discussed at the Third International Conference on Book Market Research and Rationalization in the Book Trade, held in November 1966 in Berlin.

At that time, a number of European publishers and book distributors were considering the use of computers for order processing and inventory control, and it was evident that a prerequisite for an efficient automated system was a unique and simple identification number for a published item.

The system which fulfilled this requirement and which became known as the International Standard Book Number (ISBN) system, was developed out of the book numbering system introduced in the United Kingdom in 1967 by J. Whitaker & Sons, Ltd., and in the United States in 1968 by R. R. Bowker.

At the same time, the International Organization for Standardization (ISO) Technical Committee 46 on Information and Documentation, set up a working party to investigate the possibility of adapting the British system for international use.

During 1968 and 1969 several meetings took place between representatives from various European countries and the United States, and a report was circulated to all countries belonging to ISO.

As a result of these meetings the International Standard Book Number (ISBN) was approved as ISO standard 2108<sup>1</sup> in 1970. In 1992 the third edition of this standard replaced the second edition of 1978.

The purpose of the international standard is to coordinate and standardize the international use of ISBNs to uniquely identify one title or edition of a title, published by one specific publisher.

The original standard has been revised as book and book-like items begin to appear in new forms of media, although the basic structure of the ISBN, as defined in that standard, has not changed and is in use today in some 150 countries.

This manual explains the functioning of the system and the steps necessary to ensure that ISBNs are correctly assigned.

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<sup>1</sup> Obtainable from national standards organizations. For an extract see [Appendix](#).

## 2. Advantages of the ISBN

- The ISBN is a unique international identifier for monographic publications; the ten-digit number therefore replaces the handling of long bibliographic descriptive records. Time and staff are saved, copying mistakes are avoided.
- The ISBN allows compilation and updating of book-trade directories, like Books in Print. Information on available books can be easily found.
- Ordering and distribution of books is mainly executed by ISBN; this is a fast and efficient method.
- The ISBN is machine-readable in the form of a 13-digit Bookland EAN bar code. This is fast and avoids mistakes.
- The ISBN is needed for the running of electronic point-of-sale systems in bookshops.
- Rights management is mainly done on the basis of ISBN.
- Sales data monitoring is done by ISBN.
- Libraries profit from copy-cataloguing by ISBN.
- The national lending right in some countries is based on ISBN.

## 3. The function and scope of ISBN

### Preamble

The International Standard Book Number is known throughout the world as a short, clear and potentially machine-readable identification number which marks any book unmistakably. Whenever these intellectual products are covered by specific numbering systems e.g. ISSN, ISMN, these should be used.

The ISBN accompanies a publication from its production onwards. It is an essential instrument in modern distribution and rationalisation opportunities in the booktrade.

### Scope

The word «book» is used in this manual in the sense of «publication». With regard to various media available, the term «book» should be understood as synonymous with content. Therefore, it is of no importance in what physical form this content is documented and distributed.<sup>2</sup>

For the purposes of the ISBN system books and other items to be numbered include:

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<sup>2</sup> In this connection see also [Appendix](#) (Notes on the allocation of ISBNs to non-printed books)

## A. Printed books and pamphlets including braille and maps<sup>3</sup>

## B. Non-Printed Books<sup>4</sup>

- Educational, video and transparencies.
- Books on cassettes or CDs (talking books)
- Microform publications
- Electronic publications:
  - Machine-readable tapes
  - Diskettes
  - CD-ROMs
  - Internet publications

## C. Mixed media publications (including text material)

### Except:

Ephemeral printed materials such as diaries, calendars (note-books<sup>4</sup>), advertising matter and the like,

Art prints and art folders without title page and text,

Sound recordings (see chapter 12.3.)

Serial publications (see chapter 12.1.)

Sheet music (see chapter 12.2)

## 4. Structure of ISBN

An **ISBN** always consists of ten digits preceded by the letters ISBN.

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

The ten-digit number is divided into four parts of variable length, which must be separated clearly by hyphens or spaces<sup>5</sup>:

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<sup>3</sup> It has been agreed not to draft international rules for assigning ISBN to maps because there is evidence that the system works quite well on a national basis. The following general rules should be observed:

- For cartographic products sold in the book market, the ISBN rules apply.
- As with books, minor alterations do not constitute a new edition. Only if this version is especially mentioned in the title or in sales promotion, a new ISBN has to be used.

<sup>4</sup> Wall calendars and calendars in book form with plates and text are assigned ISBN in a number of countries as they are considered genuine publications and distributed almost exclusively through book shops.

<sup>5</sup> 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.

ISBN 0 571 08989 5

or

ISBN 90-70002-04-3

*Note:* Experience suggests that hyphens are preferable to spaces.

The number of digits in the first three parts of the ISBN (group identifier, publisher identifier, title identifier) varies. The number of digits in the group number and in the publisher identifier is determined by the quantity of titles planned to be produced by the publisher or publisher group. Publishers or publisher groups with large title outputs are represented by fewer digits.

#### **4.1. Group identifier**

The first part of the ISBN identifies a country, area or language area participating in the ISBN system. Some members form language areas (e.g. group number 3 = German language group) or regional units (e.g. South Pacific = group number 982). A group identifier may consist of up to 5 digits.

**Example:** ISBN 90- ...

All group identifiers are allocated by the International ISBN Agency in Berlin.

#### **4.2. Publisher identifier**

The second part of the ISBN identifies a particular publisher within a group. The publisher identifier usually indicates the exact identification of the publishing house and its address. If publishers exhaust their initial contingent of title numbers, they may be allocated an additional publisher identifier. The publisher identifier may comprise up to seven digits.

Publisher identifiers are assigned by the ISBN group agency responsible for the management of the ISBN system within the country, area or language area where the publisher is officially based.

**Example:** ISBN 90-70002- ...

#### **4.3. Title identifier**

The third part of the ISBN identifies a specific edition of a publication of a specific publisher. A title identifier may consist of up to six digits. As an ISBN must always have ten digits, blank digits are represented by leading zeros.

