



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

Office of the Schools Division Superintendent

14 November 2023

DIVISION MEMORANDUM

No. 486, s. 2023

**INSTITUTIONAL APPLICATION FOR INTERNATIONAL STANDARD
BOOK NUMBER (ISBN), INTERNATIONAL STANDARD SERIAL
NUMBER (ISSN), AND INTERNATIONAL MUSIC NUMBER
(ISMN) FOR PUBLICATIONS**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/District-in-Charge
Elementary/Secondary School Heads
All Other Concerned

1. Enclosed is a copy of Regional Memorandum No. **0809**, s. 2023, titled: **“Institutional Application for International Standard Book Number (ISBN), International Standard Serial Number (ISSN), and International Music Number (ISMN) for Publications”** for your reference and guidance.
2. For more details, see enclosures.
3. For the information of all interested and concerned parties.


FAY C. LUAREZ, Ed.D., Ph.D. TM
Assistant Schools Division Superintendent

for: **SENEN PRISCILO P. PAULIN, CESO V**
Schools Division Superintendent





Address: IPHO Bldg., Sudlon, Lahug, Cebu City
Telephone No.: (032)424-9000
Email Address: cebu.province@deped.gov.ph



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

27 OCT 2023

REGIONAL MEMORANDUM

No. 809 s. 2023

INSTITUTIONAL APPLICATION FOR INTERNATIONAL STANDARD BOOK NUMBER (ISBN), INTERNATIONAL STANDARD SERIAL NUMBER (ISSN), AND INTERNATIONAL MUSIC NUMBER (ISMN) FOR PUBLICATIONS

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. This Office is hereby disseminating the communication from Cesar Gilbert Q. Adriano, Director IV of the National Library of the Philippines (NLP), re: Institutional Application for International Standard Book Number (ISBN), International Standard Serial Number (ISSN), and International Music Number (ISMN) for Publications. These distinctive identities will serve as the publication's fingerprint and will serve as a global identifier that enables the libraries, suppliers, and publishers to find, order, and track published materials.
2. For more details, see enclosures.
3. For the information of all interested and concerned parties.

SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director IV
Regional Director

STJ/FYA/CLMD/MJGD/jfn



Dofia M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Number: 639457623193 local 700

DepEd Tayo Region VII

region7.deped.gov.ph



Republic of the Philippines
NATIONAL LIBRARY OF THE PHILIPPINES
Office of the Director

September 27, 2023

Dear Sir/Madam:

Greetings from the National Library of the Philippines (NLP)!

This is to encourage your agency/company/institution to apply for International Standard Book Number (ISBN), International Standard Serial Number (ISSN), and International Standard Music Number (ISMN) for your publication. These distinctive identities serve as a publication's fingerprint and serve as a global identifier that enables libraries, suppliers, and publishers to find, order, and track published materials.

An ISBN is a unique identifier for books, while an ISSN is used for periodicals such as magazines, journals, newspapers and continuing resources and an ISMN is used for notated music publications. This also reflects the number of unique Filipino published works registered.

The application process is straightforward. You can apply for an ISBN, ISSN, or ISMN via the online application system URL: <https://ins-poas.nlp.gov.ph/node/2> of the NLP as the national issuing agency of the country.

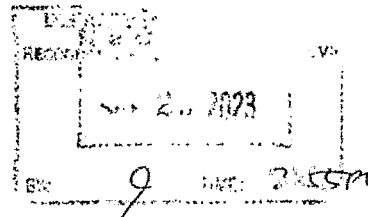
Attached to this letter are the brochures containing the procedures on applying for ISBN, ISSN and ISMN. For more information about ISBN, ISSN and ISMN, see the link provided below:

ISBN: <http://web.nlp.gov.ph/isbn/>

ISSN: <http://web.nlp.gov.ph/issn/>

ISMN: <http://web.nlp.gov.ph/ismn/>

NLP Building, T.M. Kalaw Street, Ermita, Manila 1000, Philippines
+632 336-7200 | +632 310-5035
web.nlp.gov.ph | do@nlp.gov.ph





Republic of the Philippines
NATIONAL LIBRARY OF THE PHILIPPINES
Office of the Director

If you have questions or concerns, please do not hesitate to send us an email at isbn@nlp.gov.ph / issn@nlp.gov.ph or call us at 0917-8718210.

Thank you.

Kind regards,

Cesar Gilbert Q. Adriano
Director IV
National Library of the Philippines
T.M. Kalaw St., Ermita, Manila

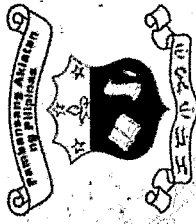
NLP Building, T.M. Kalaw Street, Ermita, Manila 1000, Philippines
+632 336-7200 | +632 310-5035
web.nlp.gov.ph | do@nlp.gov.ph



Other things to Note

It takes seven (7) days to register at the National Book Development Board (NBDB).

