

# Important Information about your ISBNs

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# Checklist for New and Existing publishers

## **Getting ready for publication**

**Your first publication has already been registered for you by the ISBN Agency.**

For subsequent publications you need to:

### **Assign an ISBN**

from the pre-calculated listing supplied to you by the ISBN Agency.

If you are publishing the same content in different forms (eg a hardback and a paperback or an audiobook in cassette and CD, or an ebook in .pdf and .lit formats) a different ISBN should be assigned to each separately tradable product.

### **Send details of your new publication to Nielsen**

Bibliographic information for each separate product should be supplied to Nielsen Book for inclusion in their bibliographic database. Trade 'Best Practice' guidelines advise that product records should be provided at least 20 weeks prior to publication.

Information can be supplied using

#### **PubWeb:**

Nielsen Book's Online Editing Service for publishers – an easy way to send new title information and keep existing titles up to date. Register to use this free service and for further details by following the links for Publishers and Distributors on [www.nielsenbookdata.co.uk](http://www.nielsenbookdata.co.uk) or contact the Publisher Relations Managers for advice (see Contacts Page).

#### **Nielsen Book Information form:**

Download the form at [www.nielsenbookdata.co.uk/nbd/titleinfo.asp](http://www.nielsenbookdata.co.uk/nbd/titleinfo.asp) or request one from the Publisher Help Desk (see Contacts Page)

Completed forms should be emailed to the New Titles Department or posted to Nielsen Book's Stevenage office (see Contacts Page)

Electronic file, using a recognised data standard (eg ONIX). Contact the Publisher Relations Managers for advice (see Contacts Page).

<b>If your new publication is digital you can register ONLY via PubWeb or an electronic file.</b>
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### **Apply a barcode**

Most bookshops use barcodes, and some bookshops will not take a book without one. Contact a bar code supplier to arrange a bar code, if your printer cannot provide this. There is a list of barcode suppliers on the Book Industry Communications website (see page 12)

### **Consider a subscription to Nielsen Book's Enhanced listing service.**

On [www.nielsenbookdata.co.uk](http://www.nielsenbookdata.co.uk) follow the links for Publishers and Distributors

## **Changing the product information of your publication**

### **Changes to Bibliographic information prior to publication**

Minor\* changes to product records pre-publication may be made by using PubWeb or by sending the details in writing to the New Titles Department (see Contacts Page) or directly to your editor (if you are subscribing to Nielsen Book's Enhanced Listing Service)

\*If there is a risk that any changes are sufficiently significant for users of the original data you supplied to Nielsen to get a clearly different product from the one they thought they were ordering, the original ISBN and record should be abandoned and a new ISBN allocated. Contact the Publisher Help Desk for advice.

### **Changes to Retail Price, Availability (including Publication date) and Distributor**

These may be made at any time prior to or following publication. Details should be sent in writing, in advance of the change where possible and quoting the ISBN, to the Trade Data Team (see Contacts Page).

## **On Publication**

Send a legal deposit copy to the British Library (see the section on the National Published Archive)

## **After Publication**

### **When titles become unavailable.**

When stock of your initial printing of the book is exhausted, a 'reprint' of exactly the same product may be made using the same ISBN originally allocated to the first printing.

If you make any changes to the content or format of the product, a new ISBN should be allocated – and new product information supplied – for the new edition.

Products that are not reprinted and are therefore permanently unavailable in the future are regarded as 'Out of Print'. Notify the Trade Data Team in writing for the record to be marked with this status.

### **Relocation**

If you move, please send details in writing to the Trade Data Team (see Contacts Page).

### **Changes to publisher name or ownership**

ISBNs are non-transferable. Sometimes it is possible to use an ISBN allocation with more than one imprint name. Please contact the ISBN Agency for advice

## **Additional ISBNs**

When an allocation of ISBNs is exhausted, publishers may apply for an additional allocation. This additional allocation will have a different publisher prefix as each prefix allows for only a fixed number of ISBNs. Publishers are often identified by more than one ISBN publisher prefix.

