

ISMn

Users' Manual

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Preface

After a preliminary version of the *ISMN Users' Manual* has been in circulation for some time, this is the first complete edition of this interpretation of ISO Standard 10957. Large parts were first drafted by Lenore Coral (Cornell University Library, Ithaca) and Anders Lönn (Music Academy Library, Stockholm). The current edition profited from valuable suggestions from Jane Thacker (Ottawa).

A first *ISMN Users' Manual* was published in German in August 1994; it is a proof of the strong interest of the publishers of the German-speaking area in the ISMN.

As some discussions and negotiations with EAN International are under way in order to achieve closer cooperation, the paragraphs regarding bar coding have not been filled in. Otherwise this manual is complete. To meet an urgent need worldwide this edition is therefore published in a preliminary way. The final edition is scheduled for autumn 1995.

Hartmut Walravens

Berlin, February 1995

Preface to the 3rd edition

The *ISMN Users' Manual* has gone out of print again. The third edition now provides the welcome opportunity of making some minor additions.

In the meantime the ISMN system has grown to twenty agencies, while the second edition of the *Music Publishers' International ISMN Directory* is another landmark. The music trade has already two *Music in Print* publications on CD-ROM (Germany and UK), and one database is also available on the Internet for online ordering—this shows the growing acceptance of the ISMN.

Hartmut Walravens

Berlin, July 1998

1. Background

When the ISBN proved to be a comprehensive rationalisation tool for the book trade, the music publishers also advocated a similar standard number for printed music. A retarding element in the discussion was the controversy over whether a simple identification number would suffice or a bibliographic code was needed which represented, for example, also the link between the score and the individual parts.

When the International Association of Music Librarians, Archives and Documentation Centres (IAML), UK Branch, addressed the International ISBN Agency with a proposal of a ten-digit number without bibliographic codes, this scheme was published in *ISBN Review* and immediately found wide acclaim. ISO / TC 46 accepted the proposal officially as a work project, and an agreement between European and American publishers and specialists was reached at a meeting of European and North American experts in Ottawa after intensive discussions. The main arguments to discard the previous idea of a 13-digit number were the long-standing experience with the ISBN and the option of incorporating a ten-digit number in the 13-digit international bar code system by simply extending the ISBN system. The ISMN draft was processed by ISO working groups in record time and was officially available as of the end of 1993 when the standard was published in Geneva.

In principle ISMN may be considered a sub-set of the ISBN. In order to prevent any confusion between the two ten-digit sets of numbers, a few differences to the ISBN system were introduced into the ISMN scheme:

- the first digit is the constant “M,”

- there is no group number on the grounds that music is international,
- the check digit is calculated according to the modulus 10.

While both numbers may be integrated in the 13-digit bar code system, they are usually used without any bar code prefix, e.g. for ordering, bibliographic identification and internal processing purposes. Therefore these differences are necessary in order to avoid confusion.

The ISMN offers the options of a complete rationalisation of music publishing and trade as well as music libraries.

2. How the International Standard Music Number (ISMN) is constructed

An International Standard Music Number (ISMN) consists of the letter “M” followed by nine digits. Whenever it is printed or written, the number is preceded by the letters “ISMN.”

Note: In countries where the Latin alphabet is not used, an abbreviation in the local script may be used in addition to the Latin letters “ISMN.”

2.1. Elements

The ISMN is divided into four elements, two of which are of variable length. When the ISMN is printed, each element is separated by a hyphen or space. The four elements are as follows:

2.1.1. Distinguishing element

The letter “M” distinguishes the ISMN from the ISBN.

2.1.2. Publisher identifier

This element identifies a particular publisher.

The publisher identifier designates the publisher of a given music publication. Publishers with a large output are assigned short publisher identifiers; publishers with a small output are assigned longer publisher identifiers. (For the distribution of publisher identifiers according to their variable length see Chapter 2.2.).

2.1.3. Item identifier

This element identifies an edition of a work and the various items within it, e.g. full score, miniature score, set of wind parts, oboe part, etc. An item, in the terms of the Standard, is one separately saleable or available or obtainable constituent part of a music publication.

The item identifier is assigned to a particular item by the publishers from within the range of numbers assigned to them. The length of the item identifier depends upon the length of the publisher identifier.

