ISMN

Users'

Manual

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Preface

The ISMN (International Standard Music Number) has been quite successful during the fifteen years of its existence. Forty-seven ISMN agencies, representing some more countries and regions are now active members of the system. If something is to be desired it would be more applications in the music business as we see them in the ISBN community. Music publishing and the use of sheet music do not compare so easily with the world of books – notated music addresses a select, music literate audience, and the historical structures are different in the major music countries. A certain globalisation is seen nowadays through the growth of Internet suppliers who offer large amounts of sheet music and thus bridge the gap between the traditional music countries and the music lovers worldwide. The ISMN would be an ideal identifier for the material on the Internet, especially as it is compatible with more specialised identification systems.

The present new edition of the ISMN Users' Manual became necessary because of the revision of the ISMN standard (ISO 10957) which turned the formerly ten-digit number into a 13-digit one – in agreement with the ISBN.

Users' Manuals are not static – they are constantly in a process of revision in order to make them as useful as possible and adapt them to the current needs. Therefore also the present edition is by no means the definitive one – the most up-to-date version will be found on the website of the International ISMN Agency (http://ismn-international.org).

Berlin, April. 3, 2008 Hartmut Walravens

1 Background

When the ISBN proved to be a comprehensive rationalisation tool for the book trade, the music publishers also advocated a similar standard number for notated music. A retarding element in the discussion was the controversy whether a simple identification number would suffice or a bibliographic code was needed which represented amongst others also the link between the score and the individual parts. When the International Association of Music Librarians, Archives and Documentation Centres (IAML) – UK Branch – addressed the International ISBN Agency with the proposal of a ten-digit number without bibliographic codes, this scheme was published in the ISBN Review and immediately found wide acclaim. ISO/TC 46 accepted the proposal officially as a work project, and an agreement between European as well as American publishers and specialists was reached at a meeting of European and North American experts in Ottawa after intensive discussions. The main arguments to discard the previous idea of a bibliographic code were the long-standing experience with the ISBN and the option of incorporating a ten-digit number in the 13-digit international bar code system, by simply extending the «Bookland» field.

The ISMN draft was processed by ISO working groups in record time and was officially available as of the end of 1993 when the standard was published in Geneva.

The ISMN offers the options of a complete rationalisation of music publishing and the music trade as well as music libraries.

Originally, the ISMN was a ten-digit system (see also section 10. Appendix – 10-digit ISMN). From the year 2008 ISMN has been converted into a 13-digit system. ISMN starts with the EAN/Bookland prefix «979» followed by «0» (zero). The «0» (zero) has replaced the earlier «M» in the 10-digit system. Any 13-digit ISMN number starts with 979-0.

Unlike ISBN, there is no group number in the ISMN standard on the grounds that music is international.

An old ten-digit ISMN which is converted into a 13-digit ISMN keeps the same check digit. (Please, note: This differs from the conversion of an old ten-digit ISBN into a 13-digit one which can only be done by recalculating the check digit.)

1.1 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

Edition: All copies of a notated music resource produced from substantially the same original input and issued by the same entity or group of entities or a person. This covers material for sale, hire, gratis or for copyright purposes only.

Item: Edition of notated music, or a separately available component thereof.

Notated music: Graphical representation of music in any format.

2 How the International Standard Music Number (ISMN) is constructed

An International Standard Music Number (ISMN) consists of the prefix «979-0» followed by nine digits. Whenever it is printed or written, the number is preceded by the letters «ISMN».

In countries where the Latin alphabet is not used, an abbreviation in the local script may be used in addition to the Latin letters «ISMN».

2.1 Elements

The ISMN is divided into four elements, two of which are of variable length. When the ISMN is printed, each element is separated by a hyphen or space. The four elements are as follows:

2.1.1 Prefix element

The prefix «979-0» distinguishes the ISMN from the ISBN. 979 introduces the Bookland field within the EAN (GS1) barcoding system, and «0» denotes the first tenth of the overall numbers capacity which is defined for ISMN.

2.1.2 Publisher element

This element identifies a particular publisher. It designates the publisher of a given music publication. Publishers with a large output are assigned short publisher elements; publishers with a small output are assigned longer publisher elements (see Section 2.2).

2.1.3 Item element

This element identifies an edition of notated music which can represent a full score, a miniature score, a set of wind parts, an oboe part, etc. An item, in the terms of the Standard, is one separately saleable or available or obtainable constituent part of a music publication.

The item element is assigned to a particular item by the publishers from within the range of numbers assigned to them. The length of the item element will be inversely proportional to the length of the publisher element.

Item elements are normally assigned by the publishers themselves (for non-participating publishers, see Section 5). Publishers who assign their own item elements may use them to identify items in the publishing house throughout the planning stages, items they only publish as hire materials, etc.