- Apply for an ISBN when you're almost ready to publish your book.
- ISBN processing usually takes about 1-2 working day/s.
- Once you have an ISBN, you may apply for Cataloging-in-Publication through the Catalog Division or email at catalog@nlp.gov.ph, to know more about it visit <http://web.nlp.gov.ph/nlp/?q=node/683>. Please note that this is not mandatory.
- Use your ISBN for Barcode and you can proceed to upload or print your books.
- Should you wish to have legal or copyright protection. You may visit <http://web.nlp.gov.ph/nlp/?q=node/646> to know more about it.
- Remember to submit two (2) copies of your printed books or CD/DVD or email/link of downloadable file of your eBooks to NLP within 30 days of publication. Per section 2 of the Decree on Legal and Cultural Deposit (PD 812) (a) Within one month from the date of any printed book, as this term is defined herein, is first delivered out of the press, the publisher of such book shall furnish, free of charge and in the same finish as the best copies of produced, two copies thereof to the National Library."
- Please be aware that details of the publisher are registered by the NLP to the International Centre <https://www.isbn-international.org/content/global-register-publishers-o>

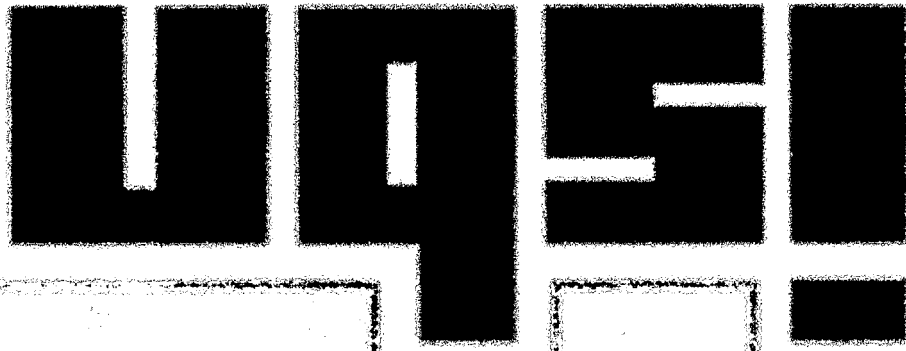


National Library of the Philippines
Bibliographic Services Division
T.M. Kalaw, Ermita, Manila 1000

CONTACT INFORMATION:

Tel. No.: (02) 5336-7200 / 5310-5056 /
5310-5035 loc. 406-407
Email: isbn@nlp.gov.ph
Mobile: 09178718210

INTERNATIONAL STANDARD BOOK NUMBER



What is an ISBN?

International Standard Book Number (ISBN) is an internationally recognized system whereby code numbers are assigned to books for easy identification and speedy exchange of information among publishers and 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 published work. An ISBN is not mandatory, and does not convey any form of legal or provide copyright protection on a work. It is essentially a product identifier used by publishers, booksellers, libraries, internet retailers and other supply chain participants for ordering, listing, sales records and stock control purposes. The ISBN identifies the registrant as well as the specific title, edition and format.

What is a Publisher?

The publisher is the group, organization, company or individual (maaring ikaw ang may akda at ikaw din ang mamumuhunan sa iyong publikasyon) who is responsible for initiating the production of a particular publication. Normally, the publisher is also the person or body who bears the cost or financial risk in making a product available. It can be the author of the book if the author has chosen to publish their book themselves.

Do I need a different ISBN for each format?

Each format must have a different ISBN, which means that if you have one book but will be publishing different format, e.g. paperback, hardbound, pdf, epub, etc., each of this will have its own ISBN.

How do I get an ISBN?

1 If this is your first time to apply for an ISBN

Secure a National Book Development Board Certificate of Registration/Accreditation as a PUBLISHER (for enterprises) or as an AUTHOR/WRITER (for individuals). (Visit their website <https://booksphilippines.gov.ph/>)

After securing a certificate or registration, create an account at <https://ins-poas.nlp.gov.ph/user/register>. Fill out the needed information.

2 If you are already registered as a Publisher (Kung dati ka ng nakakuha ng ISBN

Create an Account at <https://ins-poas.nlp.gov.ph/user/register>. Fill out the needed information.

Wait for an email notification for password creation and log-in link.

Go to the "ISBN Application" tab and fill out the required information at the ISBN Information Sheet.

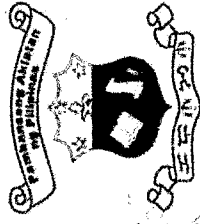
Attached the documentary requirements: title page and copyright page (stating any of the following: Publisher by, A Publication of, Publisher, Inilathala ng before the name of the Publisher and contact details) of your publication.

Click the Submission Button.