Item identifiers are normally assigned by the publishers themselves (but see also Chapter 5 on non-participating publishers). Publishers who assign their own item identifiers may use them to identify items in the publishing house throughout the planning stages, items they only publish as hire materials, etc.

2.1.4. Check character

This is a single digit at the end of the ISMN that provides an

automatic verification of the correctness of the ISMN. It is computer-calculated.

The check character is calculated on a modulus 10 with alternating weights of 3 and 1 assigned from left to right beginning with the letter “M” prefix.

The letter “M” counts as 3.

This means that each of the first nine characters of the ISMN —i.e., excluding the check digit itself—is multiplied by an alternating sequence of the numbers 3 and 1 from left to right. The sum of the products thus obtained, plus the check digit, must be divisible by 10 without remainder.

Example:

| | | Publisher ID | | | | Item ID | | | | Check digit |
|----------|---------------------------|-----------------|----|---|---|------------|----|---|---|----------------|
| ISMN | M | 3 | 4 | 5 | 2 | 4 | 6 | 8 | 0 | 5 |
| Weight | 3 | 1 | 3 | 1 | 3 | 1 | 3 | 1 | 3 | – |
| | | | | | | | | | | |
| Products | 9 | 3 | 12 | 5 | 6 | 4 | 18 | 8 | 0 | = 65 |
| Total: | 65 + 5 (check digit) = 70 | | | | | | | | | |

As 70 can be divided by 10 without remainder, M-3452-4680-5 is a valid International Standard Music Number.

2.2. The number of digits in each element and how to recognize them in an ISMN

The number of digits in the identifying elements 2 and 3 is variable, though the total number of digits contained in these

elements is always 8. These eight digits together with the check digit and the preceding letter “M” bring the total number of digits in an ISMN to ten.

Publishers with an expected large output will get numbers of 3 or 4 digits. Publishers with a small output will get numbers of 5, 6 or 7 digits.

For ease of reading, the four elements of the ISMN are divided by spaces or hyphens. These spaces or hyphens, however, are not retained in the computer which recognizes the internal structure of the ISMN by matching the first three or more numbers with the ranges of the publisher identifiers.

The following table shows one possible arrangement of publisher identifiers:

| Publisher identifier | Total numbers available for item identification |
|----------------------|---|
| 000 - 099 | 100000 |
| 1000 - 3999 | 10000 |
| 40000 - 69999 | 1000 |
| 700000 - 899999 | 100 |
| 9000000 - 9999999 | 10 |

Looking at a published item M 299102349 it will be seen that while there cannot be a publisher with the identifier 299, there can be a publisher with the identifier 2991. Even with the proper spaces between three elements of this number omitted, a glance at the identifier ranges will show that the publisher identifier element of this number must be 2991.

3. Scope of the ISMN

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

The ISMN is not targeted at sound or video recordings (except in the rare case noted below): while there is no international identification system for these items, individual sound recordings are identified by the International Standard Recording Code (ISRC). The ISMN is not used for books on music which receive an International Standard Book Number (ISBN). See Chapter 9 on the application of different types of standard numbers.

Each separately available constituent part of a publication must receive its own ISMN.

Items eligible for an ISMN include:

- scores,
- miniature (study) scores,
- vocal scores,
- sets of parts,
- separately available individual parts,
- pop folios,
- anthologies,
- other media that are an integral component of a music publication (e.g., a tape recording that is one of the “parts” of a composition),
- song texts or lyrics published with the printed music (if available separately),
- commentaries published with the printed music (also available separately),
- song books (optional)(see Chapter 9.1),

- micro-form music publications,
- Braille music publications, and
- electronic publications.

The following items are not to be given ISMNs:

- books on music,
- stand-alone sound or video recordings (including recordings available on computer media), and
- periodicals and series as a whole, as distinct from individual volumes in series (see Chapter 9.2).

4. Principles and procedures to be observed by publishers numbering their own publications

4.1. Assignment of a publisher identifier

A publisher will be assigned a publisher identifier by the national or regional agency which will determine the range of item identifiers available to that publisher. The number of item identifiers will depend upon the length of the publisher identifier. The publisher should let the agency have as much information as possible about (1) the backlists of publications still available, and (2) present and (3) future publication programmes, in order for a suitable publisher identifier to be assigned. For publishers with more than one place of publication, see Chapter 6.12.