2.1.4 Check digit

The check digit is calculated on a modulus 10 with alternating weights of 1 and 3 assigned from left to right beginning with the «9».

This means that each of the first twelve digits of the ISMN (excluding the check digit itself) is multiplied by an alternating sequence of the

numbers 1 and 3 from left to right. The sum of the products thus obtained, plus the check digit, must be divisible without remainder by 10. For example:

	prefix element				publisher element				item element				check digit	
	9	7	9	0	3	4	5	2	4	6	8	0	5	
Weight	1	3	1	3	1	3	1	3	1	3	1	3		
Products	9	21	9	0	3	12	5	6	4	18	8	0		= 95

Total: 95 + 5 = 100 --> 5 = check digit

As 100 can be divided by 10 without remainder, 979-0-3452-4680-5 is a valid International Standard Music Number.

2.2 *The number of digits in each element and how to recognize them in an ISMN*

The number of digits of the publisher and item elements is variable, although the total number of digits contained in these elements is always eight. These eight digits together with the prefix «979-0» and the check digit bring the total number of digits in an ISMN to thirteen.

Publishers with an expected large output will get numbers of three or four digits. Publishers with a smaller or small output will get numbers of five, six or seven digits. The table below shows the arrangement of publisher elements in relation to the total numbers available for item identification:

publisher element			total numbers available for item identification
000	-	099	100000
1000	-	3999	10000
40000	-	69999	1000
700000	-	899999	100
9000000	-	9999999	10

For ease of reading in print, the four elements of the ISMN are divided by spaces or hyphens. These separators, however, are not retained in the computer which recognizes the elements on the basis of the fixed ranges of numbers.

Looking at the ISMN 9790299102349, it will be seen that while there cannot be a publisher with the identifier 299 or 29910, there can be a publisher with the identifier 2991. A glance at the identifier ranges will show that the publisher element of this number must be 2991.

3 Scope of the ISMN

The ISMN is used to identify publications of notated music, whether available for sale, hire, gratis or for copyright purposes only.

The ISMN is not targeted at sound or video recordings (except in the rare case noted below): individual sound recordings are identified by the International Standard Recording Code (ISRC), and audiovisual works by the International Standard Audiovisual Number (ISAN). The ISMN is not used for books on music, which receive an International Standard Book Number (ISBN) (see Section 9 for the application of different types of standard numbers).

Each constituent part of a publication which is separately available must receive its own ISMN. Items to be numbered include:

- scores
- miniature (study) scores
- vocal scores
- sets of parts
- individual parts, available separately
- pop folios
- anthologies
- other media that are an integral component of a publication of notated music (e.g., a tape recording that is one of the «parts» of a composition)
- song texts or lyrics published with the notated music (if available separately)

- commentaries published with the notated music (also available separately)
- song books (optional)(see Section 9.1)
- micro-form music publications
- braille music publications
- electronic publications of musical notations

For books on music see the following list.

The following are not to be given ISMNs:

- books on music except when they contain examples of notated music
- stand-alone sound or video recordings (including recordings available on computer media)
- periodicals and series as a whole, as distinct from individual volumes in series (see Section 9.2)

4 Principles and procedures to be observed by publishers numbering their own publications

4.1 Assignment of a publisher element

A publisher will be assigned a publisher element by the national or regional agency, which will determine the range of item elements available to that publisher. The number of item elements will depend upon the length of the publisher element. The publisher should ensure that the agency has as much information as possible about the backlists of publications still available, as well as present and future publication programmes, in order that a suitable publisher element can be assigned. (For publishers with more than one place of publication, see Section 6.12.)

4.2 Authority

Publishers are responsible for assigning item elements to the single items that they publish. It is recommended that an ISMN be assigned when a production schedule is fixed for the item concerned.

4.3 Responsibility

Publishers must designate a person to be in charge of the assignment of ISMNs and the application of the pertinent regulations.

4.4 Register

Every publisher must keep a register of ISMNs that have been assigned. The register should include the ISMN, author, title and format (where appropriate).

4.5 The ISMN as stock or edition number

Publishers may use or adapt the ISMN as stock or edition numbers. Publishers, who may wish to retain previous stock or edition numbers in addition to the ISMN, will need to be able to translate between the different numbering systems.

5 Non-participating publishers

If by choice or for any other reason, a publisher does not accept responsibility for assigning ISMN to his publications, two alternatives are open to the national or regional ISMN agency:

(1)

The group agency can allocate a block of numbers for miscellaneous publishers and number all titles within that block irrespective of the publisher. In such a case the resulting ISMN will not identify the publisher of a specific title.

> It is strongly recommended that this procedure should be reserved for publishers who only publish an occasional title and who are never likely to be in a position to assume the responsibility for numbering themselves.

(2)

The group agency can assume responsibility for assigning a publisher element, a block of ISMNs associated with that publisher element,

assign a number to each publication and inform the publisher before publication of the number assigned.