Applications for an additional allocation must be made on the appropriate application form from the ISBN Agency.

The standard processing time for an additional allocation is 10 working days from the date of receipt of a correctly completed form, or 3 working days for the fast-track service.

Payment must accompany the order.

## **Which products do not qualify for ISBNs?**

The following are specifically excluded from using ISBNs

- Serials/periodicals/journals
- Calendars \*
- Diaries \*
- Electronic products for entertainment
- Ephemeral printed materials such as advertising matter and the like
- Documentaries in electronic format
- Computer Games
- Computer Application Packages
- Music scores
- Websites
- Greetings cards
- Music sound recordings
- Art prints and art folders without title page and text
- Items which are available to a restricted group of people, e.g. a history of a Golf Club - only for sale to members; or an educational course book only available to those registered as students on the course.
- Personal documents (such as an electronic curriculum vitae or personal profile)
- Software that is intended for any purpose other than educational or instructional
- Electronic bulletin boards
- E-mails and other electronic correspondence
- Non text-based publications
- Games

If you are in doubt about whether a product qualifies for an ISBN, please contact the Agency for advice.

\* ISBNs may be assigned to calendars and diaries, providing that they are not intended for purely time-management purposes and that a substantial proportion of their content is of a textual or graphic nature.

# FAQs for publishers who already have ISBNs

## **Where should the ISBN be printed?**

The ISBN should appear on the reverse of the title page, sometimes called the copyright page, the verso page or the imprint page, and on the outside back cover. If the book has a dust jacket, the ISBN should appear on the back of this.

If the publication is not a book (e.g. DVD audio CD) the ISBN should appear on the product and on the packaging or inlay card.

If the publication is a map, the ISBN should be visible when the map is folded and should also appear near the publisher statement if this is elsewhere.

## **Can an ISBN be converted to a bar code?**

The ISBN can be converted into an internationally accepted barcode. The ISBN Agency does not provide the barcode, there is a list of barcode suppliers on the Book Industry Communication website [www.bic.org.uk](http://www.bic.org.uk).

## **How can ISBNs be calculated?**

Publishers who have paid a registration fee are provided with a list of the ISBNs in their allocation.

For publishers who joined the ISBN system many years ago, when partial lists were issued, further numbers may be calculated either by the publishers themselves or by having the numbers reissued by the ISBN Agency.

Please contact us for current prices for the reissue of your ISBNs.

## **What happens when an ISBN allocation is exhausted?**

Each ISBN publisher prefix allows for a fixed number of ISBNs. When all of the ISBNs have been assigned, publishers must apply for a new ISBN prefix. It is common for publishers to be identified by more than one ISBN prefix.

Please contact the ISBN Agency for an application form. You will need to quote your current prefix.

## **Can a Sales Catalogue have an ISBN?**

Point of Sale (POS) material (including catalogues) does not qualify for inclusion in the ISBN system. We do appreciate that booksellers often request ISBNs on such material, and we offer the following advice. A small proportion of your allocation (less than 10%) may be put aside to use and re-use on POS material. For example, an ISBN for a catalogue could always be the same, presuming that the publisher will always send the customer the current catalogue. A dumpbin can be supplied empty and books invoiced separately, presuming returns are accepted against the book's own ISBN. The dumpbin ISBN can be recycled for use in a future campaign.

## **Do reprints need new ISBNs?**

If the book is being reprinted without changes, no new ISBN is needed.

## **If reprinting a book with a new cover design, eg for a TV tie-in, should the ISBN change?**

No. A change of cover design with no other changes does not need a new ISBN. If it is important that you differentiate the products, you may allocate a new number, but it is not necessary.

## **If changing the binding on the book to produce a paperback rather than hardback (with no other changes) should there be a new ISBN?**

Yes. Changes in binding always require new ISBNs.

## **If changing the format of the book from A4 to A5, is a new ISBN needed?**

Yes. All changes of format require new ISBNs.