4.2. Authority

Publishers are responsible for assigning item identifiers to the individual items that they publish. It is recommended that an ISMN be assigned at the time a production schedule is fixed for the item concerned.

4.3. Responsibility

Publishers must designate a person to be in charge of the assignment of ISMNs and the application of the pertinent regulations.

4.4. Register

Every publisher must keep a register of ISMNs that have been assigned. The register should include the ISMN, author, title and format (where appropriate).

4.5. ISMN as stock or edition number

Publishers may use or adapt the ISMN as stock or edition numbers. Publishers who may wish to retain previous stock or edition numbers in addition to the ISMN will need to be able to translate between the different numbering systems.

5. Non-participating publishers

If by choice or for any other reason, a publisher does not accept responsibility for assigning ISMNs to his publications, two alternatives are open to the national agency:

- a. The national agency can allocate a block of numbers for miscellaneous publishers and number all titles within that block irrespective of the publisher. In such a case the resulting ISMN will not identify a specific publisher.

It is strongly recommended that this procedure should be reserved for publishers who only publish an occasional title and who are never likely to be in a position to assume the responsibility for numbering themselves.

- b. The national agency, responsible for assigning a publisher identifier, may also assume responsibility for the assignment of the item identifiers (associated with a particular publisher identifier) to publications of this particular publisher. The agency will have to inform the publisher before publication of the number assigned.

In such a case, if the publisher agrees to do so, the ISBN can be printed in the book. It is expected that such a publisher will eventually assume full responsibility for assigning his own ISMNs.

6. Application of the ISMN

A separate ISMN must be assigned to every different edition of an item. Specifically:

- A change of the musical or literary content of a work—except for minor corrections—necessitates a new ISMN.
- Where a literary text that is an integral part of a musical work is altered from a previously published edition, the item must be assigned a new ISMN.
- Where a translation of a literary text is added, removed or altered, a new ISMN must be assigned, even if the text or music are otherwise unchanged.
- When the physical size of an item is substantially changed in order to produce a new full, study or miniature score edition, a new ISMN must be assigned.

An unchanged impression or unchanged reprint of the same item in the same format and by the same publisher must not be assigned a new ISMN (unless there is a change in binding as defined in Chapter 6.2). Similarly, a reproduction supplied on demand from the same origination must 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.

6.1. Facsimile reprints and microform editions

A separate ISMN must be assigned to a facsimile reprint produced by a different publisher.

A microform edition must always be assigned a separate ISMN.

6.2. Different bindings

A separate ISMN must be assigned to each different binding in which a particular title is published, even if the contents are exactly the same. For instance, a hardback edition and a paperback edition each receive a separate ISMN.

Example:

full score (paper-bound)
full score and commentary (boxed)
vocal score (paper-bound)
vocal score (cloth-bound) = 4 ISMNs

The same title in different bindings: each binding receives its own ISMN.

playing score (paper-bound)
playing score (without cover) = 2 ISMNs

A change of cover design, where the contents of the item are unchanged, or a change in colour or other marginal differ-

ences between the binding of one impression and a subsequent impression, do not constitute a change of binding, and no new ISMN should be given.

6.3. Different formats

A separate ISMN must be assigned to each separately saleable or obtainable constituent part of a publication.

It is strongly recommended that a complete list of the ISMNs assigned to all such constituent parts of a publication be displayed on one or more of the items (see Chapter 7.1.).

6.3.1. Scores and parts

In a publication consisting of scores and parts, the full score, a set of parts as a whole, and each individual part (if available separately) must be assigned their own ISMN.

Example:

| | |
|------------------------|-----------|
| full score | |
| vocal score | |
| set of chorus parts | |
| individual chorus part | = 4 ISMNs |

6.3.2. Scores available as part of a set

Where a score is available only as an item in a set and not as an individual saleable item, it must be assigned the ISMN of the set.

Only if it is envisaged that at some stage in the future it will be made available as a separate item, should it be assigned its own unique ISMN.

