

CATALOGUING-IN-PUBLICATION

GUIDE FOR PUBLISHERS

OPENING HOURS

Monday – Friday 9am to 5pm

CONTACT DETAILS

Cataloguing-in-Publication
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What is the Cataloguing-in-Publication Programme (CiP)?

The Cataloguing-in-Publication Programme (CiP) is a free service provided by the National Library of New Zealand Te Puna Mātauranga o Aotearoa, which enables books to be catalogued before they are published.

A CiP record is a brief description of a book which we create from information you provide, including the title, author, ISBN number, publisher, price and what the book is about.

What are the benefits of using CiP?

CiP records assist you in the promotion of your forthcoming publications. The records are added to the New Zealand National Bibliography and Te Puna National Bibliographic Database, which many prospective purchasers in New Zealand and overseas refer to. This is available on our website: <http://www.natlib.govt.nz>

We recommend you provide CiP information three months ahead of publication. This will maximise the opportunity for pre-publication orders.

The CiP record is also printed in the book. This tells libraries and other purchasers that a catalogue record is available from the National Library of New Zealand. They can then find the catalogue record online and download it onto their own library computers for acquisitions and cataloguing, saving them the cost and time of creating their own record.

Who can participate?

Any organisation publishing more than three titles a year. Due to resource constraints, self-publishers and publishers responsible for the works of only one or two authors are not generally eligible for the programme.

Which publications are eligible?

- New or revised books on all subjects, which are to be published in New Zealand.
- Maps and atlases, which are to be published in New Zealand.

Which publications aren't eligible?

- Works that are already published.
- Books which do not list a New Zealand city/place as the first place of publication.
- Serials, i.e. periodicals, annuals and other works which are regularly issued under the same title.
- Un-revised reprints of previously published books.
- Single articles reprinted from serials.
- Specialised publications of a transitory or ephemeral nature, such as catalogues, telephone directories, calendars, almanacs, timetables, colouring books, comic books, and cut-out books etc.
- Wall charts, multi-media teaching kits and other audio-visual and mixed media material.
- CD-ROMs and other computer discs and computer software etc.
- Music scores.
- Sound recordings.

If you're not sure if your title is eligible for a CiP record, please contact us at: cip@natlib.govt.nz

How do I join the CiP programme?

To apply to be part of the CiP programme, please complete the online CiP participation form, which is available on our website: <http://www.natlib.govt.nz/> or send an e-mail to cip@natlib.govt.nz if you'd like a Word version of the form.

How do I apply for a CiP record?

If publication is shared between two or more New Zealand publishers, the publisher with primary responsibility for the publication should apply for a CiP record. For each title, please complete a CiP new publication form and (if possible) provide copies of:

- The intended title page.
- The copyright/imprint page (normally the reverse of the title page).

- Additional material that will appear before the title page.
- The contents page.
- Any information that will help us to provide suitable subject access for your publication; for example introduction, summary, copy of jacket or publicity material.

The online form is available on our website:

<http://www.natlib.govt.nz>

Please send an email to cip@natlib.govt.nz if you'd like a Word version of the form.

Within three working days of receipt of your application form, you will receive a copy of the record to be printed in the book, and guidelines on how to print it. Please advise us if your request is urgent.

If you decide to change the title or other details of your publication after you have received the CiP data, let us know and we will update the changes on our database and send you the amended version.

After publication

When the book is published, to fulfil your legal obligations as a publisher, you must send two copies to our legal deposit section. More information on this can be found on our website: <http://www.natlib.govt.nz>

Once your publication is received, the CiP record will be updated to a full catalogue record. This record includes the number of pages and size of the published work, and any other information that may have changed. The full catalogue record will replace the CiP record that appears in our catalogues and databases.

Example of how CiP data appears in a book

National Library of New Zealand Cataloguing in Publication Data

Dalziel, Paul.

The New Zealand macroeconomy : a briefing on the reforms and their legacy / Paul Dalziel and Ralph Lattimore. 4th ed.

Previous ed.: 1999.

Includes index.

ISBN 0-19-558443-0

1. New Zealand—Economic policy—1984- 2. New Zealand—Economic conditions—1984- I. Lattimore, Ralph G. II. Title.

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