**Example:** ISBN 90-70002-04 .

#### **4.4. Check digit**

The check digit is the last digit of an ISBN. It is calculated on a modulus 11 with weights 10-2, using X in lieu of 10 where ten would occur as a check digit.

This means that each of the first nine digits of the ISBN – excluding the check digit itself – is multiplied by a number ranging from 10 to 2 and that the resulting sum of the products, plus the check digit, must be divisible by 11 without a remainder.

**For example:** ISBN 0-8436-1072-7:

|          | Group identifier | Publisher identifier |     |     |     | Title identifier |    |     |    | Check digit |
|----------|------------------|----------------------|-----|-----|-----|------------------|----|-----|----|-------------|
| ISBN     | 0                | 8                    | 4   | 3   | 6   | 1                | 0  | 7   | 2  | 7           |
| Weight   | 10               | 9                    | 8   | 7   | 6   | 5                | 4  | 3   | 2  |             |
| Products | 0                | +72                  | +32 | +21 | +36 | +5               | +0 | +21 | +4 | +7          |

Total: 198

As 198 can be divided by 11 without remainder 0-8436-1072-7 is a valid ISBN. 7 is the valid check digit.

**4.5. Distribution of ranges**

The number of digits in each of the identifying parts 1, 2 and 3 is variable, although the total sum of digits contained in these parts is always 9. These nine digits, together with the check digit, make up the ten-digit ISBN.

The number of digits in the group identifier will vary according to the output of books in a group. Thus, groups with an expected large output, will receive numbers of one or two digits and publishers with an expected large output will get numbers of two or three digits.

For ease of reading, the four parts of the ISBN are divided by spaces or hyphens.

The generation of hyphens at output by programming helps reduce work at input. It reduces the number of characters, eliminates manual checking of hyphenation, and insures accuracy of format in all ISBN listings and publications.

The position of the hyphens is determined by the publisher identifier ranges established by each group agency in accordance with the book industry needs. The knowledge of the prefix ranges for each country or group of countries is necessary to develop the hyphenation output program.

For example, the publisher identifier ranges of group number 0 in the English language group (Australia, English speaking Canada, Ireland, New Zealand, Puerto Rico, South Africa, Swaziland, United Kingdom, United States, and Zimbabwe) are as follows:

- 00 - 19
- 200 - 699
- 7000 - 8499
- 85000 - 89999
- 900000 - 949999
- 9500000 - 9999999

The following table is an example of the range distribution of publisher identifiers. Assuming a group identifier of one digit only, the publisher identifier ranges might be as shown in the left-hand column and the title identifiers as shown in the right-hand column.

| Publisher identifier | Numbers available per publisher for title identification |
|----------------------|--|
| 00 - 19              | 1 000 000  |
| 200 - 699            | 100 000  |
| 7000 - 8499          | 10 000   |
| 85000 - 89999        | 1 000  |
| 900000 - 949999      | 100  |
| 9500000 - 9999999    | 10   |

| Example: | Group identifier "0" | If number ranges are between | Insert hyphens after |
|----------|----------------------|------------------------------|----------------------|
|          | 00 - 19              | 00 - 19                      | 1st 3rd 9th digit    |
|          | 200 - 699            | 20 - 69                      | " 4th "              |
|          | 7000 - 8499          | 70 - 84                      | " 5th "              |
|          | 85000 - 89999        | 85 - 89                      | " 6th "              |
|          | 900000 - 949999      | 90 - 94                      | " 7th "              |
|          | 9500000 - 9999999    | 95 - 99                      | " 8th "              |

## 5. Application of ISBN

### 5.1. General

A separate ISBN must be assigned to every title, or edition of a title by each publisher, but **NOT to an unchanged impression or unchanged reprint of the same title in the same format by the same publisher**. Revised editions require a new ISBN. A price change does not call for a new ISBN. Changes of the format induce a new ISBN. The same title being published in a series and individually is treated as two different editions.

### 5.2. Facsimile reprints

A separate ISBN must be assigned to a facsimile reprint produced by a different publisher.

### 5.3. Books in different format

A separate ISBN must be assigned to the different formats in which a particular title is published i.e. paper, cloth, braille, microfilm, microcomputer software of the same title, each receive a separate ISBN.

#### 5.4. Loose-leaf publications

If a publication appears in loose-leaf form an ISBN is assigned to identify an edition at a given time. Individual issues of additions or replacement sheets will also be given an ISBN, when they are separately stocked.

#### 5.5. Multi-volume works

An ISBN must be assigned to the whole set of volumes of a multi-volume work; also, if individual volumes of the set are sold separately, each volume **must** be assigned its own ISBN. Thus the individual processing and sale of single volumes is made possible. Even when multi-volume works are only sold as a set, the assignment of ISBN to each volume is *advisable*: It facilitates the handling of returns (damaged volumes) and the processing of shipments when not all volumes are published or distributed at the same time.

#### 5.6. Backlist

A publisher is required to number all backlist publications and publish the ISBNs in catalogues. The ISBN must also be printed in the first available reprint of a backlist title.

#### 5.7. Collaborative publications

A publication issued as a co-edition or joint imprint with other publishers is assigned an ISBN by the publisher in charge of distribution. Other co-publishers may assign their ISBNs if they want to.

#### 5.8. Books sold or distributed by agents

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

- a. As the ISBN standard states, a particular edition, published by a particular publisher, receives only one ISBN. This ISBN must be retained no matter where, or by whom, the book is distributed or sold.
- b. A book imported by an exclusive distributor or sole agent from an area which is not in the ISBN system and which has no ISBNs assigned to it, may be assigned an ISBN by the exclusive distributor.
- c. Books imported by an exclusive distributor or sole agent to which a new title page, bearing the imprint of the exclusive distributor, has been added in place of the title page of the original publisher, are to be given a new ISBN by the exclusive distributor or sole agent. The ISBN of the original publisher should also be given.
- d. A book imported by several distributors from an area not in the ISBN system and which has no ISBNs assigned to it, may be assigned an ISBN by the group agency responsible for those distributors.

### 5.9. Acquisition of one publisher by another

A publisher acquiring another publishing house must continue to use the originally assigned ISBN until the book is reprinted under the new company imprint.

