

This sheet is primarily aimed at publishers applying for an International Standard Serial Number (ISSN). It also gives information on the International Standard Book Number (ISBN) and legal deposit.

PLEASE READ BEFORE COMPLETING APPLICATION FORM (p. 2)

We would recommend to all publishers that any items that they produce should give the following information:

- Title
- Author(s)/editor(s) where relevant
- Place of publication
- Publisher's name and address
- Date of publication.

Serial publications should indicate **volume/part/issue number/date**. The above information is of use to the book trade, librarians and readers.

THE INTERNATIONAL STANDARD SERIAL NUMBER (ISSN)

The International Standard Serial Number (ISSN) is an internationally used code for serial publications. It **uniquely identifies a title** (thereby distinguishing it from any other publications with the same title). **IF A TITLE CHANGES A NEW ISSN MUST BE OBTAINED.** It is an eight-digit number, in two groups of four digits, separated by a hyphen and preceded by the letters **ISSN** (and a space), e.g.: **ISSN 0332-0006**. It is used by publishers, librarians and the booktrade for identifying, ordering and distributing publications. It is also used as an element in barcodes. An international register of ISSN assignments is maintained. The **ISSN Centre at the National Library of Ireland is responsible for the numbering and registration of serials published in the Republic of Ireland.** There is no charge for an ISSN. **If you require a barcode for your serial publication, you need an ISSN. Print and electronic versions of the same title are assigned separate ISSNs.**

What is a serial?

For ISSN purposes, a **serial is a publication issued in successive parts**, usually having numerical or chronological designations, and intended to be continued indefinitely. Serials include periodicals, magazines, newspapers, annuals (reports, yearbooks, directories, etc.), journals, memoirs, proceedings, transactions of societies, some electronic publications/continuing resources (see <http://www.issn.org/2-22638-ISSN-and-electronic-publications.php>), and monographic series.

LEGAL DEPOSIT (SERIALS)

As you may know, the National Library of Ireland seeks to acquire a copy of all printed material relating to this country. We aim to maintain complete collections of all newspapers, magazines and periodicals published in Ireland. Very frequently, this library holds the only copy of such material that is readily available to the public. In accordance with the terms of the Copyright and Related Rights Act, 2000, (Section 198) and previously under the Copyright Act, 1963, (Section 56), publishers in the Republic of Ireland are required to send, at their own expense, copies of their publications to the National Library of Ireland. **If you publish/have published a periodical in paper form, and have not deposited it with the National Library of Ireland, please forward a copy of each issue to date** (photocopies are acceptable if

originals are no longer available). **Please place us on your mailing list for all future issues.**

Address back-issues to:

**Irish ISSN Centre
National Library of Ireland
Kildare Street
Dublin 2**

Address future items to:

**Periodicals Section
National Library of Ireland
Kildare Street
Dublin 2**

THE INTERNATIONAL STANDARD BOOK NUMBER (ISBN)

If you are publishing a book (a monograph, an item complete in itself, a "once-off" publication), you may wish to apply for an ISBN. The International Standard Book Number (ISBN) uniquely identifies one title (or edition of that title, if there is more than one). It is a thirteen-digit number. The ISBN is of great use, as it is a unique identifying symbol which is used and understood internationally, and can be used in computer systems. It is an important element in the barcoding of monographs.

Irish publishers requiring an ISBN should contact the

ISBN Agency

**3rd Floor, Midas House
62 Goldsworth Road
Woking
Surrey GU21 6LQ
England
Tel: 00 44 870 777 8712 (9.00am to 5.00pm)
Fax: 00 44 870 777 8714
e-mail: isbn.agency@nielsen.com
www.isbn.nielsenbook.co.uk**

A charge is payable, see their website.

LEGAL DEPOSIT (BOOKS)

Publishers in the Republic of Ireland are required to send, at their own expense, copies of their print publications to the National Library of Ireland, in accordance with the terms of the Copyright and Related Rights Act of 2000 (Section 198) These should be addressed to the

Acquisitions Section (New Books)

**National Library of Ireland
Kildare Street
Dublin 2**

A separate sheet is available, listing all the libraries entitled to receive publications, under the terms of the Copyright and Related Rights Act, 2000, (Section 198) and earlier Acts.

**Irish ISSN Centre, Kildare St, Dublin 1
Tel: (01) 6030209 email: issnirl@nli.ie**

ISSN Application Form

If you wish to apply for an ISSN, please complete this application form, and return it to

ISSN Centre
National Library of Ireland
Kildare Street
Dublin 2.

- **PLEASE MARK THE ENVELOPE NOT FOR PERIODICALS IF POSTING**

Telephone (01) 6030209
e-mail issnirl@nli.ie

Enclose a sample copy of your print publication if it has already appeared[♦], or 'mock-up' of the proposed title page/cover/masthead if available. **Make separate applications for print and electronic versions of the same title.**

TITLE (from the title page, or the cover if there is no title page)

VARIANT FORMS OF TITLE (on the cover, masthead or other parts of current issues)

DATE OF FIRST ISSUE with this title

EARLIER TITLES[♦] (if any) to which this serial is related

START AND END DATES/ISSUE NOS. OF EARLIER TITLES

FREQUENCY

LANGUAGES OF TEXT

SUBJECT(S)/TOPIC(S)

ELECTRONIC ACCESS, Method and address (URL, FTP etc), (Electronic publications only)

PUBLISHER (Name as it will appear on the publication)

ADDRESS (as it will appear on the publication)

TELEPHONE
FAX
E-MAIL/WEB

CONTACT PERSON

ADDRESS (if different)

TELEPHONE
FAX
E-MAIL/WEB

ANY ADDITIONAL INFORMATION

(For office use only) ISSN

[♦]Please send all back issues, if not already deposited with the National Library of Ireland. Thank you for your co-operation.