

## **REVISED GUIDELINES FOR THE PROCESSING OF ISBN REQUESTS**

Based on recommendations emanating from meetings of Executive Management and also the CCS Information Policy Committee, The Regional Agency now provides a fee-based service which requires new publishers (i.e. those who are requesting participation in the Regional ISBN System for the first time) to pay a non-refundable registration fee and also for each block of ISBNs which is allocated. The registration fee does not apply to persons who have been previously allocated ISBNs by the Regional/National Agency.

The fees for ISBN blocks can however be waived if the publications are intended for free distribution. Proof must however be provided for a waiver to be granted by the Regional Agency.

The processing fees are as follows:

<b>ISBN REGISTRANT ELEMENT</b>	<b>REGULAR PROCESSING FEE (US\$)</b>	<b>REGISTRATION FEE (US\$)</b>
1 ISBN	20.00	20.00
10 ISBNs	50.00	20.00
100 ISBNs	300.00	20.00
1,000 ISBNs	700.00	20.00
10,000 ISBNs	1,500.00	20.00

Once publishers are allowed to allocate their own ISBNs, they must submit monthly returns to the Regional/National ISBN Agency of ISBNs they have assigned, to facilitate updating of our database.

### **PROCESSING INFORMATION**

The completed 'Application for an ISBN Registrant Element' form will be processed only if the publisher satisfies the necessary criteria for eligibility as outlined under heading 'Eligibility of Publishers'. Payment should be sent only after the Regional Agency has accepted the application and notified the applicant accordingly.

The Regional ISBN Agency will not provide ISBNs via telephone. The processing time for ISBN requests is 14 working days from receipt of the correctly completed form. This excludes Saturdays, Sundays and holidays and is from the date the correctly completed form is received in the Agency and, not the day on which it was posted or emailed. Please note that proof of posting is not proof of delivery and the Agency can accept no responsibility for applications which do not arrive.

### **PRIORITY PROCESSING**

A priority fee of US\$25.00 is payable for each single ISBN and applies **only** to single ISBN requests, while US\$50.00 is payable for all other requests. Priority service includes return of the ISBN Registrant Element and numbers within 72 business hours of receipt, provided there are no problems with the application. **Please note that priority service is by courier service .**

### **ELIGIBILITY OF PUBLISHERS**

The Regional ISBN Agency will be responsible for the assignment of the ISBN Registrant Element to eligible publishers with a residence or office in the Caribbean and who are publishing their titles within the Caribbean.

Regional/National Agencies will not assign ISBNs to publishers based outside of the Caribbean Region. All communication will be between the Agency and the Caribbean-based company.

### **PAYMENT ARRANGEMENTS**

The one-off non-refundable registration fee is payable by all **new** publishers requesting ISBNs regardless of the size of the output. However, the ISBN application must first be approved before any fees are sent. **All remittances must be drawn on a U.S. Bank.** You may choose any of the following methods of payment:

- Cheque made payable to the **Caribbean Community Secretariat**
- Bank Draft made payable to the **Caribbean Community Secretariat**
- Wire transfer (transaction fees are payable by the publisher).

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Regional ISBN Agency (CARICOM)  
 Caribbean Community Secretariat  
 P.O. Box 10827  
 Turkeyen  
 Greater Georgetown  
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## ISBN REGISTRANT ELEMENT APPLICATION FORM

PLEASE USE BLOCK CAPITALS

<b>Publisher's / Company's Name:</b>			
<b>Address:</b>			
<b>If P.O. Box indicated, local street address is required:</b>			
<b>Tel:</b>		<b>Cell:</b>	
<b>Fax:</b>		<b>Email:</b>	
<b>Website:</b>			
<b>Indicate year you started publishing:</b>		<b>Estimated no. of titles per year:</b>	
<b>Are you a subsidiary of another company?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>If yes, provide name, address and ISBN Registrant Element:</b>			
<b>Indicate what type of products you produce:</b> <input type="checkbox"/> Books <input type="checkbox"/> CDs <input type="checkbox"/> DVDs			
<input type="checkbox"/> Software	<input type="checkbox"/> Mixed Media	<input type="checkbox"/> E-books	<input type="checkbox"/> Other, please specify:
<b>Readership Level:</b> <input type="checkbox"/> Children		<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary <input type="checkbox"/> Tertiary
<input type="checkbox"/> General	<input type="checkbox"/> Professional	<input type="checkbox"/> Other, please specify:	
<b>Kindly indicate the number of ISBNs required:</b>			
<i>N.B. Publishers should state an approximate output in order to be allocated specific ISBN blocks, i.e. 1-3 titles - block of 10 ISBNs, 4-70 titles - block of 100 ISBNs, more than 70 titles - block of 1,000 ISBNs. Publishers may also apply for a single ISBN from an element range reserved for occasional publishers. The element does <b>NOT</b> identify any one particular publisher, and cannot be claimed to be owned by any one publisher. Publishers who are already registered are only required to pay the processing fee.</i>			
<input type="checkbox"/>	Registration fee - US\$20	<input type="checkbox"/>	Block of 10 ISBNs - US\$50
<input type="checkbox"/>	Block of 1,000 ISBNs - US\$700	<input type="checkbox"/>	Block of 10,000 ISBNs - US\$1,500
<input type="checkbox"/>	Single ISBN - US\$20	<input type="checkbox"/>	Block of 100 ISBNs - US\$300
<b>Name of Contact Person:</b>		<b>Signature of Publisher:</b>	

### FOR AGENCY USE ONLY

<b>Amount paid:</b>		<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque
<b>Cheque Information:</b>			
<b>Fees paid for:</b> <input type="checkbox"/> Registration		<input type="checkbox"/> Processing	
<b>ISBN Registrant Element assigned:</b>			
<b>Date assigned:</b>		<b>Assigning Officer:</b>	