

# Cataloging and identification of books

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## Revisions

1. Improved discussion of ISBN history, added information about check digit calculation
2. GS1 Release 18, *ISBN Users' Manual* 7th ed.
3. Update BISAC subsection to include guidance on selection, 2017 edition
4. Summaries are required for CIP Program submissions effective September 5, 2017
5. BowkerLINK now https
6. Improved discussion of uploading cover images
7. Emphasized that ISSN should appear near series title in CIP Program subsection in monographic series
8. Added Publisher's Cataloging-in-Publication Data subsection
9. BIC's recommendation of Thema is mentioned
10. Restored page headers and page numbers
11. Revision to history of product barcodes in ISBN and Bookland EAN subsections
12. Links to BISG documents changed yet again to reflect Web site reorganization
13. Introduction revised to improve discussion of place of publication
14. Correction to description of PCN program
15. RDA changes to CIP data added to CIP technical information
16. Improved discussion of encoding ISSN in EAN-13 barcode
17. Improved discussion of SAN
18. Improved discussion of ISSN and series title, encoding ISSN in EAN-13 barcode
19. Improved discussion of Bookland EAN
20. New section on bibliographic records, LCCN, MARC, and BISAC
21. Revised format for CIP data layout effective October 2015

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## **Introduction**

This memo gives advice to U.S. publishers on cataloging and identifying their books during publication, preparing them for library cataloging and for sale and distribution through the supply chain. A U.S. publisher is one that lists a U.S. place of publication on the title page or copyright page of its publications. The place of publication must be a location at which an editorial office capable of answering substantive bibliographic questions is maintained. If the publisher has multiple places of publication, the U.S. location need not be the first-named.

R.R. Bowker is the agency that registers U.S. publishers in the International Standard Book Number (ISBN) and Standard Address Number (SAN) systems and publishes title metadata submitted by publishers. A publisher operating separate and distinct offices or branches in different places may have an ISBN publisher identifier (registrant element) for each office or branch. However, the ISBN identifying a title is to be assigned only by the office or branch responsible for its publication.

U.S. publishers are eligible to participate in programs serving publishers offered by Library of Congress, including Cataloging in Publication and Preassigned Control Number.

## **Advice for publishers outside the U.S.**

Order blocks of ISBNs from the national ISBN agency <<https://www.isbn-international.org/agencies>> and submit title metadata per that agency's instructions. Order the SAN from R.R. Bowker (which is also the U.S. SAN agency), except for addresses in Australia, New Zealand, and the U.K. (see below)

Retail bookstores outside the U.S. and Canada don't generally require that the cover price be symbolized in the EAN-5 Add-On barcode in the Bookland EAN symbol. However, the standard allows the publisher to use a two- or five-digit Add-On barcode for internal purposes, to distinguish a variant that doesn't qualify for a separate ISBN (e.g., unchanged reprint, price increase). See optional attributes in Section 2.1.3.5.

"Hardcover books and paperbacks: ISBN, GTIN-13, and GTIN-12 scanned in general retail at POS" *GS1 General Specifications* Release 18 January 2018. <<https://www.gs1.org/standards/barcodes-epcrfid-id-keys/gs1-general-specifications>>.

To identify a monographic series, order an International Standard Serial Number (ISSN) from the national ISSN centre <<http://www.issn.org/the-centre-and-the-network/members-countries/the-issn-network-today/>> serving serials publishers in your country.

The advice on bibliographic records given below is also applicable in much of the English-speaking world and wherever English-language books are cataloged. Cataloging in publication may be available from your national library.

BISAC subject headings are also used in Canada with some Canadian-specific regional codes <<https://booknetcanada.atlassian.net/wiki/display/UserDocs/BISAC+Subject+Codes>>. Book Industry

Communication (BIC) subject codes <<http://bic.org.uk/7/BIC-Standard-Subject-Categories/>> are used in the UK. Note that BIC subject code development has been frozen, given the growing adoption of Thema, the subject category scheme for global book trade. <<http://www.editeur.org/151/Thema/>>

### **Preparing the book for identification and cataloging**

Before your book goes to press, it must be prepared for identification and library cataloging. The book's title page is its identification and the source of information for its bibliographic record. Assign the ISBN and submit title metadata to *Books in Print* to announce a forthcoming book. Submitting advance book information with correct title metadata is a crucial marketing and distribution step that must be error free. Errors could delay the book's timely publication and cause the publisher to incur needless expense.

The book may be cataloged by applying for Cataloging in Publication data from Library of Congress or a contract cataloging service (see below). CIP data is the bibliographic record printed on the copyright page (verso of the title page). It takes two to six weeks to receive CIP data from Library of Congress.

### **International Standard Book Number (ISBN)**

The ISBN is a unique international identifier for a monographic publication, displayed thusly:

ISBN 978-0-12-345678-6

The U.S. ISBN agency is R.R. Bowker <<http://isbn.org/>>. A U.S. publisher would order blocks of ISBNs from MyIdentifiers.com <<https://www.myidentifiers.com/>> to identify titles of forthcoming books. The ISBN is an element of Cataloging in Publication data (CIP data) (see below) printed on the copyright page (the verso of the title page). It's also printed above the Bookland EAN barcode (see below) on Cover 4.