## **If changing the price, is a new ISBN needed?**

Price changes with no other changes do not require new ISBNs and indeed must not change the ISBN.

## **If publishing a multi-volume work how should ISBNs be used?**

An ISBN should be assigned to each volume and a further separate ISBN should identify the set. Both the ISBN for the volume and the set should appear on the book. For example:

ISBN for complete set of x volumes: 978-0-7000-1234-3

ISBN for this volume 978-0-7000-1235-0

Although the books may only be sold as a set, they may not always be kept together, e.g. in a library. There may also be occasions when a single volume is supplied, e.g. a review copy or replacement for a damaged volume

## **Where can I find a distributor?**

There is a list of distributors in the FAQ section of the Publishers Association website (see page 12)

**If publishing a book with another publisher, whose ISBN should appear?**

A publication issued as a joint imprint with other publishers is usually assigned an ISBN by the publisher(s) in charge of distribution. However, it is permissible for each of the co-publishers to assign its own ISBN and display each of them on the title verso (copyright) page. In such cases, only one of these ISBNs shall be displayed as a bar code on the publication.

**Can I pass on ISBNs to other users?**

No. The ISBN is broken down into group identifier, publisher identifier and title identifier. This means that all ISBNs in the batch allocated to you will show your publisher identifier, and all products identified by ISBNs from your batch will be considered as being published by you.

**What should happen if a list is acquired from another publisher?**

Publishers must not sticker over the current ISBN with their own ISBN. Publishers must use the ISBN and name of the original publisher until they reprint, at which point the ISBN and publisher name can be changed. Name and address changes, mergers and acquisitions should be notified to the ISBN Agency as soon as possible. Bibliographic Information providers should also be notified of changes to distributor arrangements.

**What happens if a book is reprinted with a new publisher's name?**

The new publisher should be quoted on the title page verso with the relevant ISBN, but details of the previous edition (publisher, ISBN, and date) should also be provided.

## **Jacket Images**

You can submit book jacket images – electronically or in hard-copy - to appear next to bibliographic information on Nielsen BookData products. For more information on how to do this, please contact the Image Co-ordinator (see Contacts Page)

# Registering new titles with Nielsen

When you apply for ISBNs, your first title is registered for you. Subsequent titles are registered by the publisher.

Pubweb is Nielsen Book's Online Editing Service for publishers – an easy way to send new title information and keep existing titles up to date. Register to use this free service and for further details by following the links for Publishers and Distributors on [www.nielsenbookdata.co.uk](http://www.nielsenbookdata.co.uk)

If you cannot use PubWeb, you can register new titles using the Title Information Form.

Fill in only the relevant sections using block capitals. All sections marked \* must be supplied, even if in provisional form. You can update items later as changes are decided, apart from the title and the format. If any of the sections marked \* are missing the form will be returned. Supply as much data as you can. Please attempt to supply details at least 3-4 months in advance of publication date.

If you have any queries regarding completing the form contact the Publisher Helpdesk (see Contacts Page):  
You can go to: [www.nielsenbookdata.co.uk/nbd/titleinfo.asp](http://www.nielsenbookdata.co.uk/nbd/titleinfo.asp) for a downloadable information form

Completed forms should be returned to the New Titles team (see Contacts Page)

**If your new publication is digital you can register ONLY via PubWeb or an electronic file.**

## **\*Date of publication**

Please supply at least the month and year of publication.

## **\* ISBN**

A separate ISBN is required for each edition. Information about the rules for allocating ISBNs can be obtained from the UK ISBN Agency.

## **\* Price**

The retail price must be quoted in £ sterling. If you wish to supply additional currencies please contact e-mail: [pubreg.book@nielsen.com](mailto:pubreg.book@nielsen.com). If the publication is free of charge, this must be specified on the form. If the item is subject to VAT, please indicate whether or not the price quoted includes VAT.

