

Allotment of ISBN for Authors, Publishers and Educational/Research Institutions for their upcoming publications including conferences/ seminars proceedings Guidelines with General and Specific information with application forms.

- I. General information/instructions for Authors, Publishers, Educational/Research Institutions and others applying for International Standard Book Number (ISBN):
1. ISBN is only allotted for books, in the form of Hard Cover, Paper Back, e-Book, after filling of Application form in English alongwith supporting documents.
 2. No periodicals or newspapers are provided ISBN.
 3. ISBN is allotted to Authors, Publishers and Educational /Research Institutions etc for their upcoming books, booklets, research papers, Braille publications, maps, educational/instructional films, videos, audio books on CD or DVD (talking books), electronic publications either on physical carriers (such as machine-readable tapes, diskettes, or CD-ROMs) or on the internet.
 4. Publishers, Authors and Educational/Research Institutions for their upcoming publications, conferences/seminars proceedings have to apply along with supporting documents.
 5. Self authored book published by an individual has to fill up the Author's Form. The ISBN agency will provide a single ISBN to the Author for his/her book. If more ISBNs are required then separate forms are to be filled up.
 6. Educational/Research Institutions may apply through their Head of the Institution, Registrar of the University through designated Nodal Officer for getting ISBN.
 7. Publishers, Educational/Research Institutions will be initially allotted 10 ISBNs and for further requirement of ISBNs they will have to apply afresh along with supporting documents.
 8. The Application form should be filled in English (not in any regional language).
 9. No fee is charged for applying for ISBN.

Contd...2/-

10. After receipt of properly filled Application form with the supporting documents, allotment of ISBN is processed on first come first served basis.

II. Grounds for rejection of applications:

1. Application form not received in original
2. Application form received unsigned
3. Improper Signatures, for example: in capital letters
4. Variations in signature
5. Supporting documents not self attested
6. Mala fide application with misrepresented facts
7. Requisition letter from University/Institution for conference/seminar not on original letterhead.

III. Specific instructions for Authors applying for ISBN:

1. The Authors form is needed to be filled up properly and signed by the applicant.
2. Copy of photo Identity proof such as Pan Card or Voter ID Card, Aadhar Card or Passport duly self attested is required to be attached in support of Photo ID proof.
3. Applicant is needed to submit book(s) after using ISBN issued, to the ISBN Agency, MHRD.

IV. Specific instructions for Publishers applying for ISBN:

The Publisher's Application form duly filled up and signed along with self attested valid Photo Identity Proof and Statement of Current Bank Account in the name of publishing agency must be submitted. On consideration of Application form, 10 ISBNs will be issued to the applicant. For further requirement of ISBNs applicant will have to apply afresh with duly filled up and signed Application form alongwith completely filled up log sheet. Applicant needs to submit all books after using ISBN to the ISBN Agency, MHRD.

Contd...3/-

- V. Specific instructions for Educational/ Research Institutions applying for ISBN for conferences or seminars proceedings:
1. Educational / Research Institutions may apply through their Head of the Institution/ Registrar of the University for getting ISBN.
 2. The head of the Institutions, Registrar of the University may appoint a Nodal Officer to co-ordinate with the ISBN Agency, MHRD. No individual section, department of Educational/Research institution can apply for getting ISBN but they have to approach to their Nodal officer appointed for this purpose.
- VI. There is only one ISBN agency in the country which is functioning under Department of Higher Education, M/o Human Resource Development, Government of India, New Delhi. A Duly filled in Application form along with the supporting documents may be sent by post at the following address:

Raja Rammohun Roy National Agency for ISBN
Ministry of Human Resource Development
Department of Higher Education
Parliament Street,
Room No. 13, 4th Floor
Jeevan Deep Building,
New Delhi-110001
Ph. No. 23369668

Oath and affirmation:

I/we do hereby solemnly affirm that all the information furnished by me/us are correct to the best of my knowledge and belief. If the ISBN Agency, MHRD finds any information as malafide or misrepresented, it holds every right to reject my application prima facie.

Yours faithfully,

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Dated:

Place:

Documents required are enclosed as follows:

- (i) Cover page of the Book.
- (ii) Valid Photo Identity Proof.
- (iii) Self addressed envelope duly affixed with postage stamp of Rs. 17 for Delhi NCR and Rs. 39 for rest of the country (postage stamp is subject to change) for speed post despatch.

GOVERNMENT OF INDIA
Ministry of Human Resource Development
Department of Higher Education
Raja Rammohun Roy National Agency for ISBN
Room No. 13,4th Floor, Jeevandeep Building,Parliament Street,
New Delhi 110001, Phone No. 011-23369668

Application Form for allotment of ISBN for Publishers

1. Name of the Publishing agency _____
2. Name of the Proprietor/Managing Director _____
3. Nationality _____
4. Date of Establishment of the Publishing agency _____
5. Category in which applied (5/4/3/2/1) _____
6. (a) Have you applied for ISBN before? **Yes** **No**
- (b) If yes, in which category _____
- (c) What was the assigned ISBN? _____
- (d) Have you attached/submitted the book (s)? _____
- (e) If not, is/are the book(s) being submitted with this application form _____
7. Mailing address including area code _____
8. Email address _____
- _____
9. Publisher's Website _____
10. Contact Number _____
11. Fax (including area code) _____
12. Publishing fields:

Please tick (v) the applicable box:

1	Science & Technology	
2	Philosophy	
3	Religion	
4	Social Sciences	
5	Literature	
6	Arts	
7	Educational Books	
8	School/Children's Books	
9	Pure Sciences	
10	Ideology	
11	Educational CDs	
12	Others	

Contd...2/-

13. Total output of titles till date: (Please attach list of books till date) _____
14. Whether you have assigned ISBNs to any backlog with you? If yes please attach list of books. _____
15. Number of titles expected to be published in the current year _____
16. Number of titles expected to be published in the coming 5 years _____
17. (a) Have you applied for ISBN before? **Yes** **No**
- (b) if yes, what was the assigned ISBN? _____
- (c) Have you attached/submitted books against issued ISBNs as per logbook? ____

DECLARATION

I/we (Name of the applicant) _____
promise to submit complete bibliographical details of each title used with full details prescribed by the Raja Rammohun Roy National Agency for ISBN, MHRD in the logbook supplied.

2. I/we will only assign ISBNs to publications in respect with I/we hold(s) the publishing rights.
3. I/we will not sell, license, distribute, disseminate, assign or otherwise make my/our assigned ISBN prefix and ISBNs available to other publishers or to any third parties.

DISCLAIMER

1. The agency will not be responsible for any legal implication in case the ISBNs assigned by the publisher are not as per the logbook issued by the agency.
2. On registration under ISBN system I/We shall send a published copy of the Book of each ISBN assigned title(s).
3. The agency retains the right to verify the address and /or identity of Publishing Agency, in any manner it may deem fit.

Oath and affirmation:

I/we do hereby solemnly affirm that all the information furnished by me/us are correct to the best of my knowledge and belief. If the ISBN Agency, MHRD finds any information as mala fide or misrepresentation it holds every right to reject my application prima facie.

Signature of the applicant

Rubber Stamp in English (With Name & Address of Publishing Agency)

Date:

Place:

Documents required to be enclosed as follows:

- (i) Photo Identity Proof of the applicant
- (ii) Statement of Current Bank Account
(Only in case of those Publishing Agency applying for the first time)
- (iii) Self addressed envelope duly affixed with postage stamp of Rs. 17 for Delhi NCR and Rs. 39 for rest of the country (postage stamp is subject to change) for speed post despatch.

GOVERNMENT OF INDIA
Ministry of Human Resource Development
Department of Higher Education
Raja Rammohun Roy National Agency for ISBN
Room No. 13,4th Floor, Jeevandeep Building,Parliament Street,
New Delhi 110001, Phone No. 011-23369668

Application Form for allotment of ISBN for conferences or seminars

1. Name of the Institutions/Originations _____
2. Department of the Institutions/Organizations _____
3. Address of the Intuitions/Organizations _____
4. Contact Number _____
5. Fax including area code _____
6. Website address _____
7. Date of the Conference/seminar _____
8. Place and address of the conference/seminar _____
9. Communication Address _____

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10. Whether the Institution/Organization is applying for the first time? **Yes** **No**
 11. If not what was the previous assigned ISBN details? _____
 12. Have you submitted the booklets/Books/Research Paper? _____
 13. Which ISBN was assigned? _____
 14. Number of titles is/are expected to be published in the current year? _____
 15. Number of titles is/are expected to be published in the next five years? _____

DECLARATION

I/we (Name of the Institution/Organization _____) promise to submit complete book/booklet/research paper of each title used with full details prescribe by the Raja Rammohun Roy National Agency for ISBN, MHRD in the logbook supplied.

2. I/we will only assign ISBNs to publications in respect with I/we hold(s) the publishing rights.

Contd...2/-

3. I/we will not sell, license, distribute, disseminate, assign or otherwise make my/our assigned ISBN prefix and ISBNs available to other publishers or to any third parties.

Disclaimer

1. The ISBN Agency, MHRD will not be responsible for any legal implication in case the ISBNs assigned by the University/Institutions is not as per the logbook issued by the ISBN Agency, MHRD
2. On registration under ISBN system I/We shall send a published copy of the book/booklet/research paper of each ISBN assigned title(s)
3. The ISBN Agency, MHRD retains the right to verify the address and/or institution, in any manner it may deem fit.

Oath and affirmation:

I/we do hereby solemnly affirm that all the information furnished by me/us are correct to the best of my knowledge and belief. If the ISBN Agency, MHRD finds any information as mala fide or misrepresentation it holds every right to reject my application prima facie.

Signature of the applicant

Rubber Stamp in English (With Name & Address of Registrar/Head of the Institution)

Date:

Place:

Documents required to be enclosed as follows:

- (i) A letter of requisition for allotment of ISBN from Registrar/Director/Head of the Institution in original on their letter head.
- (ii) Self addressed envelope duly affixed with postage stamp of Rs. 17 for Delhi NCR and Rs. 39 for rest of the country (postage stamp is subject to change) for speed post despatch.