The ISBN identifies one binding of one edition of one title published by one publisher. A subsequent edition due to revision would have its own ISBN. Different bindings—hardcover (trade cloth), paperback (trade paper), DVD—have different ISBNs. If different bindings are packaged together—a book accompanied by a DVD—one ISBN identifies the package and the second item in the package would be listed as an additional binding without ISBN. Additional printings are not separate editions and would retain the same ISBN. An additional printing in which typographical errors were corrected would retain the same ISBN. *ISBN Users' Manual, Seventh Edition* <[https://www.isbn-international.org/sites/default/files/ISBN International Users Manual - 7th edition\\_absolutely\\_final.docx](https://www.isbn-international.org/sites/default/files/ISBN%20International%20Users%20Manual%20-%207th%20edition_absolutely_final.docx)> *ISBN FAQs to 7ed Manual* <[https://www.isbn-international.org/sites/default/files/ISBN\\_FAQs\\_to\\_7ed\\_Manual\\_Absolutely\\_final.docx](https://www.isbn-international.org/sites/default/files/ISBN_FAQs_to_7ed_Manual_Absolutely_final.docx)>

### **ISBN History**

In 1965, W. H. Smith, the largest retailer of books in the United Kingdom, announced plans for a new warehouse and a desire to computerize to maintain its book inventory and to facilitate trade with its partners. In cooperation with the British Publishers Association, it commissioned a book numbering system from F. Gordon Foster, a mathematics and statistics professor at London School of Economics and later Trinity College, intending that it would gain acceptance throughout the UK book industry. By 1966, Foster had devised Standard Book Numbering (SBN).

SBN is a 9-digit code divided into three parts separated by spaces, displayed thusly:

SBN 234 12345 1  
SBN 345 12345 X

The first two parts are of variable length; the last part is of fixed length.

Publisher Prefix

Title Code

Check digit. Weighted sum, modulo 11; a result of 10 is coded by Roman numeral X.

SBN was used in the UK from 1967 until 1974. J Whitaker & Sons, publisher of *British Books in Print*, was the Central Agency for administering the system.

Intriguingly, SBN (and later ISBN) used a variable length Publisher Prefix to allow a publisher's needs to guide the allocation of Title Codes, making the coding system extremely flexible. This has helped to ensure longevity of the coding system. Mr. Foster anticipated internationalization, but facing a deadline, couldn't wait for adoption of the international standard. To allow a smooth transition to a code intended to be lengthened to 10 digits, he recommended that "0" be prepended to codes already allocated so that the check digit wouldn't require recalculation. This became the 10-digit ISBN.

In 1980, ISBN, with 978 prepended, became a subset of the European Article Number (EAN) (now International Article Number); prefix 978 was designated for the fictitious country of Bookland. In 1984, the Machine Readable Coding (MRC) Committee of Book Industry Study Group (BISG) undertook a study from which recommendations for a product identification code and symbol to be used on book covers and jackets were made. As a result of the study, the EAN-13 barcode (the Bookland EAN, see below) would symbolize the ISBN. Please note that EAN-13 uses weight sum, modulo 10 to calculate the check digit, but prepending 978 requires that the check digit to be recalculated anyway. See discussion of converting ISBN-10 to ISBN-13 below.

Effective in 2007, ISBN became a thirteen-digit Global Trade Item Number (GTIN-13), the same number symbolized by the Bookland EAN barcode introduced in the 1980s. The human readable interpretation of the Bookland EAN, an ISBN-13 without hyphens, is printed below the barcode symbol. To effect the transition from ISBN-10 to ISBN-13, books published in 2005 and 2006 were dual numbered. Use of ISBN-10 was deprecated after 2006.

## ISBN structure

ISBN-13 is divided into five parts (elements) separated by hyphens. The middle three parts are of variable length; the first and last parts are of fixed length.

978 or 979, GS1 prefix for fictitious country of Bookland, ISBN-13 format only. 979 is not yet issued to U.S. publishers. Within GS1 Prefix 979 a subset 9790 has been allocated to the International ISMN Agency for notated music.

Country identifier (registration group element), to group publishers by geography or language

Publisher identifier (registrant element)

Title identifier (publication element)

Check digit.

ISBN-13: Weighted sum, modulo 10.

ISBN-10: Weighted sum, modulo 11; a result of 10 is coded by Roman numeral X.

## Converting ISBN-10 to ISBN-13; check digit calculator

ISBN-10 is readily converted back and forth to ISBN-13 with GS1 prefix 978. ISBN-13 with GS1 prefix 979 is not convertible. To convert from ISBN-10, the check digit is stripped, 978 is prefixed, and a new check digit is calculated. Note that the GTIN-13 check digit is calculated using weighted sum, modulo 10, a different computation than the ISBN-10 check digit.