Wait for an email notification to know the status of your application or you may click the "Submission" tab in your INS-POAS Account.

Other things to Note

- Apply for an ISMN when you're almost ready to publish.
- Processing usually takes about 1-2 working day/s.
- Once you have an ISMN, you may apply for Cataloging-in-Publication through the Catalog Division or email at catalog@nlp.gov.ph, to know more about it visit <http://web.nlp.gov.ph/nlp/?q=node/683>
- Use your ISMN for Barcode and you can proceed to upload or print your product form.
- Should you wish to have legal or copyright protection. You may visit <http://web.nlp.gov.ph/nlp/?q=node/646> to know more about it.
- Remember to submit two (2) copies of your product form to NLP within 30 days of publication.
- Please be aware that details of publisher are registered by the NLP to the International Centre <https://www.ismn-international.org/directory>
- To know more about ISMN visit https://www.ismn-international.org/files/Web_ISMN_Users_Manual_2016.pdf



National Library of the Philippines
Bibliographic Services Division
T.M. Kalaw, Ermita, Manila 1000

CONTACT INFORMATION:

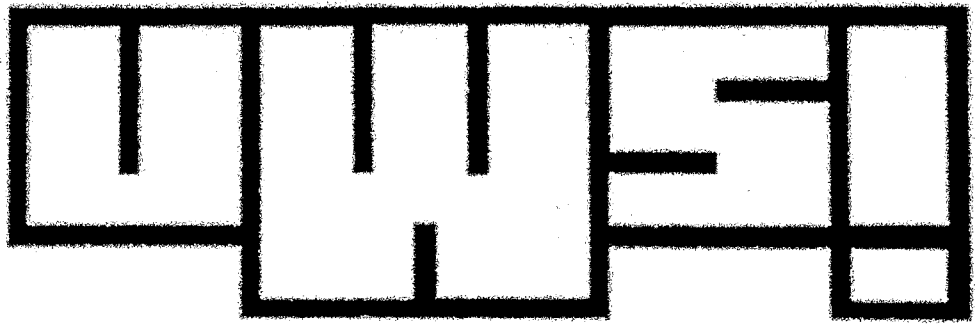
Tel. No.: (02) 5336-7200 / 5310-5056 /

5310-5035 loc. 406-407

Email: isbn@nlp.gov.ph

Mobile: 09178718210

international standard music number



What is ISMN?

International Standard Music Number (ISMN) is a unique 13-digit number for the identification of all printed and digital music publications i.e. notated music such as scores, vocal scores, sheet music, anthologies of music, music part or separate parts or a particular instrumentation from a specific publisher or producer. It is compatible with the international EAN-13 digit barcode, an internationally recognized system whereby code numbers are assigned to facilitate international cooperation and information exchange.

The ISMN is used to identify publications of notated music, whether available for sale, hire, gratis or for copyright purposes only.

The assignment of an ISMN to a publication of notated music, shall not imply any meaning or value as legal evidence with regard to the ownership of rights to that publication.

What is a Registrant/Publisher?

A registrant is a person or organization that has requested and received an ISMN for a publication of notated music from an appointed ISMN Registration Agency. The registrant is usually the publisher of the publication, but exceptions may be an intermediary who is acting on behalf of, or in place of, the publisher.

The publisher is the group, organization, company, or individual who is responsible for initiating the production of a particular publication. Normally, the publisher is also the person or body who bears the cost or financial risk in making a product available.

Do I need a different ISMN for each format?

A separate ISMN must be assigned to every different edition of an item. Specifically, a new ISMN is required when:

- there is a change in the musical or literary content of work, unless these are minor corrections.
- a literary text that is an integral part of a published musical work is altered.
- a translation of a literary text is added, removed or altered. A new ISMN must be assigned, even if text and/or music are otherwise unchanged.
- the physical size of an item is substantially changed in to produce a new full study or miniature score edition.

An unchanged impression or unchanged reprint of the same item in the same format and by the same registrant must not be assigned a new ISMN unless there is a change in binding. Similarly, a reproduction supplied on demand from the same origination should not be assigned a new ISMN, even if a new reproduction date is indicated on the reproduction.

Price changes do not require the assignment of new ISMNs.

How do I get an ISMN?

1

Create an Account at <https://ins-poas.nlp.gov.ph/user/register>.
Fill out the needed information.

2

Wait for an email notification for password creation and log-in link.

3

Go to the "ISMN Application" tab and fill out the required information at the ISMN Information Sheet.

4

Attached the documentary requirements: title page and copyright page (stating any of the following: Published by, A Publication of, Publisher, Initialing before the name of the Publisher and contact details) of your publication.

5

Click the Submission Button.

6

Wait for an email notification to know the status of your application or you may click the "Submission" tab in your INS-POAS Account.

