

## **FAQ (Frequently Ask Question)**

### **Q 1. What is an ISBN?**

**Ans.** An ISBN is an International Standard Book Number.

### **Q 2. What is the purpose of an ISBN?**

**Ans.** An ISBN is a product that is used by publishers, booksellers and libraries for ordering, listing and stock control purposes. It enables them to identify a particular publisher and allows the publisher to identify a specific edition of a specific title in a specific format within their output.

### **Q-3. Why do we need an ISBN?**

**Ans.** There is no legal requirement for an ISBN and it conveys no legal or copyright protection. It is a product number.

### **Q-4. What can we gain from an ISBN?**

**Ans.** To sell publications through major bookselling chains, or Internet booksellers, most cases require an ISBN to assist in internal processing and ordering systems. The ISBN also provides access to bibliographic databases, which are organized using ISBN as references. These databases are used by the book industry and libraries to provide information to customers. The ISBN therefore provides access to bibliographic details of the books that could help sales of publication.

### **Q-5. Where can I get from an ISBN?**

**Ans.** ISBNs are assigned to Publishers in the country where the Publisher's main office is based. /publishing activity takes place. This is irrespective of the language of the publication or the intended market for the book.

### **Q-6. Who is eligible for ISBN?**

**Ans.** Any Publisher who is publishing a qualifying product for general sale or distribution to the market, any author whose name is indicated on the cover page of book along with title, Institutions against the Seminars and Conferences on a specified title.

**Q-7. How long does it take ISBN?**

**Ans.** The standard service time is at least two working days.

**Q-8. How many ISBNs do I need?**

**Ans.** ISBNs are available in blocks for publishers and the smallest block is of 10 numbers. For an author, a single ISBN number is allotted against a single title. An ISBN is assigned to each edition and variation (except re-printings) of a book. For example, an e-book, a paperback and a hardcover edition of the same book would each have a different ISBN. Applicant(author) can apply for more than one variation in the same application. The ISBN to be allotted is the prerogative of the Bangladesh National Library ISBN Agency, which takes in account the publishing activity already done and proposed to be done in the future by the applicant.

**Q-9. Can I pass on unused ISBNs to other users?**

**Ans.** No. The ISBN is broken down into group identifier, publisher identifier and title identifier. This means that all ISBNs in the batch allocated shows publisher identifier, and all products identified by ISBNs from that batch will be considered as being published by that publisher

**Q-10. Which products do not qualify for ISBNs?**

**Ans.** The following products do not qualify for ISBNs:

- Serials/periodicals/journals (these are suitable for ISSN)
- Record books
- Videos DVDs or other media for entertainment.
- Documentaries on video/CD-ROM, DVD or other media.
- Computer games
- Computer application packages
- Music Scores
- Items available to a restricted group, e.g. a course book only available to student on the course.
- Websites.

- Non text-based publications.

**Q-11. What is Title Verso Page?**

**Ans** Title Verso is the page displaying - Title of the book Name of the Author/Editor Copyright © Copy right holder Name and Address of Publisher Name and Address of the printer

**Q-12. What does cover page display?**

**Ans** Cover Page should display Title of the book Name of the Author/Editor.

**Q-13. What is a registered ID Proof of the publishing agency?**

**Ans** Following document can be considered as the registered ID proof of publishing Agency. TIN Certificate, VAT Certificate, Trade License Certificate issued by Government to Publishing Agency supporting their Publishing business/work.

**Q-14. What is an imprint?**

**Ans** An imprint of a publisher is a trade name under which a work is published. (In case of an imprint (XYZ) other than for which (ABC) ISBN number had been allotted, kindly mention it as XYZ an imprint of ABC in the required column) .

**Q-15. What does requisition letter from an educational Institute/Government department mentions?**

**Ans** A request on the Institute's letter head issued by the competent authority (stamped and sealed) for the ISBN number. (Along with details of the seminar/conference if applying in that category)

**Q-16. How can a minor apply in authors category?**

**Ans** While mentioning the name of the author (who is a minor), kindly mention the name of the minor with guardian's name. Attach NID Card of the minor in the required column.