Converters:

<[http://isbn.org/ISBN\\_converter](http://isbn.org/ISBN_converter)>

<<http://pcn.loc.gov/isbncnvt.html>>

*Conversions & Calculations* <<http://bisg.org/?page=conversionscalculat>>

*Check digit calculator* <<http://www.gs1.org/check-digit-calculator>>

## Bookland EAN

The Bookland EAN is the machine-readable symbol of choice for all published books. It comprises two barcodes, an EAN-13 barcode symbolizing ISBN-13 plus an EAN-5 Add-On barcode symbolizing the cover price, for a total of 18 digits. In guidelines for the five-digit Add-On published in 1985, the leading digit "5" is

USD \$4.95/GBP £2.75/CAD \$4.95



Bookland EAN with Price Add-On encodes ISBN 978-1-4028-9462-6 with a suggested retail price of USD \$4.95. The price, in three currencies, is above.

the currency indicator for US dollars, used with prices from USD \$00.01 (50001) to USD \$99.98 (59998). In a change approved September 2004, prices from USD \$100.00 to USD \$499.99 can be encoded in the range 10000 to 49999 without currency indicator. A price of \$99.99 cannot be encoded. Instead, 59999 indicates a price greater than \$99.98 and not encoded in the Add-On, whether the price is within the increased range or not. 90000 is understood to mean no retail price has been suggested and none is encoded in the Add-On. 00000 and 50000 are not used. All other ranges are ignored for pricing.

*Dollar Price Limit Increase in the Bookland EAN Add-On Bar Code*

<[http://bisg.org/resource/resmgr/Files/Publications/Labels\\_and\\_Ba](http://bisg.org/resource/resmgr/Files/Publications/Labels_and_Ba)

rcodes/Price\_Increase\_in\_Add-on.pdf>

The symbol, which always includes the EAN-5 Add-On barcode, is 1" high x 2-3/16" wide at 100% magnification. At 80% magnification, the overall size is approximately 13/16" high x 1-3/4" wide. Magnification may range from 80% to 200%. For offset printing it should not be necessary to print larger than 100%. Width is measured with a 3/32-inch clear area or "quiet zone" on either side of bars. Height is measured from the top of the bars to the bottom of the numbers below the bars.

To emphasize the necessity of the quiet zone to the right of the barcode, Bookland EAN symbols are produced with a ">" (greater-than sign) within the right-hand quiet zone. This serves to protect this essential clear space, which is often too narrow when the final plate-ready film is produced. There should be no printed border around the barcode.

The ISBN is printed above the barcode, preceded by the letters ISBN. The font for the human readable ISBN should be a sans serif font such as OCR-B or Arial. As a minimum, the font size should be sufficient for the ISBN to extend the full width of the main body of the barcode (excluding the width of the Add-On).

If the book has a cover price, it is printed above the barcode. Multiple currencies may be displayed if applicable, separated by slashes without spaces. The font should be a sans serif font such as OCR B or Arial of at least 7 point. Currency indication (both letters and symbols) should follow ISO 4217 Currency Codes. <<http://www.xe.com/iso4217.php>>

In standard location for all formats and bindings, the Bookland EAN symbol is printed at the bottom of Cover 4 (the back cover or jacket) with the bottom of the symbol 1/2 inch  $\pm$  1/4 inch above the bottom of the cover. The bars are oriented vertically in a "picket fence" configuration. See Figure 3 "Placement of Bookland EAN on Cover 4" *Barcoding Guidelines for the US Book Industry* June 2011 for minimum distance between the symbol and the bottom and edges. <<http://bisg.org/?page=BarcodingGuidelines>>

### Barcode generators

An excellent Australian site <<https://bookow.com/resources.php>> which includes the ISBN-13 Hyphenator to normalize hyphen placement within the ISBN, a Polish site <<https://www.free-barcode-generator.net/isbn/>> (enter ISBN without hyphens, with 5-digit add on, i.e. 9780123456786:50995), and a Romanian site <<http://wikitools.ro/?action=ean>> (doesn't accept 5-digit add on).

## Product barcoding history

The first successful and widely accepted barcode to identify products for sale in grocery stores was U.P.C. Version A, which symbolizes 12 digits. It was invented by George Joseph Laurer, an IBM engineer, in 1973. The first scanned transaction at a grocery store occurred the following year. Within a few years, European manufacturers saw the advantage of the symbol. EAN-13 was developed as a superset of UPC-A, with a leading "0" indicating UPC-A coding space. Both symbols have the same number of bars and spaces, however, and are essentially the same.

Due to unusual recommendations at the beginning, not all digits of the barcode were stored in product databases used by American grocers, nor were scanners at point-of-sale terminals able to read EAN-13. European manufacturers were required to use dual identifiers, registering their products in both systems, a waste of coding space and an unnecessary expense. Nothing was done about it until the 1997 Sunrise Initiative required that all scanners used at point of sale in the U.S. and Canada would be able to read and process both UPC-A and EAN-13 barcodes by January 1, 2005, and all product inventory and ordering systems would store item numbers up to 14 digits long. This led the book industry to convert ISBN to 13 digits to expand numbering space and to eliminate the use of dual identifiers on books sold in grocery stores.

Mr. Laurer's Web site <<http://laurerupc.com/>>. *Are the U.P.C. and EAN-13 the same symbol?* <<https://pacificbarcode.com/all-about-barcodes/>> then choose UPCs and EANs from the menu. *Are UPC-A and EAN-13 the same?* posted Tuesday, January 3rd, 2012 <<https://www.nationwidebarcode.com/are-upc-a-and-ean-13-the-same/>>

## Books in Print, *Standard Address Number (SAN)*

### Submitting title metadata to *Books in Print*: ONIX for Books, Bowkerlink, MyIdentifiers.com, entering series title

*Books in Print* <<http://www.bowker.com/products/Books-In--Print.html>> is a comprehensive bibliographic database of book titles which bookstores and libraries buy from, published in print and on line by R.R. Bowker. At no cost to the publisher, a forthcoming title's metadata would be submitted, typically, 180 days in advance of publication identified by ISBN. Thus, it's free advertising.