### 5.10. Acquisition of complete stock of a publisher

A publisher acquiring the complete stock of another company must use the original publisher's assigned ISBN until the new company reprints under its own imprint.

### 5.11. Publishers with more than one place of publication

- a. A publisher operating in several places which are listed together in the imprint of the book will assign only one ISBN to the book.
- b. A publisher operating separate and distinct offices or branches in different places may have a publisher identifier for each office or branch. However, each book published is to be assigned only one ISBN. This ISBN should be assigned by the office or branch responsible for publication.

### 5.12. Register of ISBN

It is the responsibility of all publishers to inform their group agency or the organization responsible for the maintenance of title registration of the ISBNs that have been assigned to published and forthcoming books. When the publisher does not take this responsibility, the group agency or the organization responsible for the maintenance of title registration is authorized to maintain the ISBN register of this publisher on its own initiative.

### 5.13. ISBN can never be re-used

An ISBN, once assigned, can **never** be re-used, under any circumstances. This is of the utmost importance to avoid confusion.

If, through a clerical error, a number is incorrectly assigned, the number must be deleted from the list of useable numbers and must never be assigned to another title. Publishers should advise the group agency of the number(s) deleted and of the titles to which they were erroneously assigned.

## 6. ISBN for electronic publications

### The ISBN also applies to electronic publications:

- Offline items, like floppy disks and CD-ROMs, are treated like any other publication.
- Online items may be completed and finalised publications, like a textbook on the Internet. In this case an ISBN would suffice.
- An online publication may be a bibliographic or fact database that is subject to change any second. This would be comparable to an encyclopedia or dictionary which is also constantly updated in other media, without each little

amendment leading to a new edition or new ISBN. Only significant and/or structural changes (including title changes) would require new ISBNs.

- Linked material (e.g. hypertext) would only be considered covered by the same ISBN if the related material is actually part of the publication.
- If an online publication is available under different operating systems and/or command languages, each «edition» would require a separate ISBN.

## ISBN for eligible software products

(see [Appendix](#): "Notes on the allocation of ISBN to non-printed-books")

1. An ISBN is used to identify a specific software product. If there is more than one version (perhaps versions adapted for different machines, carrier media or language version), each version must have a separate ISBN.
2. When a software product is updated, revised or amended and the changes are sufficiently substantial for the product to be called a new edition, a new ISBN must be assigned.
3. A relaunch of an existing product, even in new packaging, where there is no basic difference in the performance of the new and the old product, does not justify a new ISBN, and **the original ISBN must be used**.
4. When software is accompanied by a manual which is useful only as an adjunct to the software, the software needs the manual before it can be operated, and they are sold as a package, one ISBN must be assigned to cover both items.
5. When two or more items in a software package can be used separately, or are sold separately as well as together, then
  - a) the package as a whole must have an ISBN
  - b) each item in the package must have an ISBN.
6. An ISBN should be assigned to a software product independently of its physical form (e.g. if software is only available from a remote database from where it is downloaded to the customer.)
7. As well as identifying the product itself, an ISBN identifies the producer or manufacturer; it should not be used to identify a distributor or wholesaler of the product.

## 7. Printing of ISBN

### 7.1. General

The ISBN must appear on the item itself. This is essential for the efficient running of the system.

The ISBN must appear:

- on the verso of the title page (copyright page)
- on the lower section of the outside back cover
- on the foot of the title page, if there is no space elsewhere
- on the bottom of the back dust jacket, or any other protective case, or wrapper
- on the base of the spine (only if the product is a paperback book)

- on the label of the container if the publication is issued in it (cassette, diskette, CD-ROM etc.)
- on the title display, or the first display (CD-ROM, internet publications)
- on the credit titles (film, video)

See also [Appendix 4.1](#).

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

## 7.2. ISBN in bar-coded form

The rapid, world-wide expansion of bar code scanning has brought into prominence the agreement reached between the International Article Numbering Association (EAN), the Uniform Code Council (UCC) and the International ISBN Agency, which allows the ISBN to be converted into an EAN bar code. This makes the ISBN an international identifier within the world-wide bar coding scheme.

All EAN bar codes start with a national identifier, except those on publications. The agreement replaces the national identifier with a special "Bookland" identifier represented by the digits **978** for books.

The 978 Bookland EAN prefix is followed by the first nine digits of the ISBN. The check digit of the ISBN is dropped and replaced by a check digit calculated according to the EAN rules (modulus 10).

An EAN bar code consists of 13 digits.

Example of the conversion of the ISBN to ISBN Bookland EAN:

|                              |                   |
|------------------------------|-------------------|
| ISBN with check digit        | 0-330-28987-X     |
| ISBN without check digit     | 0-330-28987       |
| Added EAN article identifier | 978-0-330-28987   |
| Added EAN check digit        | 978-0-330-28987-0 |

Printing the ISBN in Bookland EAN symbology



Further information on the introduction and use of EAN codes is provided by the ISBN group agencies and the International ISBN Agency. Group agencies are encouraged to cooperate directly with the EAN organisations on a national or regional level.

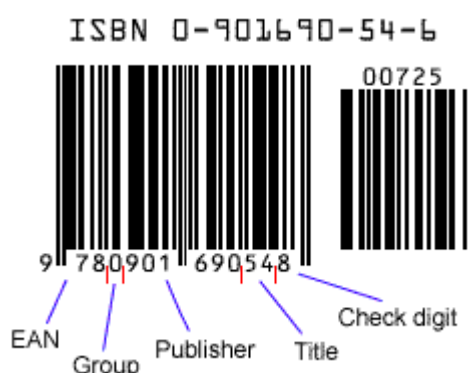
### 7.3. Five-digit add-on code

There is a five-digit add-on code which can be used for additional information, such as suggested retail price. The add-on information may have the following formats:

1. five-digit bar code indicating the price with human-readable numbers above the bar code, or
2. five-digit bar code indicating that no price is present, with the human-readable numbers of 90000 above the bar code.