## **\* Binding/Format**

The most common bindings are:

Hardback, Paperback, Spiral, Laminated Boards, Leather, ½ Leather, ¼ Leather and Limp Cloth. If unbound please indicate whether sold in a folder, binder, box etc. If the item is a map please indicate whether it is sold folded, flat or rolled.

If the item is not a book, use this space to indicate the format e.g. audiocassette, DVD, CD ROM etc.

## **\* Author(s) and Editor(s) etc.**

Please give only the authors and editors etc. who appear on the title page of the book.

The surname should be given first. Forenames or initials must always be given. If more than three contributors are responsible for the book only the first three names need be given. The name of the "series" editors should not be given. Please give date of birth where known.

## **Translator(s)**

The surname should be given first. If the name of the translator is not known the language from which the book was translated should still be provided. If the book is not wholly printed in the language then details of the other languages printed should be noted.

## **\* Title and Sub-Title**

The full title and sub-title should always be given as presented on the title page. They should not be abbreviated or truncated in any way. If the book has a volume or part number or, in the case of an annual, a year of issue, then this should be given as part of the title.

## **Size**

Please give the size of the book in millimetres.

## **Pagination**

The total number of pages in the book should be given. If prelims are present and numbered separately, then the number for these pages should be given before that of the number for the main text. E.g. XV 193

### **Volumes**

If you are producing a set of books and this form is referring to the whole set obtainable under a single ISBN, please note the number of volumes included here.

### **Illustrations**

Illustrations (including photographs), diagrams, figures, tables, charts and maps should be noted. It should also be specified whether they are in black and white or colour. The name of the illustrator(s) should be given only if they appear on the title page of the book.

### **Edition**

If the book is not a 'First Edition' (this being a text published for the first time in a particular country), please choose from the following list:

- New Format -the republication of a book where the text has not been altered, but where binding, format, series, imprint or title have changed.
- Revised – A title republished with significant changes to the text.
- Changes to binding, format, series or imprint may have also been made, but these, by themselves do not constitute a revised edition.
- Large Print – An edition of the book that has not had any changes made to the text etc., but has simply been published in a large-printed format.
- Facsimile – an exact copy of a text, usually made by photographic or xerographic reproduction.

Please note - a reprint where no change has occurred in binding, format, name or text should NOT be given a new ISBN. In all other instances a new ISBN is required.

### **Running Time**

Please enter this here if your product has a running time.

### **Territorial Market Rights**

Please indicate the territories in which the rights for this title are held. If you have not sold any rights, you have rights for the whole world.

### **Series**

Only the series names present on the title page should be supplied.

### **Short Description of Subject Matter**

Please supply a brief description to enable us to classify your book correctly.

### **BIC / Children's Classification**

These are assigned in house by the Nielsen team of classifiers, but can be added if known.

### **Adult Fiction Genre**

If the book is adult fiction, please indicate the genre.

### **Readership Level**

If applicable to your title, please indicate the readership level.

### **Imprint**

The publisher's imprint should be supplied as it is stated on the title page, if different from the name of the publisher –e.g. Puffin is an imprint of Penguin.

### **Name of publisher** (and address if not a member of the Publishers Association)

Please supply the publishers name and if you are not a member of the PA, the address as well.

### **Name and Address of the distributor if different from the publisher name**

Details to be supplied only if they differ from the publisher name.

### **Orders Address if different from publisher/distributor address**

Address where the orders should be sent, only if different from that of the publisher and distributor.

### **Are you a subscribing data supplier or publisher?**

Please indicate here whether you subscribe to Nielsen Book Data's enhanced data service.



## Publisher Services

Nielsen BookData is the leading bibliographic data provider of English language books published worldwide. The data received from publishers is widely disseminated in a range of services and formats to publishers, booksellers, Internet retailers and libraries in more than 100 countries. The company offers integrated information, communication and transactional services. Sister companies include Nielsen BookScan (retail sales monitoring) and Bookseller Publications (the leading trade publication).

