

# **Guidelines for local ISMN agencies on the Implementation of 13-digit ISMNs**

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Berlin 2007

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## Introduction

The revised standard for ISMN will soon be published by ISO. By the revision the length of the number will be extended to 13 digits. The worldwide implementation date for the 13-digit ISMN is **1 January 2008**, with a transition period of several months.

These guidelines for local agencies exist to provide local ISMN agencies with an outline schedule of the changes, a checklist of issues that will need to be considered and answers to some anticipated questions.

The guidelines do not attempt to solve every possible problem that might arise and it is important that they are read in conjunction with the following documents that will be published soon:

- ISO 10957: 2008, *Information and documentation – International Standard Music Number (ISMN)*
- User's Manual – International edition (Fourth edition 2008, available as of early 2008)
- Guidelines for the Implementation of 13-digit ISMNs

## Timeline for the implementation of 13-digit ISMNs

**Already available from <http://ismn-international.org>**

- Guidelines for the Implementation of 13-digit ISMNs.

**By December 2007** – Each local agency notifies forthcoming changes in ISMN system including information in appropriate, local language(s) to publishers, booksellers, wholesalers, distributors and libraries, also to the national GS1 (EAN) office, booksellers and publisher associations, and the public based in the respective agency's area of responsibility.

**Until 31 December 2007** – Agencies continue to assign 10 digit ISMNs but should also provide information as to how the ISMNs may be converted to 13 digit equivalents by replacing the M- by 979-0-.

**January 2008**

- All agencies of the ISMN system assign ISMNs in 13 digit form only.
- All new publications and reprints made available on or after this date should display ISMNs in 13 digit form only.
- All publications should be ordered by quoting ISMN in 13 digit form.

# Checklist for agency preparations for the implementation of 13-digit ISMNs

## **Assess local agency readiness for 13-digit ISMN implementation**

- how easily can your systems be changed to assign and record 13-digit ISMNs?
- (assuming that the agency does this currently for 10-digit ISMNs) prepare to provide pre-calculated lists of ISMNs in 13-digit format to publishers joining the system in the future?

## **Plan, test and implement required agency system and procedural changes**

### **Prepare local translation of key documents**

- International Users' manual (Fourth edition, 2008, available soon as PDF document at <http://ismn-international.org>)
- Guidelines for the Implementation of 13-digit ISMNs

## **Investigate feasibility of providing software or other automated assistance for publishers to assist with conversion**

### **Plan and execute communication programme to publishers, booksellers etc**

- information and updates to local agency website on the forthcoming changes
- prepare, print and distribute information packs

## **Frequently-asked questions**

### **How will 10-digit ISMNs be converted to 13-digit numbers?**

The EAN prefix 979 will be added to all existing 10-digit ISMNs now in use or yet to be allocated by national agencies. The currently leading M- will be replaced by 0- (zero), so that each 13-digit ISMN will start with 979-0-. Effectively the resultant number will be the same as that which appears beneath the bar code now when 10-digit ISMNs are correctly converted to machine-readable format.

### **Who is responsible for conversion of the 10-digit format to the 13-digit format?**

Each national agency will be responsible for ensuring that publishers within their territories are fully informed of the changes. Agencies must provide publishers (and other interested participants in the industry of music notations such as booksellers, libraries etc) with clear instructions to enable them to convert ISMNs currently in 10 digits into 13 digit format.

### **From 1 January 2008, how should local agencies issue publisher identifier elements?**

From this date, all agencies should allocate ISMN ranges to publishers including the appropriate EAN prefix (979). Thus a prefix that would previously have been advised as:

ISMN M-345-24680-5  
will in future be notified as:  
ISMN 979-0-345-24680-5

**Should publishers continue to use their 10-digit allocations after January 1, 2008?**

Yes. However, the 10-digit numbers must be converted to 13-digit by the addition of the EAN 979 prefix. Publishers will be required to exhaust their 10-digit ISMNs before the national agencies issue them new 13-digit numbers.

**How will national agencies know that a publisher has exhausted its 10-digit blocks?**

The publisher must provide metadata for all of its 10-digit ISMNs to the national agency before it will be assigned a 13-digit block. This is a good opportunity for agencies with bibliographic databases to capture required information.

**Will agencies with publisher databases/directories be required to show assigned prefixes in both old and new formats?**

Yes. Publisher prefixes should be shown in both 10-digit and the new 13-digit formats.

**What should national agencies do to inform publishers of the 13-digit revision?**

Agencies should post the revision data on their websites. The agencies should undertake mailings to notify publishers. They should also use industry-related publications and organizations to alert publishers.

**When should national agencies begin to inform publishers?**

Agencies should notify publishers as soon as possible because publishers will be required to make major changes to their databases and systems to accommodate the 13-digit ISMN.

## **Useful Links**

ISO ISMN Web Page:

[http://www.iso.org/iso/iso\\_catalogue/catalogue\\_tc/catalogue\\_detail.htm?csnumber=43173](http://www.iso.org/iso/iso_catalogue/catalogue_tc/catalogue_detail.htm?csnumber=43173)

International ISMN Agency:

<http://ismn-international.org>