

WHAT IS ISBN?

ISBN stands for International Standard Book Number. It is an internationally recognized system whereby code numbers are assigned to books for easy identification and speedy exchange of information about them among all segments of the book industry and allied sectors. Specifically, it is a unique and unchangeable code number assigned to one title, one binding or edition of a work published by one publisher.

ISBN IN THE PHILIPPINES

The National Library was designated as the Philippine ISBN Agency by the Book Development Association of the Philippines (BDAP), Philippine Educational Publishers Association (PEPA) and the Philippine Library Association (PLA) in July 1978. In 1981, the national agency became operational. It is responsible for the implementation and administration of the ISBN system on behalf of all publishers in the country.

ISBN is not obligatory, nor does it convey any legal or copyright protection.

WHY WAS THE ISBN CHANGED

The length of the ISBN number changes from 10 digits to 13 digits to expand the numbering capacity of the ISBN system and prevent numbering shortages from occurring in certain areas of the world. To fully align the numbering system for books with the global International Article Numbering system (EAN), Uniform Code council (UCC) identification system that is widely used to identify most other consumer goods worldwide.

HOW IS THE ISBN 13-DIGIT BUILT-UP

The ISBN always consists of 13 digits divided into five parts of variable length.

The elements must be separated clearly by hyphens or spaces when displayed in human readable form. In the example **ISBN 978-971-93531-0-2**

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|-------|---|
| 978 | is the EAN prefix. EAN stands for ‘International Article Number’ and is the 13-digit standard for product identification in global trade. |
| 971 | is the group identifier which specifies the country language, geographic or other area in which the book is published. In this case, the Philippines. |
| 93531 | is the publisher prefix which identifies the publisher of the book. This particular publisher prefix appears on all the publications of Antonio R. Tupaz. |
| 0 | is the title identifier or number which identifies the particular title, binding, or one edition of a book. In this example, 0 identifies the book entitled “Davide” by Antonio R. Tupaz. |
| 2 | is the check digit which allows a mathematical check of the accuracy of the ISBN |

SCOPE OF ISBN

The ISBN applies mainly to books for which the system was originally created. However, it may also be used in:

- (1) pamphlets of research value
- (2) microform
- (3) educational kits or mixed-media publications
- (4) braille publications
- (5) mix media (combined use of text, graphics and sound)
- (6) comics (literary works/research value)
- (7) maps
- (8) coloring books with text, and
- (9) games (comprehensive manual)

(10) electronic publications with text such as machine-readable tapes, diskettes, CD-ROMs, internet publications.

Not included are the following:

- (1) ephemeral printed materials such as diaries, calendars, promotional advertisements, catalogues, price lists, loose-leaf publications, exhibition programmes, etc.
- (2) art prints and art folders without title page and text
- (3) sound recordings, sheet music,
- (4) website
- (5) serials.

A separate ISBN must be assigned to every title or edition of a title by each publisher but NOT to an unchanged impression or reprint of the same title. Revised edition and changes in formats such as in binding, paper, language requires a new ISBN but change in price does not require.

WHERE TO PRINT THE ISBN

The ISBN must appear on the book itself. This is essential for the efficient running of the system. It must be printed in types large enough to be read (between 9 and 12 points) in several prominent positions in the book:

- (1) at the back of the title page
- (2) on the base of the spine
- (3) at the back of the cover
- (4) back of dust jacket or any protective case
- (5) title display for electronic publications

The ISBN should always be cited in publishers catalog, advertisements, book trade lists and directories, book reviews, bibliographies and library card catalogs.

HOW TO APPLY FOR ISBN

All publishing units: publishers, associations, institutions, or private persons, etc. with an address and operations in the Philippines can obtain an ISBN regardless of where the publication will be distributed.

Publishers can apply for ISBN to:

ISBN NATIONAL CENTER

c/o NINA B. FRONDA

Bibliographic Services Division

The National Library of the Philippines

T.M. Kalaw St., Ermita, Manila, 1000

Tel.: (632) 336-7200 loc. 406-407

E-mail: isbn@nlp.gov.ph

REQUIREMENTS

A. For first time Applicants:

1. Photocopy of ANY of the following documents as Publisher:

(Nature of Business should be “**PUBLISHING**”)

- Business permit/License (or Sole Proprietor) with BIR Certificate
- DTI registration as Publisher (or Sole Proprietor) with BIR Certificate
- SEC registration as Publisher (for Corporation) With By-Laws
- Organizational chart (for government institution)
- Mayor's permit
- National Book Development Board (NBDB)

2. Photocopy of Official title page and Copyright page.

(Indicate the phrase “**Published by**” with the Company Name and address)

3. ISBN Factsheet (1 copy)
4. ISBN Information Sheet (2 copies)
5. Application fee of P120.00/title

B. For **SUCCEEDING PUBLICATION**, publishers are requested to submit again **Official title page, Copyright page and ISBN Information sheet.**

C. For **REVISED or OTHER Edition** mark the **Official title page** with the **Edition number** of the said publication

D. For **REPUBLISH** of international publication, submit a copy of Memorandum of Agreement (MOA)/contract from original/international publisher.

E. Publishers should inform the National Center of

any changes in the name, address, telephone, etc. for PIID (**P**hilippine **I**nternational **I**SN **D**irectory) update.

PROCESSING INFORMATION

ISBN Application will be processed for one day only (**Saturday, Sundays and Holidays are excluded**) upon completion of the requirements.

ISBN will be issued only to the authorized company representative with **Identification Card (ID)**

After 3 months, one final copy of the publication (with ISBN) will be given to BSD for Inclusion to **PNB database**.

WHERE TO SEND

Applications may be sent through any of the following:

1. Hand-deliver
2. Courier Service
3. Postal Mail

Payment may be in form of:

1. Postal Money Order
(payable to: National Library of the Philippines)
2. Cash

ADDRESS TO:

ISBN NATIONAL CENTER

c/o NINA B. FRONDA

Bibliographic Services Division

The National Library of the Philippines

T.M. Kalaw St., Ermita, Manila, 1000

CONTACT INFORMATION

Tel.: (632) 5336-7200 loc. 406-407

E-mail: isbn@nlp.gov.ph



Philippine



International Standard Book Number

A unique code for the identification

of book publications which can be used wherever information

on books needs to be recorded or communicated.

Revised December 2017