*Books in Print* may be available as an electronic resource linked from the Web site of the patron's local public library. The patron's own library card number may be required for access.

A publisher with at least 100 new titles per year would submit an ONIX for Books message (title metadata). ONIX is an acronym for Online Information Exchange. ONIX for Books is a standard format that publishers can use to distribute electronic information about their books to wholesale and retail booksellers, other publishers, and anyone else involved in the sale of books.

*Metadata* <<http://bisg.org/page/metadata>>; *The Best Practices for Product Metadata: Guide for North American Data Senders and Receivers* April 1, 2015 <<https://bisg.site-ym.com/store/ViewProduct.aspx?id=6972807>>; *Best Practices for Keywords in Metadata: Guide for North American Data Senders and Receivers* <<https://bisg.site-ym.com/store/ViewProduct.aspx?id=6972954>>; *ONIX for Books* <<http://bisg.org/?page=onixforbooks>>

A smaller publisher has a choice of interface through which title metadata is submitted. I've found BowkerLINK easier to use.

BowkerLINK Publisher Access System: <<https://bowkerlink.com/>>  
MyIdentifiers.com: <<https://www.myidentifiers.com/>>

Up to two subjects may be entered for the title. In BowkerLINK, the fields are on the main Title Information form. On MyIdentifiers.com, the fields are on the Format & Size tab. For more information on subject classification, see the "Bibliographic records" section, below.

To provide the series title to *Books in Print* for books in a monographic series:

In BowkerLINK: Sales Information section > Click here to add Sales Information for this Country to expose Series Title Information field

In MyIdentifiers.com: Sales & Pricing tab > Country Sales Information (choose United States) > Click United States flag > Country Series Title Info.

Do not enter the series title in the subtitle field. The series title may be corrected using BowkerLINK or by sending an email message to [bip.bowkerlink@bowker.com](mailto:bip.bowkerlink@bowker.com).

## Cover image

An image of the book's cover can be submitted with other title metadata that it may be displayed in a bookstore's electronic catalog. The image must be a frontal cover scan, not the entire cover nor a shot of the book with drop shadow. Product shots will be accepted only in certain cases, such as multivolume sets.

BowkerLINK can accept a cover image in the following file formats: GIF, TIFF, or JPEG. The image must be no smaller than 400 pixels wide. The resolution should be no less than 72 dpi, but no more than 150 dpi; higher resolution scans, i.e., 300 dpi, are not accepted. The image must be in RGB (do not send images in CMYK). The bit depth should be set no lower than 8.

Each scan needs to be a separate file, named by its ISBN with the file suffix (e.g., 9781234567897.tif).

*Cover Image Specifications for BowkerLINK*

<<https://support.proquest.com/bowker#articledetail?id=kA0400000004JPeCAM>>

*Image Upload for Bowker Library link*

<[http://support.proquest.com/bowker/apex/homepage?id=kA0400000004JPbCAM&l=en\\_US](http://support.proquest.com/bowker/apex/homepage?id=kA0400000004JPbCAM&l=en_US)>

MyIdentifiers.com can accept cover images as JPEG only, between 4 kilobytes and 5 megabytes in size, with file extension .jpg only. Upon upload, the cover image file will be renamed as the title's ISBN (e.g., 9781234567897.jpg). Choose the ISBN, then upload the cover image via the Title and Cover tab.

## SAN

Standard Address Number (SAN) identifies the address (including post office boxes) of a specific physical location of an organization that participates in repetitive transactions with other members of the publishing industry. A SAN is a seven-digit number divided into two parts of three and four digits separated by a hyphen. The first six digits are the address number and the seventh digit is a check digit. The check digit is calculated by weighted sum, modulo 11; a result of 10 is coded by Roman numeral X. A SAN may be assigned to a unit within the organization (Acquisition Department), or a position (Business Manager), but not to an individual serving in such a position. The SAN has been designated as the organizational identifier for use in electronic data interchange transactions in the publishing industry. Bookstores and others may continue to use this number to expedite paper-based transactions like purchase orders and returns.

The SAN is displayed thusly:

SAN 234-5676

R.R. Bowker is the U.S. SAN agency <<https://www.myidentifiers.com/san/main>> and assigns SANs to locations in the U.S. and Canada, and to all other international locations except Australia, New Zealand, and

the U.K. Thorpe-Bowker is the Australian agency <<https://www.myidentifiers.com.au/san/main>>; for New Zealand, send a message to <[isbn@thorpe.com.au](mailto:isbn@thorpe.com.au)> with Subject: SAN Support Questions. Nielsen Book is the U.K. agency: <<http://www.san.nielsenbook.co.uk/controller.php?page=126>>.

When an organization relocates, the SAN is updated with the new address. If an organization closes a location, the SAN cannot be reused. If ownership changes, the SAN can be transferred to the new owner. Use BowkerLINK Publisher Information tab or MyIdentifiers.com My Company tab to update the address.

