

ISBN: INTERNATIONAL STANDARD BOOK NUMBER

An ISBN is a 13-digit (10 digits prior to 2007) number that identifies and is unique to one title or edition from one specific publisher. It is not required for publication of a book or book-like product, but aids booksellers, libraries, universities, wholesalers, and distributors in more efficient marketing of that product. In particular, bookseller chains and distributors require ISBNs and bar codes on all book products to be entered into their databases.

The five parts of the ISBN-13, each part separated by a hyphen, signify: a prefix of 978; the group or country; the publisher; the title or edition; and (the single “check digit” at the end) validation of the ISBN.

In the United States, ISBNs must be obtained through the United States ISBN Agency, R.R. Bowker. An application for a single ISBN can be found at: <http://www.isbn.org/standards/home/isbn/us/secureapp.asp>. The processing fee information is contained on the application. Processing can take up to 15 business days, depending on the turnaround category you choose.

ISBNs are also sold in blocks of 10, 100, 1000, and 10,000. Although you may have just one book at this time to release, it would be penny-wise to purchase a block of 10 if there is any chance of a second edition, hardcover/soft cover, or possibly another title. The cost of two single ISBNs is more than that of a block of ten.

Each ISBN you receive should be assigned to one title or product, and for each format, binding, or edition. The ISBN is printed on the lower portion of the back cover of a book above the bar code, and on the copyright page. Once assigned, an ISBN may never be reused.

You then must report your title information with its assigned ISBN to R.R. Bowker to be recorded in their database. Register at: www.bowkerlink.com.

ISBNs can be translated into Bookland EAN bar codes, the bar code of choice in the book industry. Bar code scanning is required by most retailers in the sales transaction process. In the United States, most retail products are marked with a UPC symbol. The corresponding bar code symbol in use in every other country aside from the United States is the European Article Number (EAN). Every EAN begins with a 2 or 3 digit prefix, which indicates the country of origin, e.g., France, 34; Japan, 49. Since the book industry produces so many products, it has been designated as a country unto itself and has been assigned its own EAN prefix, 978, which is the first three numbers of an ISBN-13.

Mechling Bookbindery can produce and apply your compatible bar code to your book product. Also, bar codes may be requested through www.isbn.org or www.bowkerbarcode.com.



1124 Oneida Valley Road - Rte. 38
Chicora, PA 16025-3820
www.mechlingbooks.com

724-287-2120
1-800-941-3735
Fax: 724-285-9231

COPYRIGHT

Copyright is a form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of “original works of authorship,” including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Only the author, co-authors or those deriving their rights through the author can rightfully claim copyright.

Section 106 of the 1976 Copyright Act generally gives the owner the exclusive right to do and to authorize others to: reproduce the work in copies; prepare derivative works based upon the work; distribute copies to the public by sale or other transfer of ownership; perform the work publicly; or display the work publicly.

To secure copyright, no publication or registration through the Copyright Office is required. From the time the work is created in fixed form, copyright protection is secured immediately and automatically. A work that is created *on or after* January 1, 1978, is automatically protected until the author’s death plus an additional 70 years. Works originally created and published *before* January 1, 1978, are protected 75 years from the date of publication. If the copyright was in subsistence on January 1, 1978, the protection is extended another 20 years.

There are, however, certain advantages to registration. Primarily, the intellectual or creative ownership of works are documented on public record. And, for works of U.S. origin, infringement suits may be filed in court *only* if the copyright is registered. If registration is made within three months after publication or prior to an infringement of the work, statutory damages and attorney’s fees will be available to the copyright owner. Registration also allows for protection through the U.S. Customs Service against the importation of infringing copies.

Authors are responsible for registering for a copyright, if they choose to do so. An application form may be obtained through the Copyright Office Web site at www.copyright.gov/forms. A filing fee is required. A copyright registration is effective on the date the Copyright Office receives all the required elements in acceptable form, including the application form, the filing fee, and [two] deposits of the work being registered.



1124 Oneida Valley Road - Rte. 38
Chicora, PA 16025-3820
www.mechlingbooks.com

724-287-2120
1-800-941-3735
Fax: 724-285-9231

LOC: LIBRARY OF CONGRESS CONTROL NUMBER

A Library of Congress catalog card number is a unique identification number that the Library of Congress assigns to the catalog record created for each book in its collections. Librarians use it to locate a specific Library of Congress catalog record in the national databases and to order catalog cards from the Library of Congress or from commercial suppliers.

Only U.S. book publishers are eligible to obtain Preassigned Control Numbers (PCN). Although there is no charge for a PCN, participating publishers are obligated to send a complimentary copy of all books for which a PCN was provided immediately upon publication. Also, publishers are required to print the control number on the back of the title page (i.e., the copyright page). An application form may be obtained at <http://pcn.loc.gov/pcn006.html>.



1124 Oneida Valley Road - Rte. 38
Chicora, PA 16025-3820
www.mechlingbooks.com

724-287-2120
1-800-941-3735
Fax: 724-285-9231