Printing the ISBN / EAN number in bar code with a five-digit add-on code:

a)



b)



In some countries this add-on is mandated by the publishing industry bar coding authority. Such is the case in the United States where the Books and Serials Industry Communications (BASIC) has put on record that the add-on to the bar code is mandatory.

The five-digit add-on code must no longer be used for price information in European countries introducing the Euro currency. For more information please check the EAN manual and/or contact the EAN organisation.

### 7.4. Providing the ISBN Bookland EAN bar code – instructions for film master suppliers

Film master suppliers providing ISBN Bookland 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 (see ISBN check digit [chapter 4.4.]).

Hyphenate the ISBN according to the rules (see Distribution of ranges [chapter 4.5.]).  
 Generate the ISBN Bookland EAN number (see algorithm for generating the Bookland EAN from the ISBN [chapter 7.5.]).

Print the following:

**Mandatory**

1. ISBN in 9 point or larger
2. ISBN Bookland EAN in bar code
3. ISBN Bookland EAN in human-readable numbers

**Optional (at the publisher's discretion)**

4. 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 scannable font should contact the local ISBN agencies for advice.

**7.5. Algorithm for generating the Bookland EAN from the ISBN**

| Procedure   | Example                       |
|---|-------------------------------|
| 1. Enter the digits of the ISBN (this line is put in for completeness only). It is assumed that the ISBN would already have its check digit validated | 0 - 9 0 1 6 9 0 - 5 4 - 6     |
| 2. Read the first 9 digits of the ISBN  | 0 - 9 0 1 6 9 0 - 5 4         |
| 3. Add the bookland flag of the EAN   | 9 7 8 - 0 - 9 0 1 6 9 0 - 5 4 |
| 4. Enter/read the constant weighting factors associated with each position of the EAN   | 1 3 1 3 1 3 1 3 1 3 1 3       |

5. Multiply each digit by its associated weighting factor  $9 + 21 + 8 + 0 + 9 + 0 + 1 + 18 + 9 + 0 + 5 + 12$   
**= 92**

6. Divide the sum by the modulus number (10) to find the remainder  $92 : 10 = 9$  remainder 2

7. Look up the appropriate check digit for the particular remainder in the table

| Remainder | Check Digit |
|-----------|-------------|
| 0         | 0           |
| 1         | 9           |
| 2         | 8           |
| 3         | 7           |
| 4         | 6           |
| 5         | 5           |
| 6         | 4           |
| 7         | 3           |
| 8         | 2           |
| 9         | 1           |

8. Generate the complete EAN  
 (Note the hyphens are not part of the EAN and are only included here for clarity)

978-090169054-8

Note: Steps 3-6 can be achieved by matrix multiplication

### 7.6. Algorithm for reconstructing the ISBN from the EAN

**Procedure**

**Example**

1. Enter the digits of the EAN (this line is put in for completeness only). It is assumed that the EAN would already have its check digit validated

9 7 8 - 0 - 8 5 3 8 6 - 0 7 0 - 9

2. Delete the 978 flag and check digit from the EAN leaving the ISBN without its check digit

0 - 8 5 3 8 6 - 0 7 0

3. Enter/read the constant weighting factors associated with each position of the ISBN

10 9 8 7 6 5 4 3 2

4. Multiply each digit by its associated weighting factor

0 72 40 21 48 30 0 21 0

5. Sum the products of the multiplication

$0 + 72 + 40 + 21 + 48 + 30 + 0 + 21 + 0$   
**= 232**

6. Divide the sum by the modulus number (11) to find the remainder

$232 : 11 = 21$  remainder 1

7. Look up the appropriate check digit for the particular remainder in the table

| Remainder | Check Digit |
|-----------|-------------|
| 0         | 0           |
| 1         | X           |
| 2         | 9           |
| 3         | 8           |
| 4         | 7           |
| 5         | 6           |
| 6         | 5           |
| 7         | 4           |
| 8         | 3           |
| 9         | 2           |
| 10        | 1           |

8. Generate the complete ISBN with hyphens

ISBN 0-85386-070-X

Note: Steps 2-5 can be achieved by matrix multiplication

## 8. Administration of ISBN

### 8.1. General

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

### 8.2. International administration

The international administration and coordination of the ISBN system is done through the

International ISBN Agency  
Staatsbibliothek zu Berlin  
-Preussischer Kulturbesitz-  
D-10772 Berlin, GERMANY  
Tel: (+49 30) 266 24 96, 266 23 38, 266 24 98  
Fax: (+49 30) 266 23 78  
E-mail: [isbn@sbb.spk-berlin.de](mailto:isbn@sbb.spk-berlin.de)  
URL: <http://isbn-international.org>

The International ISBN Agency is assisted by an advisory panel consisting of representatives from the International Organization for Standardization (ISO), the International Publishers Association (IPA), the International Federation of Library Associations (IFLA), and individual ISBN group agencies.

The International ISBN Agency organizes an annual International ISBN Agency Advisory Panel Meeting at which representatives of the group agencies and standards experts discuss current issues of the ISBN system. The advisory panel has created an Executive Committee consisting of representatives of five agencies in order to bridge the gaps in between the annual meetings.

The principal functions of the International ISBN Agency are:

- To promote, coordinate and supervise the world-wide use of the ISBN system.
- To approve the definition and structure of group agencies.
- To advise on the establishment and functioning of group agencies.
- To allocate group identifiers to group agencies.
- To advise group agencies on the allocation of ISBN publisher identifiers.
- To publish the assigned group numbers and publisher identifiers in up-to-date form.

### 8.3. Group administration

The administration of the ISBN system within a publisher group is the responsibility of an ISBN group agency, which may operate on a national or regional basis, or within a linguistic group, according to local needs.

Within a group there may be several national agencies, e.g. group identifier 0 and 1 have separate agencies in Australia, English speaking Canada, Gibraltar, Ireland, New Zealand, Puerto Rico, South Africa, Swaziland, United Kingdom, United States, and Zimbabwe.

