



Specification of requirements and responsibilities of a national ISBN registration agency

The International ISBN Agency (IIA) is based in London, United Kingdom and is responsible for coordinating and supervising the world-wide use of the ISBN system. The IIA is advised and assisted by its Board which comprises 14 members, 9 of which are representatives of current ISBN registration agencies and 5 are *ex officio* representatives from major book trade related associations and bodies.

The main functions and responsibilities of a national ISBN registration agency are:

- To ensure that continuous service is provided within the given territory of responsibility;
- To develop and make publicly available to applicants and potential applicants defined service levels and timeframes for the assignment of ISBN registrant elements and, where applicable, of single ISBNs;
- To provide ISBNs to all publishers who are based within the assigned territory of the agency and whose intended and actual publications qualify within the scope of the ISBN standard;
- To issue notification of the assignment of an ISBN or an ISBN registrant element to the registrant of that monographic publication or publisher name;
- To create, manage, and maintain registers of ISBN, ISBN metadata, and administrative data in accordance with the policies set out by the IIA. (Tasks involving ISBN metadata may be delegated to a designated bibliographic agency provided that compliance is made with the IIA's specifications);
- To correct inaccurate ISBNs and ISBN metadata if proof of such inaccuracy is provided;
- To make ISBN and associated metadata available to other registration agencies and to users of the ISBN system in compliance with policies set out by the IIA;
- To arrange for the publication of the ISBNs in appropriate trade lists or any other bibliographies and to use reasonable endeavours to ensure that end users of ISO 2108 may access and use such data and/or information as may be reasonably be required to apply ISO 2108 for their proper purposes;
- To provide details of its fee schedules (if any) for ISBN assignment and to collate and maintain statistical data on its ISBN-related operations and report these at the stipulated intervals to the IIA;
- To promote, educate, and train others in the use of the ISBN system in compliance with the specifications of the applicable edition of the ISBN standard in force at the time;
- To provide IIA, upon its request, with information and documentation that allows IIA to fully analyze a complaint in relation to the ISBN services provided, e.g. regarding fees, access to and use of, as well as accuracy of data and/or information in connection with the implementation of the service.
- To adhere to the ISBN policies and procedures established by the IIA in compliance with the specifications of the applicable edition of the ISBN standard in force at the time.



The national ISBN registration agency will be **required** to become a member of the IIA and to pay an annual membership fee (such fee to be set by the IIA Board according to the two variables of the GNI per capita and the estimated annual turnover of the book industry in the country concerned).

The national ISBN registration agency will be **required** to agree to the terms of appointment as set out formally in the Agency Contract between the Agency and the IIA and in the Memorandum of Association and Articles of Association which are signed and witnessed by the Agency alone.

The national ISBN registration agency will be **required** to use the IIA's website database to assign and maintain its allocations of ISBN blocks and single ISBNs from shared blocks to publishers and self-publishers.

The national ISBN registration agency will be **required** to compile and maintain in a separate searchable resource or database details of individual ISBNs and the corresponding publications to which they have been allocated. The details so captured must meet the minimum metadata set as detailed in ISO 2108 Information and documentation — International Standard Book Number (ISBN) and the ISBN Users' Manual. The IIA can provide a basic Excel template as initial guidance.

Candidates will be **asked to guarantee** that allocations will be made to publishers without fear, favour or censorship – i.e. provided that the publisher is based in Zambia and their intended publications fall within scope, then the Agency will assign ISBNs to the publisher.

Prospective candidate organisations based in Zambia who believe that they can fulfil the requirements and responsibilities should **[contact the International ISBN Agency](#)** for further details.