

Bibliography (NZNB), a source used by potential buyers – libraries and booksellers in New Zealand and major overseas libraries – as a basis for ordering new titles.

More information about legal deposit can be obtained from:

Legal Deposit Office
National Library of New Zealand
Te Puna Mātauranga o Aotearoa
PO Box 12-340
Wellington
T. 64-4-474 3104
E. legaldeposit@natlib.govt.nz

BUSINESS HOURS

Monday – Friday 9am to 5pm

CONTACT US

New Zealand ISSN Centre
National Library of New Zealand
Te Puna Mātauranga o Aotearoa

T. 64-4-474 3090
F. 64-4-474 3161
E. issn@natlib.govt.nz
W. www.natlib.govt.nz

PO Box 1467
Corner of Molesworth and Aitken Streets
Thorndon, Wellington, New Zealand

NEW ZEALAND INTERNATIONAL STANDARD SERIAL NUMBER (ISSN) CENTRE PUBLISHING A SERIAL?

If you are publishing a magazine, newsletter or some other serial, you may include an International Standard Serial Number (ISSN). This is the worldwide identification code for serial publications.

It is a unique eight-digit code, which should always be printed exactly as given, for example, ISSN 1173-201X.

The ISSN identification system is coordinated by the ISSN International Centre in Paris, France. Details of all serial titles are sent to the International Centre where the information is lodged in the ISSN Register.

Contact our staff in the New Zealand International Standard Serial Number Centre, which operates within the National Library, for your ISSN. This service is available for all serials published in New Zealand and is free of charge.

Participating in this system is entirely optional but highly recommended as it provides your publication with a global audience.

DEFINITION OF A SERIAL PUBLICATION

A serial is a publication issued in successive parts identified by a number and/or a date, linked by a common title and intended to continue indefinitely.

These include:

- magazines
- newspapers
- annual publications (such as reports, yearbooks and directories)
- journals
- monographs in series¹.

Serials can be published in printed form or in other formats including microfiche, microfilm, CD-ROM or online.

Serials do not include loose-leaf publications intended to be updated.

ISSUING AN ISSN

An individual ISSN is issued at the ISSN Librarian's discretion to:

- a serial title, whether new or a change of title
- each continuing, separately numbered supplement to a serial
- each numbered monographic series
- some serials where the issuing body changes its name
- each format of a serial issued in more than one medium concurrently, for example, print and CD-ROM.

The Centre requests that publishers notify it of any pending title change and avoid printing an old ISSN on a new title. If a publication that has an ISSN changes its title, then a new number may be required. When the publication of a serial ceases, the ISSN assigned to that serial's title must never be reused.

BENEFITS OF HAVING AN ISSN

An ISSN provides a serial title with a 'fingerprint' that allows publishers, book suppliers and libraries to easily locate and order it, if necessary.

The ISSN Register provides publication details of serials from all over the world. By gaining an ISSN for your serial publication, access to your publication becomes global.

¹ Monographs in series are publications issued with two titles, a common title (series title) which links them to other publications in that series, and an individual title. Monographs in series are often linked to an organisation, such as a university or a Government department, and have their own numbering system.

HOW TO APPLY FOR AN ISSN

You can request an ISSN by telephoning, writing, faxing or emailing us. An application form is also available on our website. Please ensure you include the following information:

- title
- numbering system on the first issue (for example, vol. 1, no. 1, date, etc)
- frequency
- publication date of first issue
- average size of each issue (for example, approximately 40 pages per issue)
- name, address and contact phone number of publisher.

An ISSN can often be reserved at the pre-publication stage to ensure that the first issue of a new serial bears the correct ISSN. However, the Centre must sight a copy of the serial title before it can be registered.

PUBLISHERS' RESPONSIBILITIES

Application of ISSN

Printed serials

The ISSN should be printed on the top right-hand corner of the front cover or in a prominent position (for example, the masthead) on every issue of your serial.

Non-print formats

The ISSN should be displayed on all accessible eye-readable portions (for example, container labels, fiche headers, disc labels) as well as on the title screen or main menu of electronic serials.

Monographs in series

The ISSN should be printed near the series title in a prominent position, either on the title page or cover, or both.

Legal Deposit

By law² you are required to deposit two copies of publications in physical format (for example print, CD-ROM) with the National Librarian at the Legal Deposit Office. Publishers of Internet documents are required to assist the National Library to make a copy of their document, on request.

Once the Legal Deposit Office has received your publication, it will be included in the New Zealand National

² National Library of New Zealand (Te Puna Mātauranga o Aotearoa) Act 2003, Section 31