For Print Publication and CD/DVD

To obtain an ISSN before the publication of the first issue of a print serial or before the release of a serial in CD-ROM, a mock-up must be provided with the request.

Please take note:

- ISSN shall not be requested a month before the release of the first issue; the National Centre reserve the right to defer the assignment of an ISSN requested in advance until a copy of the first issue has been received by the ISSN National Centre.
- The National Center reserves the right to refuse ISSN to those who have not provided the ISSN National Centre with a mock-up or a manuscript with the title page, editorial responsibility, frequency, and publisher indicated on it.
- Publishers must be aware that ISSN assigned ahead of publication won't be formally registered in the ISSN Register until the receipt proof of the effective publication of the serial.
- Complete information such as contact details (name of publisher/institution, address, telephone number, office telephone number, mobile number, e-mail [institutional domain]) should be given.

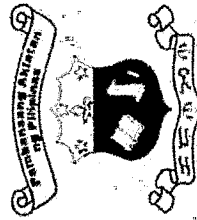
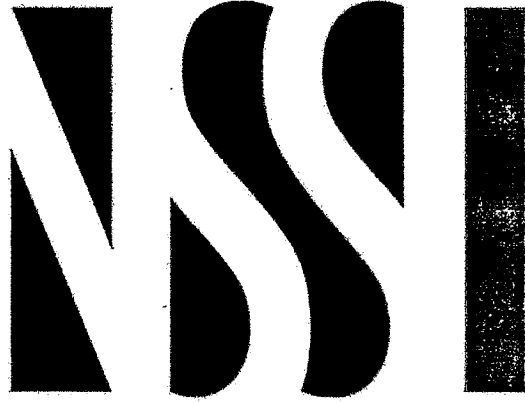
For Online publication

ISSN are assigned to online publications only after the release of the first issue, provided that this issue contains a significant number of articles. If it is considered that the first issue has not enough articles or being regarded as an actual and complete one, the ISSN assignment will be deferred. Regarding open access scholarly publications, 5 articles are considered as a minimum for making a complete issue.

Editorial boards and frequency statement with complete contact details (name of publisher/institution, address, telephone number, mobile number, e-mail institutional domain) should be displayed on the publication website with a valid URL.

Display of misleading/false information on the website will result in the rejection of the application.

INTERNATIONAL
STANDARD
SERIAL
NUMBER
PHILIPPINES



**National Library of the Philippines
Bibliographic Services Division
T.M. Kalaw, Ermita, Manila 1000**

CONTACT INFORMATION:

Tel. No.: (02) 5336-7200 / 5310-5056 /

5310-5035 loc. 406-407

Email: issn@nlip.gov.ph

Mobile: 0917-8718210

INTERNATIONAL STANDARD SERIAL NUMBER

What is ISSN?

International Standard Serial Number (ISSN) is an international identifier for serials and continuing resources in the electronic and print worlds. It can be assigned to any serial or continuing resource whether past, present, or to be published in the foreseeable future whatever the medium of production (e.g. print, online, CD-ROM, etc.).

An ISSN is not mandatory and does not convey any form of legal or provide copyright protection on a work.

What is serial?

Serial is a continuing resource in any medium, issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion. Examples of serials include journals, magazines, electronic journals, ongoing directories, annual reports, newspapers, monograph series, and newsletters.

What is Ongoing Integrating Resources?

Ongoing integrating resources is an electronic publication that is updated such as websites, blogs, institutional repositories, directories, and databases.

Do I need a different ISSN for each format?

Each format must have a different ISSN, which means that if you have one serial or continuing resources but will be published in a different format, e.g. print, online, CD, DVD, etc. each of these will have its own ISSN.

A new ISSN may only be applied for in the following cases:

- The publication's medium changes (e.g. a print becomes online).
- The publication's title changes.
- Different language editions.

Note:

Any changes made must be mentioned in the details of the old title, ISSN, and the details of issues published during that period in the new journal(s)/serial(s).

How do I get an ISSN?

1

Create an Account at <https://ins-poa.nlp.gov.ph/user/register>. Fill out the form. No need to attach NBDB Registration.

2

Wait for an email notification to create your password and log in

3

Go to the "ISSN Application" menu and fill out the required information at the ISSN Information Sheet.

4

For Print: (In pdf) Attached mock-up of the publication with the cover, title page and editorial page. The editorial page must show the name, address of the publisher and the frequency (e.g. Monthly, Quarterly, Annual, etc.).

For CD: (In pdf) Attached mock-up of the publication with the label affixed on the disc and/or on the container with the name, address of the publisher printed on, and the frequency (e.g. Monthly, Quarterly, Annual, etc.).

For Online: the URL (electronic address) of the publication. The name, address of the publisher and the frequency (e.g. Monthly, Quarterly, Annual, etc.) must be displayed on the publication.

5

Click the Submission Button.

6

Wait for an email notification to know the status of your application.