BookNet is at the centre of the book supply chain in the UK and internationally. It provides order routing and electronic trading services for publishers, distributors, booksellers and libraries. BookNet services are used widely by thousands of companies in the industry to send or receive orders. The products help to ensure that the supply chain runs with speed, efficiency and accuracy.

Booksellers in the UK & Europe can send all their orders to BookNet TeleOrdering for routing to over 40,000 publishers and distributors (in the UK, US and Europe) rather than have to contact each supplier separately. If you distribute your own titles you may receive orders via TeleOrdering and it is important that you then fulfil these orders for the bookshop. As a new publisher you will be alerted to any new orders by an email and can then link through to the website and collect your orders online. If you receive fewer than 2,000 order lines a year the service is free; once you exceed 2,000 lines a small charge becomes payable.

To get in touch with BookNet for further information, see [Contacts Page](#).

Nielsen BookData also provides a Publisher Helpdesk Service (see [Contacts Page](#)) to answer any queries concerning your listing, including supplying further Nielsen BookData Information forms.

## Extended Data

Basic bibliographic data is held on all books as a free service. The enhanced data service, which allows you to add more detail about your book, is available to subscribing publishers/data suppliers. You can find out more about this by following the links for Publishers and Distributors on [www.nielsenbookdata.co.uk](http://www.nielsenbookdata.co.uk).

If you are a subscribing customer you can provide a summary of a book's contents. You should aim to provide an objective, descriptive and factual account, avoiding superlatives. If you wish to send extended data, please see the guidelines below, which outline these extra options. This data is supplied direct to major retailers, Internet customers and CD-ROM customers.

### Guidelines

- 'Short descriptions' have a maximum length of 350 characters, including spaces and punctuation. 'Long descriptions' can be more than this, but please bear in mind that NBD can only scan an extra four A4 sheets in total, encompassing all extended data fields you wish to add.
- Ensure that the description is objective, i.e. not "the best book ever on."
- Ideally there should be no time-related statements i.e. "the latest book by."
- Incorporate keywords for potential use as search terms.
- Where relevant specify the intended audience/ability/readership level. For example "aimed at students of Advanced Calculus"
- As well as descriptions, Nielsen can add 'Tables of Contents' and short 'Author Biographies' – but again, please remember that all submitted extended data fields must add up to no more than four A4 pages combined.

# Bar Codes

## FREQUENTLY ASKED QUESTIONS ABOUT BAR CODES

### **Why should I bar code my books?**

Most major bookshops have now installed electronic point of sale systems that enable them to keep track of their sales and stocks and to re-order books by scanning the bar code. Some retailers refuse to accept books that are not bar coded. Many distributors also use bar codes in their warehouse systems.

### **Do I need an ISBN for a barcode?**

The International Standard Book Number (ISBN) is a unique number allocated to every book and is used as the key reference in most book databases and ordering systems. ISBNs can be converted into barcodes.

### **What is the EAN 13 article number?**

The EAN 13 article number is a 13 digit number, allocated in the UK by GS1UK (formerly the e-centre, formerly the Article Number Association). It is identical to the ISBN, but without the hyphens. It is used for non-book products.

### **Do I need to include a price add-on?**

No. As far as we know, no UK retailer currently reads price information from the bar code. Where this is included, it is for use in automated handling systems (e.g. returns) by the publisher or distributor.

### **Where should the bar code be positioned?**

The preferred position for the bar code is the bottom right-hand corner of the back of the book cover or jacket. The same ruling also applies to slip cases, boxed sets, paperbacks and books with printed covers and directly printed labels. A major motivation for the development of bar codes for books was the need to speed up transactions. A standard location is therefore necessary to save scanning time.

### **How small can the symbol be?**

The specification allows for reduction of 80% of nominal size. However, this can cause scanning problems and some retail outlets refuse to accept such small codes.

A useful reference guide, "BAR CODING FOR BOOKS" is available on the Book Industry Communication (BIC) web site [www.bic.org.uk](http://www.bic.org.uk).

This site also has a list of barcode suppliers.