The functions of a group/national agency are:

- To promote participation in the ISBN system within its area.
- To manage and administer the affairs of the group.
- To decide, in co-operation with publishers and their representative agencies, the range of publisher identifiers required.
- To allocate publisher identifiers to eligible publishers and maintain a register of publishers and their identifiers.
- 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 group agency.
- To advise publishers on the correct and proper implementation of the system.
- To provide materials and resources that ensure the proper implementation of the ISBN standard.
- To make available computer print-outs of ISBNs to publishers numbering their own books with check digits already calculated.
- To inform publishers of any invalid or duplicate ISBN assigned by them.
- To provide technical advice and assistance to publishers and ensure that standards and approved procedures are observed in the group.
- To encourage and promote the Bookland EAN bar code format.
- To encourage and promote the importance of the ISBN for a proper listing of titles with book listing and bibliographical agencies.
- To maintain liaison with all elements of the book industry and introduce new publishers to the system.
- To assist the book industry in the use of the ISBN in computer systems.
- To handle relations with the International ISBN Agency on behalf of all the publishers in the group.
- To keep and make available the files of assigned publisher identifiers and title numbers. If the National Bibliography fulfils the latter task, the agency does not have to duplicate this effort.
- To report regularly to the International ISBN Agency.

#### **8.4. Publisher administration**

Publishers are responsible for assigning title identifiers to the individual items they publish and for ensuring the application of pertinent regulations.

Upon request they may receive a publisher identifier from a group agency and a printout of the ISBNs that are available to them in combination with the allocated publisher identifier.

A publisher will be assigned a publisher identifier by a national group agency which will determine the range of title identifiers available to the publisher. The number of title identifiers will depend on the length of the publisher identifier assigned. The publisher should ensure that the group agency has as much information as possible about all available backlists and should advise the group agency of all present and future publications in order to enable the assignment of a suitably sized publisher identifier.

Publishers are encouraged to contact book listing and bibliographical agencies for publication of their titles and ISBNs assigned to those titles.

Further information and detailed instructions are available from the ISBN group agencies and from the International ISBN Agency.

## **9. Non-participating publishers**

In the case of the non-participation of a publisher the group agency might proceed in one of the following two ways:

### **A.**

The group agency can allocate a block of numbers for miscellaneous publishers and number all titles within that block, irrespective of the publisher. In this case, an ISBN publisher identifier will not identify the publisher of a specific title.

(It is strongly recommended that this procedure should be reserved for publishers who only publish an occasional title and who are never likely to be in the position of assuming the responsibility for numbering themselves.)

### **B.**

The group agency can assume responsibility for assigning a publisher identifier and a block of ISBNs associated with that identifier. It can then assign a number to each publication and inform the publisher before publication of each number assigned.

If a publisher agrees to this method, the ISBN can be printed in the book. It is expected that such a publisher will eventually assume full responsibility for assigning his or her own ISBNs.

In some countries the group agencies assign ISBN to unnumbered incoming legal deposit, inform the publishers about the assignment and publicize the assignment in the national bibliography.

## 10. Practical uses of ISBN

The **ISBN** is used in all branches of the book sector

**ISBN** in publishing houses  
is used for:

- identifying firm publication projects from the manuscript to the printer
- title identification in publishers' catalogues and advertisements
- listing in printed directories, electronic directories and in Internet sites
- stock control
- copyright management
- management of royalties
- processing of orders
- accounting and billing
- monitoring sales data
- producing statistics
- handling of returns

**ISBN** in Books in Print services, distribution centres, and wholesalers  
is used for:

- building bibliographic databases for the book trade like Books in Print
- building databases of titles in stock
- ordering services based on electronic communication systems like 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

**ISBN** in centralized service organisations for libraries  
(producing ready-to-borrow copies) is used for:

- ordering at the publishers or wholesalers
- processing orders from libraries
- stock control
- monitoring internal logistic processes
- accounting and billing
- administration of rebinding processes

**ISBN** in bookshops  
is used for:

- bibliographic searches
- tracing addresses
- ordering and re-ordering processes based on electronic communication systems like EDI (electronic data interchange) or via the Internet
- stock administration

- accounting and billing the end consumer
- electronic point-of-sale system (EPOS)

### **ISBN** in libraries

is used for:

- ordering
- copy-cataloguing
- lending statistics
- national lending right
- interlending
- union catalogues

## **11. ISBN and EAN**

In 1996 an agreement was concluded between the International Article Numbering Association (EAN), the Uniform Code Council (UCC), the International ISBN Agency and the International ISMN Agency to foster mutual cooperation. It provides an observer status to respective representatives at each others' general assemblies, suggests consultations and regulates the numbering of non-printed book material.

Addresses:

EAN (European Article Number) International  
Rue Royale 145  
1000 Brussels, Belgium  
Tel: (+32 2) 227 10 20  
Fax: (+32 2) 227 10 21  
e-mail: [info@ean.be](mailto:info@ean.be)  
URL: <http://www.ean-int.org/>

UCC (Uniform Code Council)  
Princeton Pike Corporate Centre  
1009 Lenox Drive, Suite 202  
Lawrenceville, NJ 08648, USA  
Tel: (+1 609) 620 02 00  
Fax: ( +1 609) 620 12 00  
URL: <http://www.uc-council.org>

## 12. ISBN and other title identifiers

### 12.1. ISSN

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

A serial is defined as any publication issued in successive parts, usually bearing numerical or chronological designations and intended to be continued indefinitely. Serials include periodicals, year-books, and monographic series.

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](mailto: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.

### 12.2. ISMN

The ISMN identifies all printed music publications, whether available for sale, hire, or gratis – whether a part, a score, or an element in a multi-media kit.

It consists of four elements comprising ten digits:

A constant «M», to distinguish it from other standard numbers, a publisher identifier which identifies a certain music publisher, a title number which identifies a certain publication, a check digit which is calculated on a modulus 10 with alternating weight of 3 and 1 assigned from left to right beginning with the letter M prefix. The letter M counts as 3. The ISMN may be integrated into the international 13-digit bar code, by using the prefix 979 followed by the complete ISMN, including the check digit. M is assigned the numeric value of zero (0) for bar code purposes. Sometimes it is difficult to decide whether a publication (such as a song book, a hymnal, an album with extensive textual or illustrative material) is a music edition, a "normal" book, or both. In these cases both an ISMN and an ISBN may be assigned.