Example:

piano score and 2 parts (only available as one set) = 1 ISMN

The piano score and the other two parts will each receive the same ISMN.

Where a score is available both as a separate item and as part of a set, it must be assigned its own ISMN.

Example:

score
score and parts complete = 2 ISMNs

The score will receive one ISMN, and the complete set will be assigned as second ISMN.

6.3.3. Parts available separately

An ISMN must be assigned to each separately printed part which is available as a separate item.

Example:

violin I part
violon II part
viola part
cello part = 4 ISMNs

6.3.4. Parts available separately, also available in sets

Where separately printed parts are available as a set as well as being available as separate items, the set must be assigned its own ISMN and the separately printed parts will each be assigned an ISMN as an individual item.

Example:

violin part
viola part
cello part
set of parts

= 4 ISMNs

*6.3.5. Parts not available separately,
only available in sets*

Where individual instrumental or vocal parts are not available separately but are only available in a set, an ISMN must be assigned to the set, and each separately printed part will only receive the ISMN assigned to that set.

Example:

score
set of parts

= 2 ISMNs

The score will receive its own ISMN; each individual part will receive the ISMN for the set only.

Note: Individual parts which are only available in a set will be assigned their own individual ISMNs if and when they are made available as separate items.

*6.3.6. Some parts available separately,
some only available in sets*

Where some of the separately printed parts in a set are available individually and some of those parts are only available in a set, each of those parts which are available separately will be assigned its own ISMN as an individual item; all other parts receive the ISMN assigned to that set in which they are available.

Example:

score
full set of parts
non-string set
violin I part
violin II part
cello/bass part = 6 ISMNs

6.3.7. Multiple packs

Where an individual item which is available separately is also available in a pack that only contains multiple copies of the item, the pack should be assigned its own unique ISMN.

Example:

words leaflet
words leaflet pack (set of 100 copies) = 2 ISMNs

6.4. Different versions

If a publisher issues a title in more than one arrangement or version, each arrangement or version must be assigned its own unique ISMN.

Examples:

piano solo
piano duet version
organ solo arrangement = 3 ISMNs
high voice
medium voice = 2 ISMNs

6.5. Multi-volume publications

An ISMN must be assigned to the whole set of volumes of a

multi-volume publication as well as to each individual volume in the set. (See Chapter 9.2.)

Examples:

volume 1
volume 2
volume 3 = 4 ISMNs

One ISMN for the set of three volumes; one ISMN each for vol. 1, 2 and 3.

score
critical commentary (available separately) = 3 ISMNs

One ISMN for the set; one ISMN each for the score and the commentary.

Note: If one of the volumes is only printed text, it may also be given an ISBN.

6.6. Publications with subsidiary material

Where a printed music publication includes subsidiary material, such as a separately published song text or lyrics, a commentary, or the like, and the items are sold only as a package, the subsidiary item will receive the same ISMN as the volume it accompanies.

Examples:

score
critical commentary (not available separately) = 1 ISMN
voice and keyboard part
lyrics sheet (not available separately) = 1 ISMN

If the subsidiary item(s) is (are) sold separately as well as together, the publication should be treated as a multi-volume publication according to Chapter 6.5.

6.7. Anthologies and excerpts

Anthologies and excerpts must be assigned their own unique ISMNs, whether or not the items in the anthology or the larger work have been previously published or are long out of print. An ISMN given to an individual item in a previous context may be displayed, for instance, at the bottom of the first page of music of each piece. Such ISMNs must be clearly distinguished from the ISMN of the new publication.

6.8. Back stock

Publishers are urged to number their back stocks and publish the ISMNs in their catalogues. They should also print the ISMN in the first available reprint of an item from their back stock.

6.9. Rights bought from other publishers

Where a publisher, including an agent with sole selling rights, has bought the rights to a musical work from another publisher and publishes that work under his or her own imprint, the publication will be assigned a new ISMN by the new publisher. If several publishers have bought the rights, each for their own territory, each will assign their own ISMN.

6.10. Collaborative publications

A publication issued as a co-edition or joint imprint with other publishers may be assigned ISMNs by each partici-

pating publisher. The ISMNs of all publishers named in the imprint must be printed in the publication allowing a clear identification.