## The National Published Archive (Legal Deposit)

Publishers in the UK and Ireland have a legal obligation to send one copy of each of their publications to the British Library Legal Deposit Office WITHIN ONE MONTH OF PUBLICATION.

For non-print publications, please contact the British Library for guidance.

Publications should be sent to:

Legal Deposit Office  
The British Library  
Boston Spa  
Wetherby  
LS23 7BY

Tel: +44 (0)1937 546268

Fax: +44 (0)1937 546176

Email: [legal-deposit-books@bl.uk](mailto:legal-deposit-books@bl.uk)

URL: <http://www.bl.uk/aboutus/stratpolprog/legaldep/>

One copy should be deposited to the British Library. The other deposit libraries may then each request a copy

### Other Legal Deposit Libraries

the Bodleian Library, Oxford  
the National Library of Scotland  
the National Library of Wales, Aberystwyth

the University Library, Cambridge  
the Library of Trinity College, Dublin

The Agent for the Legal Deposit Libraries – see contact details below - is responsible for acquiring legal deposit material for these libraries

Agency for the Legal Deposit Libraries

161 Causewayside  
Edinburgh  
EH9 1PH

Tel: +44 (0)131 623 4680 Fax +44 (0)131 623 4681

Email [publisher.enquiries@legaldeposit.org.uk](mailto:publisher.enquiries@legaldeposit.org.uk)

URL: [www.legaldeposit.org.uk](http://www.legaldeposit.org.uk)

## Public Lending Right

Authors and illustrators may be eligible for payments under the Public Lending Right Scheme. To qualify, they must live in the European Economic Area (EC member states plus Liechtenstein, Norway and Iceland). Payment is made once a year in February and the amount received is proportionate to the number of times (established from a sample) that their books are lent out from public libraries. The PLR year runs from 1 July to 30 June each year. The PLR cannot process an application on behalf of a deceased contributor.

Public Lending Right  
Richard House  
Sorbonne Close  
Stockton-on-Tees  
TS17 6DA

Tel: +44 (0)1642 604699 or Fax: +44 (0)1642 615641

Publishers can also read the FAQs and apply on line on [www.plr.uk.com](http://www.plr.uk.com)

## Useful Addresses

### Legal Deposit Office

The British Library  
Boston Spa, Wetherby  
West Yorkshire  
LS23 7BY  
Tel: +44 (0) 1937 546268  
Fax: +44 (0) 1937 546176  
Email: legal-deposit-books@bl.uk  
www.bl.uk.

Publishers in the United Kingdom and the Republic of Ireland have a legal obligation to send one copy of their publications to the Legal Deposit Office of the British Library within one month of publication.

### Book Industry Communication

39-41 North Road  
London  
N7 9DP  
Tel: +44 (0) 20 7607 0021  
Fax: +44 (0) 20 7607 0415  
Email: brian@bic.org.uk  
URL: www.bic.org.uk

Established and jointly funded by the Publishers Association, the Booksellers Association, the Library Association and the British Library to develop and promote standards for information communication throughout the book industry.

### UK Intellectual Property Office

(previously Copyright Directorate)  
Concept House  
Cardiff Road  
Newport  
NP10 8QQ  
Tel: +44 (0) 845 9 500 505  
Email: enquiries@ipo.gov.uk  
URL: www.ipo.gov.uk  
For general Copyright enquiries.

### Copyright Licensing Agency Ltd

Saffron House  
6-10 Kirby Street  
London  
EC1N 8TS  
Tel: +44 (0) 20 7400 3100  
Fax: +44 (0) 20 7400 3101  
Email: cla@cla.co.uk  
URL: www.cla.co.uk  
The CLA licenses organisations to copy extracts from books, journals and periodicals.

### ISSN Centre

The British Library  
Boston Spa, Wetherby  
West Yorkshire  
LS23 7BY  
Tel: +44 (0) 1937 546959  
Fax: +44 (0) 1937 546979  
Email: issn-uk@bl.uk  
URL: www.bl.uk/issn  
The ISSN Centre allocates International Standard Serial Numbers; used on serial publications, magazines and journals.