The ISMN is administered by:

International ISMN Agency  
Staatsbibliothek zu Berlin  
-Preussischer Kulturbesitz-  
D-10772 Berlin, Germany  
Tel: (+49 30) 266 23 38, 266 24 96, 266 24 98  
Fax: (+49 30) 266 23 78  
e-mail: [ismn@sbb.spk-berlin.de](mailto:ismn@sbb.spk-berlin.de)  
URL: <http://www.ismn-international.org>

### 12.3. 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:

IFPI Secretariat  
54, Regent Street  
London, WR 5 PJ  
GB-England  
Tel: (+44 207) 8787900  
Fax: (+44 207) 8787950  
e-mail: [info@ifpi.org](mailto:info@ifpi.org)  
URL: <http://www.ifpi.org>

### 12.4. ISWC

The International Standard Work Code (ISWC) (ISO 15707) specifies a means of uniquely identifying intellectual property, such as musical and literary works, of the kinds which are within repertoires majoritary controlled by members of CISAC (The International Confederation of Societies of Authors and Composers). It standardises and promotes internationally the use of standard codes so that intellectual properties can be uniquely distinguished from one another within computer databases and related documentation. It is thus indispensable for copyright management.

The ISWC identifies a creation, not its physical manifestations.

Example: Mozart's Zauberflöte (The Magic Flute) would be eligible for an ISWC to identify the work. The many printed scores would each qualify for ISMNs, the libretti

and their translations for ISBNs while a video of a performance would receive an ISAN; a sound recording of the opera would be eligible for an ISRC. ISWC is fully and internationally adopted by ISO members in July 2001.

The ISWC consists of a letter T followed by nine digits and a numeric check digit. It is administered by:

mcps  
CISAC  
20,26 Boulevard du Parc  
92200 Neuilly-sur-Seine-France  
Tel: (+33(0)1 55 62 08 53  
e-mail: rene.lloret@cisac.org

## 12.5. ISAN

The International Standard Audiovisual Number (ISAN) (ISO 15706) 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, interpreters, producers) to identify the audiovisual work. It does not to identify rights holders and their respective shares. ISAN is applied to all audiovisual works. The term audiovisual work means any work, consisting of an animated series of images, whether or not it is accompanied by sound. ISAN is not intended to be applied to fixed images or software packages. ISAN is now a Final Draft International Standard (FDIS 15706). An ISAN for versions is on preperation. It is promoted by AGICOA and FIAPF.

The ISAN consists of an ISAN prefix, followed by 16 digits, the last one of which is a check digit.

## 12.6. DOI

The DOI (Digital Object Identifier) has been created by the publishing industry in order to identify electronic publications, especially in online form. Test partners were the Association of American Publishers and R. R. Bowker Company, while the systems support came from the Corporation for National Research Initiatives which developed the Handle technology.

The organisation in charge of DOI is:

The International DOI Foundation  
1718 Connecticut Avenue, NW  
Washington, DC 20009  
USA  
Tel.: (+1 202) 2323335;  
Fax: (+1 202) 7450694  
URL: <http://www.doi.org>

European address:

IPA  
International Publishers' Association  
Avenue de Miremont 3  
1206 Genève  
Switzerland  
Tel: (+41 22) 3463018  
Fax: (+41 22) 3475717  
e-mail: [secretariat@ipa-uie.org](mailto:secretariat@ipa-uie.org)  
URL: <http://www.ipa-uie.org>

DOI is compatible with ISBN: It can integrate ISBN and other standard identifiers used by the publishing industry.

### Structure of a DOI:

| Registration Agency<br>(Directory Manager) | Registrant | Product Identifier | Product Identification |
|--|------------|--------------------|------------------------|
| 10   | 1234       | [ISBN]             | 3922331163             |

### Use of DOI

When would a DOI be applicable and when an ISBN? Both systems apply to electronic publications.

- ISBN may be used to identify any monographic publication, in whatever kind of media.
- DOI may be used to identify any online publication, disregarding its granularity: it may be a book-length item, it may be the equivalent of a page.
- A special DOI feature is its function as a permanent URL (Uniform Resource Locator); it does not only identify the item but also points to the address of the item. If the address changes, a directory provides the new address.

Therefore a publisher may want to identify a monographic electronic publication by ISBN which fits into his own and the libraries' bibliographic systems. He may also use a DOI (with the given ISBN as an article identifier) for the convenience of permanently identifying its location on the Internet.

Both this address function as well as its role in pinpointing online publications for the purposes of copyright management make the DOI useful.

## 12.7. URN

URNs (Uniform Resource Names) are persistent identifiers for information resources. The Internet Engineering Task Force (IETF) launched the initiative in 1996 by nominating a URN working group (<http://www.ietf.org/html.charters/urn-charter.html>). As of October 1999 the group has almost completed its task; 8 URN-related Internet standards have been issued, and the missing three are mature drafts. It is expected that the URN standardisation will be completed soon.

URN is an umbrella system that can accommodate any existing identifier system, including DOIs. Every URN consists of three parts: character sequence "urn:", Namespace Identifier (NID) and Namespace specific string (NSS), as defined in Internet standard RFC 2141. NSS contains an identifier, such as ISBN. Namespace Identifier is a unique, registered name for the identifier system used as URN. The global NID register will be maintained by the Internet Assigned Numbers Authority, IANA (<http://www.iana.org/>) as specified in Internet standard RFC 2611.

Internet standard RFC 2288 proves that ISBNs fit well into the URN system. Technically URNs can be easily built from ISBNs. If the NID for ISBN is to be "ISBN", an ISBN-based URN will have the form urn:isbn:<isbn string>. So, existing ISBNs can programmatically be augmented to URNs by adding urn:isbn: in front of the existing ISBN. There is no additional work involved in using ISBNs as URNs, with the exception that national ISBN agencies should inform their customers about the existence of URN-based services.

URNs will enable reliable Internet-based resolution services. It will be possible to retrieve either the resource itself, its description or a list of URLs from which the document will be found. From the user's point of view URN utilisation will be easy: instead of typing URLs into their browsers' Location: window, future users can give URNs. This service will be based on standard Internet services HTTP and Domain Name Service, DNS.

