

1. Deposit number request

1.1. Service Identity

Name of the service: Deposit number request

Service Code: 1

Service structure: CoreService

Service Type: Transactional

Category of Service Recipient:

- Business
- Individual

Legislation Governing the Service:

- Wetting deposit system

Conditions for Providing the Service:

- This service is available for the publishing houses from the business sector, whether they are companies or individual institutions
- If the workbook was printed or published outside the Hashemite Kingdom of Jordan, and it was for a Jordanian author it must be distributed inside the Kingdom to be given a deposit number.
- The applicant must bring a copy of the book in the form of a manuscript on a flash or CD while submitting the application
- The book must be printed and published in the Hashemite Kingdom of Jordan, whether it was for a Jordanian or non-Jordanian author.

1.2. Service Access

Channels Providing the Service: National Library Department building

Where to Provide the Service: Centralized

Branches Provided for the Service:

Contact and Contact Information:

Name: National Library Department building

Phone: 065662845

Email: nl@nl.gov.jo

Working Days: Sunday, Thursday

Working Hours : 8: 00 am-3: 00pm

1.3. Stages of Service Provision

if Provided Spatially:

Forms Used:

- Request a deposit number -

Main Procedures for Providing the Service:

- Submit an application for a deposit number
- Filling in the form of confirming the validation of the data in the application
- Receive an official book containing the deposit number

The Standard Time Taken to Provide the Service: 30.0 Minute

if Provided Electronic:

Main Procedures for Providing the Service(Electronic):

- Submit an application for a deposit number
- Filling in the form of confirming the validation of the data in the application
- Receive an official book containing the deposit number

The Standard Time Taken to Provide the Service:

1.4. Documents (Documents required)

1.5. Fees

Not specified

1.6. Service Output

Service Output Form	Validity of the Document
official book, official letter - Paper - Document	ساري المفعول (not expired)
Index card - Paper - Document	سنة (year)

2. Amendment request - renewal of the deposit number

3. Request to subscribe to an ISBN agency

3.1. Service Identity

Name of the service: Request to subscribe to an ISBN agency

Service Code: 3

Service structure: CoreService

Service Type: Transactional

Category of Service Recipient:

- Business
- Individual

Legislation Governing the Service:

- Wetting deposit system
- ISBN guide from its agency

Conditions for Providing the Service:

- This service is available for publishing houses from the business sector
- There is no record

3.2. Service Access

Channels Providing the Service: National Library Department building /

Where to Provide the Service: Centralized

Branches Provided for the Service:

Contact and Contact Information:

Name: National Library Department building

Phone: 065662845

Email: nl@nl.gov.jo

Working Days: Sunday, Thursday

Working Hours : 8: 00 am-3: 00pm

3.3. Stages of Service Provision

if Provided Spatially:

Forms Used:

- Request to subscribe to ISBN -

Main Procedures for Providing the Service:

- Submit a request to subscribe to ISBN agency

- Receive an official book that includes approval to subscribe to ISBN agency in addition to the subscription number.

The Standard Time Taken to Provide the Service: 30.0 Minute

if Provided Electronic:

Main Procedures for Providing the Service(Electronic):

- Submit a request to subscribe to ISBN agency
- Receive an official book that includes approval to subscribe to ISBN agency in addition to the subscription number.

The Standard Time Taken to Provide the Service: 30.0 Minute

3.4. Documents (Documents required)

Documents Required to Obtain the Service:

Document	Governmental Department	Document Format
ISBN subscription request- paper - original	applicant	paper original
Proof of identity - paper copy	The Civil Status and Passports Department or the authority responsible for issuing passports in the applicants home country	paper copy
Certificate of commissioners to sign on behalf of the publishing house - Paper - Copy	Ministry of Industry and Trade	Paper Copy
Written delegation- Paper - Copy	Ministry of Justice	Paper Copy
Official book referenced by the name of the publisher signed and sealed - photo paper	publishing house	photo paper
A document showing the size of the book - paper - original	applicant	paper original
Publishing house license - Paper - Copy	Media Authority	Paper Copy
Publishing House Registration Certificate- Company - Paper - Copy	Ministry of Industry and Trade	Company Paper Copy
Document	Governmental Department	Document Format

3.5. Fees

Not specified

3.6. Service Output

Service Output Form	Validity of the Document
official book, official letter - Paper - Document	ساري المفعول

4. Deposit number request

5. Request an ISBN

5.1. Service Identity

Name of the service: Request an ISBN

Service Code: 5

Service structure: CoreService

Service Type: Transactional

Category of Service Recipient:

- Business
- Individual

Legislation Governing the Service:

- Wetting deposit system

Conditions for Providing the Service:

- The work must not have a previous international standard number under the same deposit number
- The service applicant must have a subscription number dedicated to his book publications (ISBN subscriber)
- To obtain the service, the work must have obtained a national deposit number before submitting the application

