

L&R Hartley, Publishers



ISBNs, ISSNs, SANs, Dewey Numbers, Cutter Codes, Work Numbers and Book Deposits

Information sheet

What is an ISBN?

The International Standard Book Number (ISBN) is a 13-digit number that uniquely identifies books and book-like products published internationally. While an ISBN is not mandatory, and does not provide copyright on a work, it is the principal worldwide ordering device for the international book trade and library market. (Note - the ISBN number was formerly 10 digits.)

Who assigns an ISBN?

ISBNs are assigned by ISBN group agencies worldwide coordinated by the International ISBN Agency in Berlin. The Australian ISBN Agency assigns ISBNs in Australia. L&R Hartley, Publishers act as brokers for the application process.

Who is eligible for an ISBN?

An ISBN can be allocated to: printed books and pamphlets; microfiche publications; book readings on cassette and educational videos; online publications (e-books); multimedia kits containing printed material; and computer software.

Who is ineligible for an ISBN?

An ISBN cannot be allocated to ephemeral material such as diaries, calendars, theatre and concert programs, advertising material or prospectuses, sheet music which is unbound and without a title page, art prints and art folders without a title page or text. Serial publications such as newspapers, magazines and annual reports receive an **ISSN** (International Standard Serial Number).

What is an ISSN?

The ISSN (International Standard Serial Number) is a unique code for the identification of serial publications. It can be used wherever information on serials needs to be recorded or communicated. The ISSN is the serials equivalent of the ISBN (International Standard Book Number). The ISSN system provides booksellers, publishers, researchers and librarians with a simple and accurate method of identifying a particular serial, even where there is more than one serial with the same or similar title. The ISSN may also be used as an identifying number in stock control systems for the wholesale and retail trade, and may be incorporated into a barcode. The ISSN system was established within the framework of UNESCO's World Science Information Program (UNISIST) to control the registration of serials and ISSN allocations worldwide.

How long does it take to get ISBNs or ISSNs?

ISBN applications are processed in 7 to 10 working days, from the time we receive your application. Same or next day fast track processing is available for an additional fee per ISBN. Barcode applications can take up to 8 to 10 working days. ISSNs take up to 5 working days for print matter and (usually) next-day service for electronic media.

Whose name is linked to the ISBN?

L&R Hartley, Publishers purchase their ISBNs in blocks, and this makes it cheaper for you. If you want to publish under your own name, a one-off additional fee is required for registration of your name, and the individual rate for each ISBN may be more.

Why do some ISBNs or ISSNs end in an "X"?

In the case of the check digit, the last digit of the ISBN, the upper case X can appear in lieu of 10 where 10 would occur as a check digit.

Can I reuse an ISBN or ISSN from an old publication?

No. Once an ISBN has been allocated to a finished publication, it can never be reallocated to a new publication or different versions/editions. (Each version, format or edition requires a separate ISBN or ISSN).

Where is the ISBN printed?

An ISBN should be printed on the reverse of the title page, along with copyright and publisher information. It must be printed exactly as given somewhere inside the book for it to be valid. Many publishers also print it on the bottom-right of the back cover (above the barcode, if used) for ease of reference.

How are ISBNs used in a barcode and how do I get one?

The ISBN can be translated into a worldwide compatible barcode format. Barcode scanning is used by major bookstore chains for book publications and book-related items. We can organise a barcode for you at the same time as we organise your ISBN (an additional fee is required), or you can obtain one later (although this may be more expensive)

What is a SAN?

A Standard Address Number (SAN) is a unique identification number assigned to an organisation (and its departments) in or served by the book trade. Note, This is not identifying your publication, it is identifying **you**. The purpose of a SAN is to aid communications and facilitate transactions between and within those organisations. The SAN system has become **the** identification code for electronic communication within the industry. The SAN system in Australia was developed by the National Library of Australia in co-operation with the Australian Book Trade Committee to conform closely to the American National Standard and Identification Code for the Book Industry - ANZIZ39.43-1980. SANs are useful to book and serial publishers, distributors and wholesalers; library suppliers, serial order agencies; booksellers, including college and university bookshops; libraries of all kinds; and schools. A fee is required for each SAN application.

What is a Dewey Number?

The Dewey Decimal Classification was invented in 1873 by Melvil Dewey and published in 1876, being expanded in subsequent publications. It is probably the most common system, followed by the Library of Congress system (which also uses Dewey!) for the cataloguing of publications. The Dewey Decimal Classification (DDC, or "Dewey") Number is a code which operates in positions of tens, with the first number classes, the second divisions and the third sections. Then comes a decimal point, and divisions by ten continue. The hierarchy of classification is by discipline for which the work is intended, not by topic (or subject).

What is a Dewey Cutter Number

The Dewey Cutter is a code number used by larger libraries which, shown after a space following the DDC number or on the next line, keeps authors' names in alphabetical order. There are two versions - the Cutter-Sanbourn Four-Figure table and the Cutter Four-Figure table. Literary criticism of the author means a Z is added to the Cutter number. We have a special computer programme which generates these codes. A small fee is required for each cutter number assignment

What is a Work Number?

In order to distinguish different or additional works in a library by the same author in the same class, a “work mark” is used. Work marks are commonly used with cutter numbers both to help maintain alphabetical order on the shelves and to create a unique call number for each work. The work mark is placed after the cutter number (if used, else after the DDC). The Cutter number and work mark make the call number for a title distinct from all other call numbers in the same classification. In general, the Cutter number is based on the main entry (whether author or title) and the work mark is based on the title (if the main entry is not a title). A small fee is required for each work number assignment.

What is a Book Deposit?

Once your ISBN is issued and the publication is published, legal deposit becomes a statutory requirement. This obliges publishers to deposit copies of their publications in libraries in the country in which they are published. Under the *Copyright Act 1968* and various state Acts, a copy of any work published in Australia must be deposited with the National Library of Australia and also with the appropriate State library. Legal deposit extends not only to commercial publishers but also to private individuals, clubs, churches, societies and organisations. When a new serial is published, the first copy bearing the ISSN should be forward to the National Library in accordance with the Legal Deposit provisions of the Australian Copyright Act 1968. L&R Hartley, Publishers can handle your Legal Deposit arrangements and this is usually incorporated into our fees. However we require you to provide two (2) copies of each ISBN publication and one copy of the first issue of any ISSN publication. You will receive a copy of the official receipt from the National Library of Australia and/or the appropriate State library.

How much does this cost?

Please refer to the ISBN section of the L&R Hartley Fee Schedule (available on request by mail or email) or check your Author's Member's Page.

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