ISBN is a good starting point for creating URN-based resolution services. While ISSN requires a global database for efficient resolution, ISBN resolution can be decentralised into national bibliographies. Usually it will be easy to point out the correct service - for instance, all ISBNs starting with 951 or 952 will be resolved in Finland. If there are more potential resolution services, these can be specified into the Domain Name System. For instance, ISBNs starting by number 3 will be resolved either in Germany, Austria or Switzerland.

URNs can be applied for free; there is no need pay to IETF or IANA for using URNs. Creating URN resolution services will not be cost free, and there is no political consensus on who will provide these services and on which terms. However, national libraries have agreed to foster implementation of the URN system, and it is possible that national bibliographic databases will be important building blocks for future URN resolution services.

## 13. Publications

### PIID

The *Publishers International ISBN Directory* (PIID) comprises all assigned publisher identifiers. It is currently published both in a printed and a CD-ROM edition.

## ISBN Newsletter

The *ISBN Newsletter* usually gives the minutes of the International ISBN Advisory Board meeting. Under <http://www.isbn-international/html/publica.htm> you will find an online-version of the *ISBN Newsletter*.

## ISBN Bibliography

Until 1998, an ISBN bibliography was published regularly in *ISBN Review*. A cumulation appeared in 1994.

## Appendix

### Extract from ISO Recommendation No. 2108: 1992(E)

#### Information and Documentation – International standard book numbering (ISBN)

##### 1. Scope

The purpose of this International Standard is to co-ordinate and standardize the use of identifying numbers so that each international standard book number (ISBN) is unique to a title or edition of a book or other monographic publication published or produced by a specific publisher or producer. It specifies the construction of an international standard book number and the location of the printed number on the publication.

...

##### 3. Construction of an international standard book number

An international standard book number consists of ten digits<sup>6</sup> made up of the following parts

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

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<sup>6</sup> The digits are the arabic numerals 0-9; in the case of the check digit only, an X can sometimes occur (see 3.4).

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

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

### **3.1. Group identifier**

The group identifier is allocated by the International ISBN Agency. It varies in length from group to group according to the title output of the group concerned.

### **3.2 Publisher or producer identifier**

The publisher or producer identifier is allocated internally within the group, by the agency appointed for this purpose. The publisher or producer identifier varies in length according to the title output of the publisher or producer concerned.

### **3.3. Title identifier**

The length of the title identifier is determined by the length of the group and publisher or producer identifiers which precede it.

### **3.4. Check digit**

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

## **4. Location and display of the ISBN**

### **4.1 Books, pamphlets and other printed material**

The international standard book number shall be printed on the verso of the title leaf (see ISO 1086) or, if this is not possible, at the foot of the title page itself. It shall 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 shall be printed in some other *prominent* position on the outside.

## Frequently asked questions about the ISBN system

**Q:** Why should I use an ISBN?

**A:** If you are a publisher or bookseller it may be in your own interest as you want to sell books. If your books cannot be ordered and distributed by ISBN and if they are not listed in *Books in Print* 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 traditional fashion.

**Q:** In our country the book-trade works mostly without computers.

**A:** You do not have to have computers to make use of ISBN. The 10-digit number saves you and other people the bother of copying bibliographic records. Also if you want to export your books, without ISBN they will not have a chance of being listed in *Books in Print*.

**Q:** Our country still lacks an efficient infrastructure in the book-sector.

**A:** Then ISBN is an ideal means of building the infrastructure and of catching up with other countries!

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

**A:** This material can be numbered by other numbering systems, like, e.g., EAN article numbers. Modern scanning equipment reads and processes the different kinds of bar-coded numbers.

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

**A:** If you only want to use the ISBN in bar-coded form, you do not have to become a member. But as EAN and UCC provide other trade-related services, like 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.

**Q:** Does a price change require a new ISBN?

**A:** No.

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

**A:** No. It is the country where the publisher is based which determines the group identifier, and not the language of the text.

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

**A:** A (substantial) change of text requires a new ISBN, and if revisions have been made of the title page or its reverse should state that the book is a revised edition, and the new ISBN should be printed there.

**Q:** Does a reprint without change of text, or binding require a new ISBN?

**A:** No. The original number must be retained, provided the publisher remains the same.

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

**A:** No. There is no change of text, format or binding which would justify a new ISBN.

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

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

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

**A:** Yes, a new title requires a new ISBN.

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

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

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

**A:** 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.

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

**A:** The rules state that the set should have an ISBN, and that each volume should have its own, separate ISBN.

**Q:** I am taking over another firm, which already has an ISBN prefix. All future books will be published under my name. Can I re-number all the other firm's titles?

**A:** Not until reprinted under your own imprint, carrying your own name.

**Q:** I am publishing a series of titles. Do I need an ISBN or an ISSN?

**A:** The series should receive an ISSN while the individual items receive ISBNs.

**Q:** I have a homepage on the Internet. Does it require an ISBN?

**A:** As a homepage is not in any way similar to published monograph ISBN assignment is not recommended. Such publications are covered, however, by DOI and/or URN.

## **Notes on the allocation of ISBNs to non-printed books**

The following paper, prepared in 1996, still reflects the current practice of many ISBN agencies around the world. It is added here not as a normative but as a reference document. While some details may be outdated, it may still be useful for practical purposes.

### **Background**

The ISBN scheme was established in order to provide a unique number for all monographic works. Within the rules governing the scheme, the critical factors determining eligibility for inclusion have centred on content and periodicity of publication. Reinforcing the rules themselves is the pragmatic understanding that, irrespective of all other considerations, eligible items must have been created with the intent that their primary function is to serve as a book in its conventionally accepted sense. Thus, the presence of text on items such as mugs or T-shirts in no way makes these

presence of text on items such as mugs or T-shirts in no way makes these items eligible to carry ISBNs. Similarly, mugs, T-shirts, jigsaw puzzles or any non-book items that happen to be produced by a company that also publishes books, or sold by a company that also sells books, are also ineligible.