The standard: ANSI/NISO Z39.43-1980 *Standard Address Number (SAN) for the Publishing Industry* updated 1993 <[http://www.niso.org/apps/group\\_public/download.php/6557/Standard Address Number \(SAN\) for the Publishing Industry.pdf](http://www.niso.org/apps/group_public/download.php/6557/Standard%20Address%20Number%20(SAN)%20for%20the%20Publishing%20Industry.pdf)>

## **Serials and International Standard Serial Number (ISSN), barcodes**

### **Serials and ISSN**

Serials are print or non-print publications issued in parts, usually bearing issue numbers and/or dates. A serial is expected to continue indefinitely. Serials include monographic series and periodicals. A monographic series may be published irregularly. A periodical (i.e. magazine, newspaper, annual) is issued at a stated frequency.

The ISSN is a unique international identifier for serial publications, displayed thusly:

ISSN 1234-5679

The ISSN aids libraries cataloging works in series. The ISSN is an element of CIP data (see below) printed on the copyright page (the verso of the title page) of a book in a monographic series. A book could have both an ISSN (identifying the series title) and an ISBN (identifying the book title); both numbers would be printed.

An ISSN identifies one serial publication in one physical format. A separate ISSN is required for each format of a serial published in multiple physical formats, e.g. print, CD-ROM, online. An ISSN identifies the collective title of books in a monographic series or the title of a periodical.

A US publisher with an existing or forthcoming serial would apply to U.S. ISSN Center at Library of Congress <<https://loc.gov/issn/>> for an ISSN assignment. There is no charge for this service.

ISSNs can be searched for in WorldCat union catalog upon assignment:  
<<https://www.worldcat.org/advancedsearch>>

The preferred location for printing the ISSN is on the upper right-hand corner of the cover. Another good locations is the masthead area. See "Where and How Do I Print the ISSN?" *Frequently Asked Questions (FAQs)* <<https://loc.gov/issn/faq/>>.

In a monographic series, a good location to print the ISSN is adjacent to the series title on the title page and copyright page (and series title page if present).

Bibliographies of Modern Authors  
ISSN 0749-470X

An ISSN is an eight-digit number divided into two four-digit parts separated by a hyphen. The first seven digits are the title number and the eighth is a check digit. The check digit is calculated by weighted sum, modulo 11; a result of 10 is coded by Roman numeral X. See *ISSN is for Serials (ISSN Basics)* <<https://loc.gov/issn/basics/basics-brochure-serials.html>>.

*ISSN Manual* January 2015 <<http://www.issn.org/understanding-the-issn/assignment-rules/issn-manual/>>

A publisher is obliged to send a copy of one book in a monographic series to U.S. ISSN Center upon publication to illustrate use of the ISSN that identifies the series title. This is in addition to sending a copy to CIP program (see below) and two copies with application and fee for copyright registration to Register of Copyrights.

Library of Congress  
ISSN Publisher Liaison Section  
101 Independence Ave SE  
Washington, DC 20540-4284

### **Encoding ISSN in an EAN-13 barcode**

The GS1 Prefix 977 is used for encoding the ISSN assigned to a particular item. Two variant digits are available to express variants of the same serial title, i.e. to identify different issues of a daily within one week. Normal title takes value 00.

- Positions 1-3: GS1 prefix 977 for ISSN
- Positions 4-10: ISSN title number (ISSN without its check digit)
- Positions 11-12: Variant
- Position 13: Check digit. Weighted sum, modulo 10.

A serial number carried by an optional two- or five-digit add on symbol is allowed. Section 2.1.3.6. "Serial publications: ISSN, GTIN-13, and GTIN-12 scanned in general retail at POS" *GS1 General Specifications* Release 18 January 2018. <<https://www.gs1.org/standards/barcodes-epcrfid-id-keys/gs1-general-specifications>> An EAN-13 barcode encoding ISSN would be appropriate for a periodical publication like a magazine, newspaper, or annual. For a book title identified by ISBN that's part of a monographic series, use the Bookland EAN.

## ***Bibliographic records***

### **The bibliographic record, access points, and authority control**

A bibliographic record is the information traditionally shown on a catalog card. The record includes (not necessarily in this order): 1) a description of the item, 2) main entry and added entries, 3) subject headings, and 4) the classification or call number. MARC records (see below) contain additional information.

**1) Description:** Librarians follow the rules in *Anglo-American Cataloguing Rules*, 2nd ed., 2002 revision (AACR2) <<http://aacr2.org/>> to compose the bibliographic description of a library item. AACR2 is being replaced by Resource Description and Access (RDA) <<http://www.rda-rsc.org/>>. This "description" is shown in the paragraph sections of a card. It includes the title, statement of responsibility, edition, material specific details, publication information, physical description, series, notes, and standard numbers.

**2) Main entry and added entries:** AACR2 also contains rules for determining "access points" to the record (usually referred to as the "main entry" and "other added entries"), and the form these access points should take. Access points are the retrieval points in the library catalog where patrons should be able to look up the item.