5.2. Service Access

Channels Providing the Service: National Library Department building /

Where to Provide the Service: Centralized

Branches Provided for the Service:

Contact and Contact Information:

Name: National Library Department building

Phone: 065662845

Email: nl@nl.gov.jo

Working Days: Sunday, Thursday

Working Hours : 8: 00 am-3: 00pm

5.3. Stages of Service Provision

if Provided Spatially:

Forms Used:

- Request an international standard number ISBN -

Main Procedures for Providing the Service:

- Submit an application for an international standard ISBN
- Filling in the form of confirming the validation of the data in the application
- Receive an official book containing an international standard ISBN

The Standard Time Taken to Provide the Service: 30.0 Minute

if Provided Electornic:

Main Procedures for Providing the Service(Electronic):

- Submit an application for an international standard ISBN
- Filling in the form of confirming the validation of the data in the application
- Receive an official book containing an international standard ISBN

The Standard Time Taken to Provide the Service: 30.0 Minute

5.4. Documents (Documents required)

Documents Required to Obtain the Service:

Document	Governmental Department	Document Format
Personal proof for a non -Jordanian - Paper - Copy	Residence and Border Department- High Commissioner for Refugees	Jordanian Paper Copy
Publishing house license - Paper - Copy	Media Authority	Paper Copy
Identity proof - Paper - copy	Civil Status and Passports Department and external	Paper copy
Written delegation- Paper - Copy	Ministry of Justice	Paper Copy
Certificate of commissioners to sign on behalf of the publishing house - Paper - Copy	Ministry of Industry and Trade	Paper Copy
The contract signed between the publisher and the author, according to the rules - Paper - Copy	applicant	Paper Copy

Document	Governmental Department	Document Format
An official book includes the national deposit number - Paper - Copy	The National Library Department	Paper Copy
Publishing House Registration Certificate-Company - Paper - Copy	Ministry of Industry and Trade	Company Paper Copy

5.5. Fees

Not specified

5.6. Service Output

Service Output Form	Validity of the Document
official book, official letter - Paper - Document	ساري المفعول

6. Request for information

6.1. Service Identity

Name of the service: Request for information

Service Code: 6

Service structure: CoreService

Service Type: Informational

Category of Service Recipient:

- Government
- Business
- Individual

Legislation Governing the Service:

- The law guaranteeing the right to obtain information for the year 2007
- The National Library system

Conditions for Providing the Service:

- The applicant is Jordainian

6.2. Service Access

Channels Providing the Service: National Library Department building

Where to Provide the Service: Centralized

Branches Provided for the Service:

Contact and Contact Information:

Name: National Library Department building

Phone: 065662845

Email: nl@nl.gov.jo

Working Days: Sunday, Thursday

Working Hours : 8: 00 am-3: 00pm

6.3. Stages of Service Provision

if Provided Spatially:

Forms Used:

- Review card -

Main Procedures for Providing the Service:

- Submit a request for information
- Payment of financial claims
- Receive the required information

The Standard Time Taken to Provide the Service: 30.0 Minute

if Provided Electronic:

Main Procedures for Providing the Service(Electronic):

- Submit a request for information
- Payment of financial claims
- Receive the required information

The Standard Time Taken to Provide the Service: 30.0 Minute

6.4. Documents (Documents required)

Documents Required to Obtain the Service:

Document	Governmental Department	Document Format
Proof of identity - paper copy	The Civil Status and Passports Department or the authority responsible for issuing passports in the applicants home country	paper copy
Request for obtaining information form- Paper - Original	The National Library Department	Paper Original
official book, official letter - Paper - Document		Paper Document
official book, official letter - Paper - Document		Paper Document

6.5. Fees

Fees	Conditions	Amount
The cost of using the CD	The cost of using the CD	0.25
The cost of printing information on A4 volume paper	The fees are met if the number of printed papers exceeds 10 papers	0.05
Photographs	2 Jds/ copy	2.0
Digital photos	1 JD/ copy	1.0
The cost of printing information on A3 volume paper	The fees are met if the number of printed papers exceeds 10 papers	0.5

6.6. Service Output

Service Output Form	Validity of the Document
required information - Electronic	ساري المفعول
required information - Paper - Document	ساري المفعول

7. Gift request

8. Training request

8.1. Service Identity

Name of the service: Training request

Service Code: 8

Service structure: CoreService

Service Type: Transactional

Category of Service Recipient:

- Business

Legislation Governing the Service:

- The National Library system

Conditions for Providing the Service:

- This service is provided to military personnel, students, recent graduates, government and private institutions

8.2. Service Access

Channels Providing the Service: National Library Department building /

Where to Provide the Service: Centralized

Branches Provided for the Service:

Contact and Contact Information:

Name: National Library Department building

Phone: 065662845

Email: nl@nl.gov.jo

Working Days: Sunday, Thursday

Working Hours : 8: 00 am-3: 00pm

8.3. Stages of Service Provision

if Provided Spatially:

Forms Used:

- training request -

Main Procedures for Providing the Service:

- Submit a training application
- Receive an official book that includes the approval decision of the application

The Standard Time Taken to Provide the Service: 2.0 Minute

if Provided Electornic:

Main Procedures for Providing the Service(Electronic):

- Submit a training application
- Receive an official book that includes the approval decision of the application

The Standard Time Taken to Provide the Service: 2.0 Minute

8.4. Documents (Documents required)

Documents Required to Obtain the Service:

Document	Governmental Department	Document Format
Proof of identity - paper copy	The Civil Status and Passports Department or the authority responsible for issuing passports in the applicants home country	paper copy

8.5. Fees

Not specified

8.6. Service Output

Service Output Form	Validity of the Document
official book, official letter - Paper - Document	ساري المفعول
Finish training book - Paper - Document	ساري المفعول
Training certificates - Paper - Document	ساري المفعول

9. Request to hold an event in the National Library

9.1. Service Identity

Name of the service: Request to hold an event in the National Library

Service Code: 9

Service structure: CoreService

Service Type: Transactional

Category of Service Recipient:

- Business
- Individual

Legislation Governing the Service:

- The National Library system

Conditions for Providing the Service:

- The book - the workbook must have a deposit number and it must be provided to the National Library when implemented.

9.2. Service Access

Channels Providing the Service: National Library Department building /

Where to Provide the Service: Centralized

Branches Provided for the Service:

Contact and Contact Information:

Name: National Library Department building

Phone: 065662845

Email: nl@nl.gov.jo

Working Days: Sunday, Thursday

Working Hours : 8: 00 am-3: 00pm

9.3. Stages of Service Provision

if Provided Spatially:

Forms Used:

- Request to hold an event

Main Procedures for Providing the Service:

- Submit a request to hold an event
- Submit the request to the Public Relations and Media Unit
- Receive the approval decision of the application

The Standard Time Taken to Provide the Service: 3.0 Minute

if Provided Electronic:

Main Procedures for Providing the Service(Electronic):

- Submit a request to hold an event
- Submit the request to the Public Relations and Media Unit
- Receive the approval decision of the application

The Standard Time Taken to Provide the Service: 3.0 Minute

9.4. Documents (Documents required)

Documents Required to Obtain the Service:

Document	Governmental Department	Document Format
Documents related to the training workshop- the conference - Paper - Copy	applicant	the conference Paper Copy
Proof of identity - paper copy	The Civil Status and Passports Department or the authority responsible for issuing passports in the applicants home country	paper copy
A copy of the book - the workbook to be published - paper - original	publishing house	the workbook to be published paper original

9.5. Fees

Not specified

9.6. Service Output

Service Output Form	Validity of the Document
Approval decision to hold an event in the National Library Paper - Document	ساري المفعول

10.Approval to destroy the goods

10.1. Service Identity

Name of the service: Approval to destroy the goods

Service Code: 10

Service structure: SubService

Service Type: Transactional

Category of Service Recipient:

- Business
- Individual

Conditions for Providing the Service:

- N/A

10.2. Service Access

Channels Providing the Service: Public Service Office Income and Sales Tax Department / Income and Sales Tax Department website /

Name	Phone	Email	Working Days	Working Hours
Public Service Office Income and Sales Tax Department	96264604444	istd@istd.gov.jo	Sunday -Thursday	8:00-3:00
Income and Sales Tax Department	96264604444	istd@istd.gov.jo	Sunday -Thursday	8:00-3:00
The website of the Income and Sales Tax Department				
Income and Sales Tax Department website				

Where to Provide the Service: Decentralized

Branches Provided for the Service:

Contact and Contact Information:

10.3. Stages of Service Provision

if Provided Spatially:

Forms Used:

- Duly filled application -

Main Procedures for Providing the Service:

- Submit a requisition or an official letter and attach the required documents
- Receive the approval letter for the formation of the coalition committee
- Carry out the destruction process in the presence of the beneficiary
- Receive the signed inventory minute

The Standard Time Taken to Provide the Service: 60.0 Minute

if Provided Electornic:

Main Procedures for Providing the Service(Electronic):

- Submit a requisition or an official letter and attach the required documents
- Receive the approval letter for the formation of the coalition committee
- Carry out the destruction process in the presence of the beneficiary
- Receive the signed inventory minute

The Standard Time Taken to Provide the Service: 60.0 Minute

10.4. Documents (Documents required)

Documents Required to Obtain the Service:

Document	Governmental Department	Document Format
Requisition or official letter	The beneficiary	
A list of the goods to be destroyed	The beneficiary	
Deed of deputizing, representation and authorization	Income and Sales Tax Department	
Identity proof of the taxpayer or delegate	Civil Status and Passports Department	

10.5. Fees

Not specified

10.6. Service Output

Service Output Form	Validity of the Document
An approval letter to destroy the goods لا يوجد	An approval letter to destroy the goods لا يوجد