When the scheme was devised, the conventional view of the book was basically that it was a printed product containing text or illustration. However, even by this time (1967) there was also a general recognition that microform publications were equally eligible for consideration for inclusion in the scheme. The medium used has never, of itself, been of over-riding importance. Thus a product, which by content, periodicity and purpose is generally accepted as serving the function of a book may be eligible for consideration for inclusion in the ISBN scheme irrespective of whether the medium is paper, cloth, animal skin (vellum), film, tape or disk. The main problem facing the ISBN community in this area is to distinguish between books which are now available in a range of media, and other material, such as music and films, which also happen to be available in the same media. The latter items – music and films – are almost totally outside the scope of the ISBN scheme.

All other products should carry a standard EAN or UPC code. If there is a doubt as to which code is appropriate, guidance should be sought from the relevant ISBN, EAN or UPC Agencies.

### **ISBN and EAN**

Because of the requirement for all ISBN Agencies to keep records of all prefixes they have allocated, there is a natural reluctance to expand the scheme unnecessarily because of the costs of maintaining the files.

All ISBN Agencies are requested to establish a working relationship with their national EAN Agency and advise producers of materials that are outside the scope of the ISBN scheme that they should deal directly with their national EAN Agency.

Ultimately, it is the joint responsibility of the national ISBN Agency and their local EAN/UPC authority to work through any difficulties relevant to the national market they serve.

Long term, we must all recognise that our market will have to be able to cope with pure EANs as well as ISBNs in EAN form.

There are many possible crossover points, for instance – educational material, sometimes sold in toy shops more than in bookshops.

The following notes identify the main types of non-printed products which are regarded as being books and provide some guidelines as to how material available in the different media forms should be handled.

## 1. Audio cassettes

### Eligible:

- i. Spoken word tapes. These are primarily narrations of stories or poetry, but may be instructional. Music may be present but only as introductory or background music which accompanies the spoken word.
- ii. Non-music sounds tapes with accompanying spoken words. For example, bird sounds with accompanying spoken commentary.
- iii. Children's nursery rhymes and nonsense rhymes. These may be either accompanied or unaccompanied by music.
- iv. Instructional tapes on music or music technique. Music may be present but, if so, it must be secondary to the spoken word.

### Ineligible:

- v. Music tapes or tapes whose major element consists of music.
- vi. Song tapes (accompanied or unaccompanied by music) unless the song is presented in unaccompanied poetic form or consist of rhymes as described in (iii) above.
- vii. Hymns, plain song and chant.
- viii. All other sounds presented in music form.

## 2. Computer tapes and diskettes

### Eligible:

- i. Computer tapes or diskettes which have encoded text or static graphics which are complete within themselves and specifically intended for output in human readable form.
- ii. Computer games primarily intended to educate through a combination of graphics and text. For example, a game for children that is intended to be educational by virtue of text responses and help screens, as opposed to a game of purely entertainment value.
- iii. Software that is primarily intended to instruct, such as chess software that teaches a player the moves and strategy of the game, but not software which is solely designed to allow the user to play the game for entertainment.

### Ineligible:

- iv. Software containing code which is primarily intended for use within machines. For example, system or application software.
- v. Software containing code which requires data to be added to it in order to function fully. For example, database software, word processing, DTP packages, etc.
- vi. Computer games solely or primarily intended for entertainment, irrespective of the age group at whom the product is aimed.

The following list provides examples of the games that are specifically excluded:

- a. Fantasy, adventure and role-playing games,
- b. Arcade and «Shoot-em-up» games which rely primarily on hand/eye co-ordination,
- c. Simulation games which attempt to simulate the operation of a real or imagined situation,
- d. Competitive games in which users play against an opponent with the primary aim of «winning» a game.

### 3. Compact disks

#### **Eligible:**

- i. Compact disks carrying text, static graphics or moving images which are complete within themselves and whose contents are primarily designed to act as a means of instruction or education. For example, disks whose content is comparable to that available in printed reference works.
- ii. Games and activity disks for children primarily intended to educate through a combination of graphics and texts (as described in 2 (ii)).

In all of these above cases, music or other sound may also be present but only if it is subordinate to the text or graphics.

#### **Ineligible:**

- iii. Music disks or disks whose major element consists of music.
- iv. Song disks (accompanied or unaccompanied by music) unless the song is presented in unaccompanied poetic form or consists of children's nursery rhymes or nonsense rhymes.
- v. Hymns, plain song and chant.
- vi. All other sounds presented in music form.
- vii. Disks containing code which is primarily intended for use within machines.
- viii. Disks containing code which requires data to be added to it in order to function fully.
- ix. Games solely or primarily intended for entertainment, with the same exclusions detailed in 2 (vi).
- x. Disks carrying moving images which are intended for entertainment or general recreational interest.

## 4. Videos

### Eligible:

- i. Educational videos specifically aimed at children up to the age of 16.
- ii. Instructional videos imparting practical knowledge about specific subjects, the content of which is comparable to that available in printed books. For example, a video on how to play golf or how to make wooden toys.

### Ineligible:

- iii. Music videos
- iv. Videos intended for entertainment or general recreational interest, irrespective of whether the content is fictional or factual, e. g. film videos, documentaries and sports events.

## 5. Films

### Eligible:

- i. Flat film (sheet or filmstrip) or roll film carrying positive images, of text or illustration, whose contents and frequency of publication conform to the requirements for printed books and whose frames are intended for projection one at a time.
- ii. A microform (with either positive or negative image) of a previously published monograph.
- iii. Microforms (positive or negative) of previously unpublished material provided the content and frequency of publication conform to the requirements for printed books.
- iv. Microforms (positive or negative) of previously published serial publications that are being made available in monographic form.
- v. Roll films carrying images intended to simulate movement on projection that are educational and specifically aimed at children up to the age of 16.

### Ineligible:

- vi. Any film carrying a negative image (except microforms as described above).
- vii. Roll films carrying images intended to simulate movement on projection that are for entertainment or general recreational interest.
- viii. Any film created solely as part of a manufacturing or phototypesetting process.