6.11. Music sold or distributed by agents

According to the principles of the ISMN system, a particular edition published by a particular publisher receives only one ISMN. This ISMN must be retained no matter where or by whom the music is distributed or sold. Only in the following exceptional circumstances may a number be assigned by a distributor:

- a. Printed music, imported by an exclusive distributor or sole agent from an area not yet in the ISMN system and to which therefore no ISMN has been assigned, may be assigned an ISMN by the exclusive distributor.
- b. Printed music, imported by an exclusive distributor or sole agent to which a label bearing the imprint of the exclusive distributor has been added or where a new title page replaces the title page of the original publisher, is to be given a new ISMN by the exclusive distributor or sole agent. The ISMN of the original publisher is also to be given as a related ISMN.
- c. Printed music, imported by several distributors from an area not yet in the ISMN system and to which, therefore, no ISMN has been assigned, may be assigned an ISMN by the national or regional agency with which those distributors are affiliated.

6.12. Publishers with more than one place of publication

A publisher operating in a number of places which are listed together in the imprint will assign only one ISMN to the item.

A publisher operating separate and distinct offices or branches in different places may have a publisher identifier for each office or branch. Nevertheless, each item is to be assigned only one ISMN: this assignment is made by the office or branch responsible for publication.

6.13. ISMN not to be re-used under any circumstances

An ISMN once allocated must, under no circumstances, be re-used. This is of the utmost importance in order to avoid confusion. It is recognized that, owing to clerical errors, numbers will be incorrectly assigned. If this happens, the number must be deleted from the list of usable numbers and must not be assigned to another title. Publishers will have sufficient numbers in their ranges for the loss of these numbers to be insignificant.

Publishers should advise the national or regional agency of the numbers thus deleted and of the items to which they were erroneously assigned.

7. Printing and publicizing of the ISMN

The ISMN must appear on the item itself. This is essential for the efficient running of the system.

The ISMN should always be printed in a type large enough to be easily legible (if possible at least 9 point).

7.1. Printing of the ISMN on music publications

7.1.1. *Position of the ISMN*

- The ISMN must be printed on the back of a score or part.

- If practicable, the ISMN should also be printed with the copyright notice.
- If it is not possible to print the ISMN in any of these positions, it must be printed in some other prominent position (e.g., at the bottom of the first page of music).
- When the item is a single sheet, the ISMN will appear in only one place on the item.
- When the item is an anthology, the ISMN of the anthology must be clearly distinguished from any other ISMNs that may be printed on individual items contained in the anthology.

7.1.2. Complete listing of ISMNs belonging to a publication

It is strongly recommended that a complete list of the ISMNs (assigned to all constituent parts of a publication, followed by an appropriate qualification) be displayed on at least one of the items. If it is practicable, the identical list should be displayed on one or more other items as well.

*Examples:**

ISMN M-321-76543-6 (score)

ISMN M-321-76544-3 (vocal score)

ISMN M-321-76545-0 (set of parts)

(* Identifying terms are illustrative, not prescriptive. They will be given in the language of the publication.)

The list should appear at least in the score, preferably also in the vocal score, perhaps also in each part.

ISMN M-321-76546-7 (score, bound)

ISMN M-321-76547-4 (score, pbk.)

The list should appear both in the bound and the paperback score.

A multi-volume publication (see Chapter 6.5.) should be treated as follows:

ISMN M-321-76548-1 (set)
ISMN M-321-76549-8 (vol. 1)
ISMN M-321-76550-4 (vol. 2)
ISMN M-321-76551-0 (vol. 3)

The list should appear in all volumes; at least the ISMNs for the set and the current volume must appear in each volume.

If a set of parts is distributed in a wrapper, the ISMN for the set must be printed on the wrapper. If the parts are available individually, the ISMNs of all individual parts should also be given on the wrapper.

7.2. Printing of the ISMN in machine-readable coding

For OCR (Optical Character Recognition) purposes, the ISMN should be printed in OCR-B format.

The rapid, worldwide extension of bar code scanning has made it advisable to use the international 13-digit bar code. All these bar codes start with a national identifier except those on books and periodicals and those on printed music. Because of the international network of the book trade these digits 978 for books, 979 for printed music and 977 for periodicals are considered a “bookland.”