### Independent Publishers Guild

PO Box 12  
Llain  
Login  
SA34 0WU  
Tel: +44 (0) 1763 247014  
Fax: +44 (0) 1763 246293  
Email: info@ipg.uk.com  
URL www.ipg.uk.com  
The IPG holds meetings to exchange information and to discuss issues of interest to members and to the book trade in general.

### Booksellers Association

Minster House  
272 Vauxhall Bridge Road  
London  
SW1V 1BA  
Tel: +44 (0) 20 7802 0802  
Fax: +44 (0) 20 7802 0803  
Email: mail@booksellers.org.uk  
URL: www.booksellers.org.uk  
The BA protects and promotes the interests of booksellers throughout Great Britain and Ireland. It produces a directory of its members' names, addresses & stock range.

### Publishers Association

29B Montague Street,  
London  
WC1B 5BH  
Tel: +44 (0) 20 7691 9191  
Fax: +44 (0) 20 7691 9199  
Email: mail@publishers.org.uk  
URL: www.publishers.org.uk  
The PA is the representative trade body for book, journal and electronic publishers in the UK.

**Music Publishers Association**

3rd Floor  
Strandgate  
18-20 York Building  
London  
WC2N 6JU  
Tel: +44 (0) 20 7839 7779  
Fax: +44 (0) 20 7839 7776  
Email: [info@mpaonline.org.uk](mailto:info@mpaonline.org.uk)  
URL: [www.mpaonline.org.uk](http://www.mpaonline.org.uk)  
The Music Publishers Association allocates  
International Standard Music Numbers (ISMNs).

**GS1UK**

Staple Court  
11 Staple Inn Buildings  
London  
WC1V 7QH  
Tel: +44 (0)20 7092 3500  
Fax: +44 (0)20 7681 2290  
Email: [info@gs1uk.org](mailto:info@gs1uk.org)  
URL: [www.gs1uk.org](http://www.gs1uk.org)  
Helpdesk (Freephone) 0808 178 8799  
The regulating trade body for EAN/UCC bar coding in  
the UK.

**CIP (Cataloguing-in-Publication)**

Bibliographic Data Services Ltd  
Publisher Liaison Department  
Bibliographic Data Services Limited  
The Crichton  
Dumfries  
DG1 4TA  
Tel: +44 (0) 1387 702252  
Fax: +44 (0) 1387 702259  
Email: [info@bibdsl.co.uk](mailto:info@bibdsl.co.uk)  
URL: [www.bibliographicdata.com](http://www.bibliographicdata.com)

# Contacts in the ISBN Agency and Nielsen

## **ISBN Agency**

3rd Floor Midas House  
62 Goldsworth Road  
Woking  
GU21 6LQ  
Tel: +44 (0) 870 777 8712  
Fax: +44 (0) 870 777 8714  
Email: isbn.agency@nielsen.com  
URL: www.isbn.nielsenbookdata.co.uk

## **Publisher Helpdesk**

Nielsen Book Data  
3rd Floor Midas House  
62 Goldsworth Road  
Woking  
GU21 6LQ  
Tel: +44 (0) 845 450 0016  
Fax: +44 (0)870 777 8711  
Email: pubhelp.book@nielsen.com  
URL: www.nielsenbookdata.co.uk

## **Trade Data Team**

Nielsen BookData  
3rd Floor  
Midas House  
62 Goldsworth Road  
Woking  
GU21 6LQ  
Tel: +44 (0)870 777 8710  
Fax: +44 (0)870 777 8711  
Email: tradedata.book@nielsen.com

## **Images**

Nielsen Book Data  
89-95 Queensway  
Stevenage  
SG1 1EA  
Fax: +44 (0) 1438 745 578  
Email: images.book@nielsen.com

## **New Titles**

Nielsen Book Data  
89-95 Queensway  
Stevenage  
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