An access point is a name (person or corporate body), subject term, title, call number, control number, etc., under which a bibliographic record may be searched. Access points (the main entry [typically the author], title added entry, subject added entries, and other added entries) are an important part of the bibliographic record. Access points are the headings for which separate cards were created for the traditional card catalog, and which a patron or librarian can search in an online catalog.

An access point is under authority control.

"Authority control" means following a recognized or established form. Usually, a cataloger chooses subject and name headings from a list of approved headings. If a cataloger follows established forms for subjects and names, all the books on the same topic or by the same author will be found in one place in the catalog.

For names, the best authority is the Library of Congress Name Authorities file <<http://authorities.loc.gov/>>. The form of the name used (personal name, corporate name, conference or meeting name, series title, or uniform title) can be checked against this authority.

The portion of an authority file used by a special librarian would be only a fraction of the whole.

What is more important is "local authority control". Local authority control allows the librarian to look at the list of subject headings or the list of author names and ask to reuse one that has already been entered. In that way, all headings for the same person or same subject will be entered exactly the same way—which is the point of authority control. Names shown in cataloging in publication data (CIP data, the bibliographic record printed in the book; see below) are also based on Library of Congress authority records at the time of publication. The forms shown for current publications in an online catalog after a retrospective conversion of data should be correct, since nearly every book or data vendor's database is based on Library of Congress MARC files.

**3) Subject headings (subject added entries):** The librarian uses the *Sears List of Subject Headings* (Sears), the *Library of Congress Subject Headings* (LCSH), or some other subject authority list to select the subjects under which the item will be listed. Use of an approved list is important for consistency, to ensure that all items on a particular subject are found under the same heading and therefore in the same place in the catalog. Therefore, the form of a subject heading should match one on the list or follow the rules for construction.

*The Value of Subject Codes* <<http://www.selfpublishedauthor.com/content/value-subject-codes>> is an introduction to what a publisher should consider when assigning subjects to the title.

*Understanding Bowker Books In Print Subject Classification Schemas* <<http://www.selfpublishedauthor.com/content/understanding-bowker-books-print-subject-classification-schemas>> is an introduction to BISAC subject headings (see below also), Bowker subjects, and Sears subject.

**4) Call number:** The librarian uses a Dewey Decimal or Library of Congress classification schedule to select the call number for an item. The purpose of the call number is to place items on the same subject together on the same shelf in the library. Most items are sub-arranged alphabetically by author. The second part of the call number usually represents the author's name, facilitating this subarrangement.

### **Library of Congress Control Number (LCCN), machine-readable cataloging (MARC) records**

The LCCN is a number assigned by the Library of Congress to an individual bibliographic item for all MARC records distributed by the Library of Congress. In the MARC Bibliographic format, the LCCN is entered into the 010 tag. LCCN is unique within the Library of Congress catalog, but it is not unique internationally. Look-alike numbers appear in foreign cataloging in publication data (CIP data, the bibliographic record printed in the book; see below). Foreign CIP data are identified by the national library of that country or region at the top of the record as: *British Library cataloging in publication data*, *National Library of Australia cataloging in publication data*, etc. Only a true LCCN would be entered in the 010 field.

The Library of Congress began to print catalog cards in 1898 and began to distribute them in 1901. The Library of Congress Card Number was the number used to identify and control catalog cards. With the development of the MARC format and the first distribution of machine-readable records for book materials in the late 1960s, the name of the LCCN was changed to Library of Congress Control Number. LCCNs are used for bibliographic records (of specific interest to publishers) and for authority and classification records.

*Understanding MARC Bibliographic: Machine-Readable Cataloging* <<https://loc.gov/marc/umb/>> is a good introduction to MARC.

*Bibliographic Formats and Standards* <<https://www.oclc.org/bibformats/en.html>> explains MARC fields. *Input Standards for Fixed-Field Elements and 006* <<https://www.oclc.org/bibformats/en/fixedfield.html>>; *Intro to MARC Tagging* <<https://www.libraries.psu.edu/psul/cataloging/training/marctaggingintro.html>>

*MARC, its history and implications* by Henriette D. Avram <<https://catalog.hathitrust.org/Record/002993527>>

*MARC 21 Tutorial* <[http://lib.usm.edu/legacy/techserv/marc21\\_tutorial\\_ic/marcintroIE.htm](http://lib.usm.edu/legacy/techserv/marc21_tutorial_ic/marcintroIE.htm)>

The LCCN is printed thusly:

Library of Congress Control Number: 2010014580 [normalized]

Library of Congress Control Number: 2010-14580 [hyphenated]

In a MARC record, LCCN is a 12-digit number entered into the 010 tag with spaces left when optional elements aren't used. Only the normalized format is used in a MARC record.

In the normalized format, a serial number shorter than 6 digits is padded with leading 0s. In the hyphenated format, the number is in two parts separated by a hyphen. The prefix and year are in the left part and the serial number and suffixes are in the right part.

The year in an LCCN is the year in which the serial number was assigned, not year of publication nor year of copyright.

There are two structures, LCCN Structure A (1898 to 2000) and LCCN Structure B (2001 to present). LCCN Structure A had an optional 3 character alphabetic prefix, a 2-digit year, a 6-digit serial number, and an optional 1-digit supplemental number. The supplemental number was never used and was always left blank. There were also suffix/alphabetic identifier and revision date elements of variable length preceded by slashes when used in both the normalized and hyphenated formats. Serial numbers in 1998, 1999, and 2000 were distinguished from those assigned in 1898, 1899, and 1900 by not re-assigning serial numbers, as fewer than 3000, 6000, and 8000 respectively were already assigned.