The 979 prefix is followed by the complete ISMN, including the check digit. “M” is assigned the numeric value of zero (0)

for bar code purposes only. For the calculation of the check digit, however, “M” has the numerical value 3 (see Chapter 2.1.4).

Example of the conversion of an ISMN to a bookland code:

| | |
|----------------------|---------------|
| ISMN | M-345-12345-8 |
| M=0 | 0345123458 |
| Adding bookland flag | 9790345123458 |

This is an ISMN bookland number.

A printed ISMN in bar code symbols is shown below:



7.3. Providing the 13-digit bar code. Instructions for makers of film masters

If ISMN bar code film masters are provided to publishers in order to allow them to print ISMNs on their products, the following procedures should be observed:

- Validate the ISMN provided by the publisher, using the ISMN check digit validation routine, to avoid any transcription or transposition errors (see ISMN check digit calculation algorithm).

- Generate the ISMN bookland number by adding 979 (see Chapter 7.2).
- Print the following:
 1. the ISMN in machine-readable numbers (OCR-B),
 2. the ISMN bookland in bar code, and
 3. the ISMN bookland in machine-readable numbers.

All of these procedures should be accomplished by computer programming. EAN technical requirements for bar code printing should be observed.

ISMNs printed in machine-readable form are still subject to the rules laid down in this manual. The considerable number of additional rules and recommendations makes it necessary that those who wish to print the ISMN in scannable font ask their national or regional agency for advice and for the names of bar code producers in their area.

7.4. Publicizing the ISMN

ISMNs should appear in publishers' advertisements, catalogues and stock lists, in leaflets, brochures and all other publicity and marketing materials.

It is recommended that in such materials the ISMN is printed in a prominent position adjacent to the title and description of the item.

The full International Standard Music Number should always be given, although it is acceptable to omit the letters "ISMN" as long it is clear that the number is an International Standard Music Number.

8. Administration of the ISMN system

The administration of the ISMN system is carried out at three levels, at an international, national/regional and publisher level.

8.1. International administration

The international administration of the system is handled by the International ISMN Agency, which has an Advisory Panel representing ISO and the music publishing and music library communities (e.g., the International Association of Music Libraries Archives and Documentation Centres).

The address of the International ISMN Agency is as follows:

International ISMN Agency
Staatsbibliothek zu Berlin – Preussischer Kulturbesitz
10772 Berlin, Germany
Tel.: (+49 30) 266-2338 or 2496
Fax: (+49 30) 266-2378
E-mail: ismn@sbb.spk-berlin.de
URL: <http://ismn-international.org>

The main functions of the International ISMN Agency are:

- to supervise the use of the system.
- to approve the definition and structure of national and regional agencies.
- to allocate identifiers to national and regional agencies.
- to advise national or regional agencies on the allocation of publisher identifiers.
- to promote the world-wide use of the system.
- to select an international board of experts to help with problem solving.

- to promote the exchange of information by means of publications and regional meetings.
- to publish and update an instruction manual. And
- to coordinate ISMN bar code applications.

In addition, the International Agency offers the following services. It will:

- provide a national or regional agency with lists of ISMNs (with computer-generated check digits) for the use of publishers in the agency's territory, or with the necessary software, respectively.
- provide from information supplied by national or regional agencies an international music publishers' directory.
- provide from information supplied by national or regional agencies a computer print-out of invalid or duplicate ISMNs.

8.2. National or regional administration

The assignment of publisher identifiers and liaison with publishers in the ISMN system is normally handled by national or regional agencies.

These agencies are appointed by the International ISMN Agency on the basis of a contract.

The functions of a national or regional agency are:

- to maintain contacts with the publishers in the country or region and introduce new publishers to the system.
- to handle relations with the International ISMN Agency on behalf of all the publishers in the country or region.
- to decide, in consultation with trade organisations and

publishers, the publisher identifier ranges required.