**About**

**About National Library of Bangladesh (National Agency for ISBN)**

National Library of Bangladesh (National Agency for ISBN) is responsible for ISBN registration in the country and is affiliated to UK based International Agency. It

is under the Ministry of Cultural Affairs. At present, there are separate Registration forms for authors and publishers which have to be filled and sent with the required documents and the ISBN Nos. are allotted 50 Taka ISBN Fees.

1. ISBN or International Standard Book Number - an unique identifier number.
2. Displayed in barcode format on publications ex. books on their back jacket (lower right).
3. Allotted by International ISBN Agency based in UK through the National ISBN Agency.
4. It is in the form of 13 digits, consisting of 5 elements separated by spaces and hyphens ex. ISBN No. 978-81-8038-835-4 indicates following information:
  - 1st element- Denotes a specified prefix element (978).
  - 2nd element- Identifies the particular country or geographical area (978).
  - 3rd element- Identifies the particular publisher (400-700, 8000-8999, 90000-99999).
  - 4th element- Identifies the particular edition, format of a specific title (0-99 and more. Based on publisher code).
  - 5th element- Check digit (0-9).

#### **What ISBN does not indicate**

5. It does not give any legal protection.
6. No copyright protection.
7. No statement on content form and documentation and distribution of the book.

#### **What ISBN indicates**

8. It is a product number required to assist in internal processing and ordering while book selling.
9. It provides access to bibliographic data bases used by the book industry and libraries to provide information.
10. ISBN can be applied by publisher of the book, author of the book if he decides to publish the book himself.

#### **Scope and Assignment of ISBN**

11. ISBN is assigned for the following products:
  - ✓ Monographic works (books) that are textual and/or have an instructional content
  - ✓ Publications not intended by the publisher to be updated regularly
  - ✓ Individual articles

- ✓ Educational instructions, films, videos including audio books not purely for entertainment
- ✓ Electronic publications, Mixed media text based publications
- ✓ Print on demand publications
- ✓ Set of volumes or packs of books

### **Products which do not qualify for ISBN**

- ✓ Serials/periodicals/journals (these are suitable for ISSN)
- ✓ Journals, record books
- ✓ Videos, DVDs or other media for entertainment
- ✓ Documentaries on video/CD-ROM, DVD or other media
- ✓ Computer games
- ✓ Computer application packages
- ✓ Music scores
- ✓ Items available to a restricted group, e.g. a course book only available to students on the course
- ✓ Websites
- ✓ Non text-based publications

### **Benefits of ISBN**

12. Unique international identifier for monographic publications.
13. Assigning ISBN replaces handling of long bibliographic descriptive records-saving time, reducing staff costs & coping errors.
14. Correct use different product forms to be clearly differentiated, enabling comparisons between different subject areas, publishing houses.
15. Facilitates compilation and updating of book trade directories and bibliographic databases.
16. Fast and efficient method of ordering and distribution of books, managing sale system in shops, supply chain systems, managing sales data, stock control.
17. Ensures that the book is widely known.

### **Salient features of the ISBN online portal**

18. Complete automation of the process of seeking application, their application by NLB examination and allotment of ISBNs.

19. The developed software has several modules – users registration, online application submission, examination, allotment of ISBN No. and ISBN generation which includes ISBN generation request from the National Agency to the International Agency at UK.
20. The automation process also seeks to maintain inventory as well as process the data that will be provided by the users.
21. There will be doing away with receipt of hard copy of any document unless considered appropriate for establishing the identity of the applicant.
22. It would also be ensured that the ISBN has been genuinely used and assigned to the books applied for by the user, which will be ensured by seeking details of the previously assigned ISBNs against a title and through oath and affirmation and declaration on their part.

### **Benefits of ISBN Online portal**

23. Online portal will streamline registration process, make it fast, efficient and transparent.
24. Streamline operation of data accumulation, ease in examination, followed by fast delivery of services.
25. Quick and easy search of bibliographic data.
26. The books published and allotted ISBN Numbers by NLB will get globally identified in worldwide catalog of published books.
27. The initiative will place Bangladesh on the global map with other countries providing digital services.
28. Key Milestone towards ensuring a “digitally” transformed India.
29. Will ensures smooth processing in the publishing industry and help authors, editors, printers, booksellers and distributors etc.
30. Ease of access of ISBN services across the country through digital approach.

## Contact

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