LCCN Structure B has an optional 2 character alphabetic prefix, a 4-digit year, and a 6-digit serial number. The unused supplemental number and the two variable-length suffixes were eliminated.

*Library of Congress Control Number restructuring to accommodate century change* <<https://loc.gov/marc/lccn.html>>; *Structure of the LC Control Number* <[https://loc.gov/marc/lccn\\_structure.html](https://loc.gov/marc/lccn_structure.html)>; *The LCCN Namespace* <<https://loc.gov/marc/lccn-namespace.html>>

The first 100,000 serial numbers each year are allocated to the CIP program.

## **BISAC subject headings**

A publisher's use of BISAC subject heading can help a bookstore determine where to shelve the item or how it can be searched for in the store's catalog. The BISAC subject headings list is a standard used by many companies throughout the supply chain to categorize books based on topical content. *BISAC Subject Codes FAQ* <<http://bisg.org/page/BISACFaQ>>. There isn't a standard location for placement of the subject descriptor, although it's suggested that it be placed on the lower left corner of Cover 4. The nine-character code itself, designed for electronic data interchange, should not appear on the book nor in catalogs. "Are there standards for the placement of the subject on the book?" <[http://bisg.org/page/BISACFaQ#Are there standards for the placement of the subject on the book?](http://bisg.org/page/BISACFaQ#Are%20there%20standards%20for%20the%20placement%20of%20the%20subject%20on%20the%20book?)>

*Complete BISAC Subject Headings List* 2017 Edition <<http://bisg.org/page/BISACEdition>>; *Selecting A BISAC Code* <<http://bisg.org/page/BISACSelection>>

The subject headings are available to use on line with a limit imposed on lookups. An End Users' License Agreement is required to incorporate the list into a database, free to BISG members. Purchase the BISAC Codes <<http://bisg.org/page/PurchaseBISAC>>

The Cataloging in Publication program at Library of Congress receives ONIX messages from certain large publishers. *ONIX Pilot* <<https://loc.gov/publish/cip/topics/onixpro.html>>. Any BISAC subject headings received in ONIX title metadata can be included in CIP data in the revised layout (see next).

The Subject Codes Committee of BISG <<http://bisg.org/page/SubjectCodes>> maintains the BISAC Subject Headings. BISAC stands for Book Industry Standards and Communications.

## ***Cataloging in Publication (CIP)***

Cataloging expense is a significant part of the cost of acquiring a book for a library's collection. Cataloging in advance of publication eliminates this cost to the acquiring library. Any publisher anticipating library sales should have the book cataloged before printing as a prerequisite.

### **CIP program at Library of Congress**

CIP program at Library of Congress <<https://loc.gov/publish/cip/>> creates a bibliographic record identified by an LCCN in advance of publication. The bibliographic record printed in the book is called CIP data. The LCCN is an element of CIP data. The bibliographic record is created from an electronic galley comprising core required materials (see below), even if the manuscript is otherwise incomplete. Submit one application for a book to be published in multiple bindings. CIP data includes author and title entries, subject heading classifications, and Library of Congress and Dewey Decimal call numbers. There is no charge for this service.

To be eligible to participate, a publisher must have already published a minimum of three titles by three different authors. All three titles must have been acquired by 100 U.S. libraries each. Ineligible publishers could use a service that provides Publisher's Cataloging-in-Publication Data (see below).

CIP Program Membership Requirements <<https://loc.gov/publish/cip/about/membership.html>>  
Application to participate in E-CIP: <<http://cip.loc.gov/prelimpt.html>>

Technical information: <<https://loc.gov/publish/cip/techinfo/>>

*Electronic CIP Publisher's Manual* updated February 14, 2006, written before the implementation of the new CIP Data Block: <<http://cip.loc.gov/cipman/>>

*RDA changes to CIP data* <[https://loc.gov/publish/cip/techinfo/rda\\_changes.html](https://loc.gov/publish/cip/techinfo/rda_changes.html)>

Reprints with only minor differences from the original edition don't qualify for a separate bibliographic record. See Section 4.3 "Reprint Edition" of the *Manual*.

CIP data appears on the copyright page (the verso of the title page). It is to be printed exactly as supplied, whether in catalog card layout or revised layout (see below). Catalog card layout and data elements explained: Section 8.4 "Format of CIP Data" and Section 8.6 "Explanation of CIP Data Elements" of the *Manual*.

- Observe all capitalization, spacing, and punctuation.
- Do not alter any data element as to spelling, content, etc., without first consulting your CIP Publisher Liaison (see below).
- Do not add the number of pages or size to physical description (pages cm); physical description placeholder is excluded in the revised layout.