- to allocate publisher identifiers to publishers eligible to join the system in the country or region and to maintain a register of these publishers and their publisher identifiers.
- to decide, in consultation with trade organisations and publishers, which publishers shall assign numbers to their own publications and which publishers shall have numbers assigned to their publications by the national or regional agency.
- to provide technical advice and assistance to the publishers and to ensure that standards and approved procedures are observed.
- to make available a manual of instruction for publishers in the vernacular language(s).
- to make available computer print-outs of ISMNs to publishers numbering their own publications with check digits already calculated.
- to validate all ISMNs assigned by publishers numbering their own publications and keep a register of them.
- to inform publishers of any invalid or duplicate ISMN assigned by them.
- to assign numbers to all items from those publishers who do not assign their own ISMNs and advise the publishers concerned of ISMNs assigned to them.
- to achieve, thereby, total numbering in the country or region.
- to arrange with music listing and bibliographic agencies for the publication of ISMNs with the titles to which they refer.
- to arrange with publishers for the numbering of their back lists and for the publication of these in appropriate trade lists and bibliographies.
- to assist the trade in the use of the ISMN in computer systems.

- to provide the International ISMN Agency regularly and free of charge with the complete data of publisher's prefixes and addresses for inclusion in an international music publishers' directory.
- to inform the International ISMN Agency regularly about its own activities and the current state of the ISMN system in the region. And
- to contribute financially to the maintenance of the International ISMN Agency.

9. ISMN and other international standard numbers

9.1. ISBN

Some music publications may be distributed through the book trade. Publishers issuing music materials intended for the book market may assign an ISBN (International Standard Book Number) in addition to the ISMN.

It is sometimes difficult to decide whether a publication (such as a song book, a hymnal, an album with extensive textual or illustrative material) is a music edition, a "normal" book, or both. In these cases also, both an ISMN and an ISBN may be assigned. If the publisher only wishes to use one type of number, the choice is at the publisher's discretion, but the ISMN may be preferred in case of doubt.

The ISBN system is administered by the International ISBN Agency, group agencies, and national agencies. The address of the International Agency is the same as that for the ISMN (see above). The application of the ISBN is described in a separate booklet.

The address for the International ISBN Agency is as follows:

International ISBN Agency
Staatsbibliothek zu Berlin – Preussischer Kulturbesitz
10772 Berlin, Germany
Tel.: (+49 30) 266-2496 or 2338
Fax: (+49 30) 266-2378
E-mail: isbn@sbb.spk-berlin.de
URL: <http://isbn-international.org>

The ISMN and ISBN, where they are both assigned, must be printed on the publication and clearly identified.

9.2. ISSN

In addition to ISMN and ISBN, a complementary numbering system for serial publications also exists, the International Standard Serial Number (ISSN).

A serial is defined as any publication, regardless of medium, issued in successive parts, often bearing numerical or chronological designations, and intended to be continued indefinitely. (Serials should be distinguished from multi-volume publications, which are intended to be complete in a finite number of volumes. See Chapter 6.5.)

Serials include periodicals and series. There are only a few periodicals of printed music, but many music publications are issued in series. Both categories should be assigned an ISSN for the serial title (which will remain the same for all the issues of a periodical or individual volumes of a series) and an ISMN for each individual item in the series. (If the serial title changes, a new ISSN is necessary.)

The ISSN system is administered by the International Serials Data System (ISDS) whose address is:

ISSN International Centre
20 Rue Bachaumont
75002 Paris, France
Tel.: (+33 1) 44882220
Fax: (+33 1) 40263243
E-mail: issnic@issn.org
URL: <http://www.issn.org>

Publishers of serials should apply to the ISSN International Centre or to their national ISSN centre, if there is one, for ISSNs. Publishers do not themselves assign ISSNs. The ISMN and ISSN, where they are both assigned, must be printed on the publication and clearly identified.

9.3. ISRC

The ISMN is not targeted at sound or video recordings (unless they form part of a printed music publication; see Chapter 3). ISRC, the International Standard Recording Code, numbers each recording of a piece (but often not the physical item), regardless of the context or carrier on which it is issued. The ISRC is administered by IFPI (the International Federation of Phonogram and Videogram Producers):

IFPI Secretariat
54 Regent Street
London SW1 5PJ, Great Britain
Tel.: (+44 171) 8787900
Fax: (+44 171) 8787950
E-mail: info@ifpi.org
URL: <http://www.ifpi.org>