- Maintain the same overall format and left margins

On October 1, 2015, a revised CIP Data Block layout was implemented, a change from the catalog card layout used since the CIP program began in 1971. Included data elements with corresponding MARC fields are described: *Cataloging in Publication Data Block*

<[https://loc.gov/publish/cip/techinfo/CIP\\_DB\\_Fields.docx](https://loc.gov/publish/cip/techinfo/CIP_DB_Fields.docx)>. *Introducing the New CIP Data Block*

<[https://loc.gov/publish/cip/news/lccn\\_art.html](https://loc.gov/publish/cip/news/lccn_art.html)> was written by the chairman of the CIP Data Block committee that revised the layout. *New CIP Data Block Frequently Asked Questions*

<[https://loc.gov/publish/cip/news/data\\_faq.html](https://loc.gov/publish/cip/news/data_faq.html)>.

A publisher is obliged to send a copy of the book to CIP program upon publication. This is in addition to sending two copies with copyright registration application and fee to Register of Copyrights.

Library of Congress  
US Programs, Law, and Literature Division  
Cataloging in Publication Program  
101 Independence Ave SE  
Washington, DC 20540-4283

The publisher must assign an ISBN before applying for CIP data. A galley as a tagged ASCII text file must be prepared to be uploaded as part of the application. "Tagging Text" *Formatting ECIP Galley Files*

<<https://loc.gov/publish/cip/techinfo/formattingecip.html#tags>>

The galley includes **Core Required Materials** <<https://loc.gov/publish/cip/techinfo/corematerials.html>>.

1. Title page
2. Copyright page (the verso of title page)
3. Series page, if applicable
4. Table of contents
5. Preface and Introduction
6. Sample chapters
  - a) The first full chapter
  - b) The last full chapter
  - c) Other important chapters
  - d) Any information about the author(s)

To enter the series title of a book in a monographic series: In the CIP data application, include ISSN with series title in Other Title Information > field labeled "If title belongs to a series, the exact series title that will appear in the book is". In the electronic galley, the ISSN, correctly labeled, should appear near the series title on the title page or copyright page or on the series title page if separate from the title page.

Sometimes the Library of Congress cataloger doesn't include all data elements in CIP data. If any data elements are missing, submit CIP Change Request form through Electronic CIP; do not submit a new CIP data application.

A summary to appear in the record must be included, a requirement beginning September 5, 2017. The application has a field for the summary. The summary should be no more than 50 words; one sentence or phrase would be sufficient. It must be terse and unbiased. *CIP Guidelines for Summaries*

<[https://loc.gov/publish/cip/techinfo/summary\\_guidelines.html](https://loc.gov/publish/cip/techinfo/summary_guidelines.html)>

Electronic CIP logon: <[https://ecips.loc.gov/pls/ecip/pubs\\_signon?system=cip](https://ecips.loc.gov/pls/ecip/pubs_signon?system=cip)>

## **Publisher's Cataloging-in-Publication Data**

A publisher ineligible to participate in the Library of Congress CIP Program can obtain comparable bibliographic data, called Publisher's Cataloging-in-Publication Data, by using the services of a contract librarian. Library Cataloging Solutions (LCS) <<http://www.librarycatalogingsolutions.com/>> can provide cataloging data for books written in English or any of 30 other languages. The publisher must assign an ISBN to the title and, if a U.S. publisher, should obtain a PCN (see below) before submitting the manuscript for cataloging. Upon request, LCS can provide both Dewey Decimal and LC call numbers, and both LC and Sears Subject headings.

## **Preassigned Control Number (PCN) program**

PCN program at Library of Congress <<https://loc.gov/publish/pcn/>> creates an initial bibliographic record, not disseminated, that is identified by LCCN. The LCCN printed in the book is called the PCN. The PCN program doesn't catalog the book. Subject heading classifications and Library of Congress and Dewey Decimal call numbers, which require submission of the galley, are not created in the PCN program. A complete bibliographic record would not be created unless Library of Congress or another library acquires and catalogs the book for its own collection. That the LCCN was assigned pre-publication to identify a future bibliographic record with could be useful to a library acquiring the book. PCN and CIP are mutually exclusive programs; a forthcoming book submitted in one is ineligible for the other. Like CIP, PCN participants are obliged to send a copy of the book to PCN program upon publication.

Library of Congress  
US & Publisher Liaison Division  
Cataloging in Publication Program  
101 Independence Ave SE  
Washington, DC 20540-4283

The LCCN would be printed on the copyright page (the verso of the title page) exactly as received.

Library of Congress Control Number: 2010014580 [normalized format]  
Library of Congress Control Number: 2010-14580 [hyphenated]

A publisher using the services of a contract librarian to obtain PCIP should obtain the PCN first.

## **Ongoing cataloging and identification considerations**

A publisher should have a proper catalog of books it's published. The goal should be to create a complete and accurate catalog of all titles by binding and edition. There should be a complete bibliographic record of each title, including ISBN and LCCN where assigned.

The correct identification of a title applies cataloging rules to create a bibliographic record of the book as published. Each bibliographic record should be verified by examining a physical copy. For titles identified by ISBN, each title's metadata in *Books In Print* should be verified for consistency. Also, verify the accuracy and obtain the LCCN of each title's bibliographic record found in the Library of Congress catalog <<https://catalog.loc.gov/>> and WorldCat union catalog <<https://www.worldcat.org/advancedsearch>>, submitting corrections as necessary. Library of Congress is particularly responsive to addressing such issues.

All material advertising its books must be corrected so that titles are always accurately identified.