In such a case, if the publisher agrees to do so, the ISMN can be printed in the edition. It is expected that such a publisher will eventually assume full responsibility for assigning his own ISMN.

6 Application of the ISMN

A separate ISMN must be assigned to every different edition of an item. Specifically, a new ISMN is required when:

- there is a change in the musical or literary content of a work, unless these are minor corrections.
- a literary text that is an integral part of a published musical work is altered.
- a translation of a literary text is added, removed or altered. A new ISMN must be assigned, even if text and/or music are otherwise unchanged.
- the physical size of an item is substantially changed in order to produce a new full study or miniature score edition.

An unchanged impression or unchanged reprint of the same item in the same format and by the same publisher must not be assigned a new ISMN (unless there is a change in binding as defined in Section 6.2). Similarly, a reproduction supplied on demand from the same origination should not be assigned a new ISMN, even if a new reproduction date is indicated on the reproduction.

Price changes do not require the assignment of new ISMNs.

6.1 Facsimile reprints and microform editions

A separate ISMN should be assigned to a facsimile reprint produced by a different publisher.

A microform edition should always be assigned a separate ISMN.

6.2 *Different bindings of printed music*

A separate ISMN must be assigned to each different binding in which a particular title is published, even if the contents are identical. For instance, a hardback edition and a paperback edition should each receive a separate ISMN.

Full score (paper-bound)	
Full score and commentary (boxed)	
Vocal score (paper-bound)	
Vocal score (cloth-bound)	= 4 ISMNs
Playing score (paper-bound)	
Playing score (without cover)	= 2 ISMNs

A change of cover design, where the contents of the item are unchanged, a change in colour or other marginal differences between the binding of one impression and a subsequent impression do not constitute a change of binding, and no new ISMN should be given. (For different formats of notated music in electronic form see section 6.3.8.)

6.3 *Different formats*

A separate ISMN must be assigned to each separately saleable or obtainable component of a publication.

It is strongly recommended that a complete list of the ISMNs assigned to all such components of a publication be displayed on one or more of these components (see Section 7.1).

6.3.1 Scores and parts

In a publication consisting of scores and parts, the full score, a set of parts as a whole, and each individual part (if available separately) must be assigned its own ISMN:

Full score	
Vocal score	
Set of chorus parts	
Individual chorus parts	= 4 ISMNs

6.3.2 Scores available as part of a set

Where a score is available only as an item in a set and not as an individual saleable item, it must be assigned the ISMN of the set:

Piano score and two parts available as one set	= 1 ISMN

However, if the score may eventually be made available as a separate item, it should be assigned its own ISMN.

Where a score is available both as a separate item and as part of a set, it must be assigned its own ISMN.

Score	
Score and parts, complete	= 2 ISMNs

The score will receive one ISMN and the complete set another.

6.3.3 Parts available separately

An ISMN must be assigned to each separately printed part which is available as a separate item:

Violin I part	
Violin II part	
Viola part	
Cello part	= 4 ISMNs

6.3.4 Parts available separately and in sets

Where separately printed parts are available as a set as well as being available as separate items, the set must be assigned its own ISMN as should each separately printed part:

Violin part	
Viola part	
Cello part	
Set of parts	= 4 ISMNs

6.3.5 Parts available only in sets

Where individual instrumental or vocal parts are not available separately but only as a set, an ISMN must be assigned to the set, and each separately printed part should receive the ISMN assigned to that set:

Score	
Set of parts	= 2 ISMNs

The score will receive its own ISMN; each individual part will receive the ISMN for the set only.

Note: Individual parts which are only available in a set should be assigned their own individual ISMNs, if and when they are made available as separate items.

6.3.6 Some parts available separately, some only in sets

Where some of the separately printed parts in a set are available individually and some are only available in a set, each separately available parts should be assigned its own ISMN as an individual item; all other parts receive the ISMN assigned to that set to which they belong:

Score	
Full set of parts	
Non-string set	
Violin I part	
Volin II part	
Cello/bass part	= 6 ISMNs

6.3.7 Multiple packs

Where a separately available item is also available in a pack that only contains multiple copies of the item, the pack should be assigned its own unique ISMN:

Leaflet, single copy	
Leaflet, pack of 100 copies	= 2 ISMNs

6.3.8 Electronic formats

Sheet music in electronic form will be treated the same way as printed material. If there are downloading options for different formats, different ISMNs may be advisable to avoid confusion.

6.4 *Different versions*

If a publisher issues a title in more than one arrangement or version, each arrangement or version must be assigned its own unique ISMN:

Piano solo	
Piano duet version	
Organ solo arrangement	= 3 ISMNs
High voice	
Medium voice	= 2 ISMNs

6.5 *Multi-volume publications*

An ISMN should be assigned to the whole set of volumes of a multi-volume publication as well as to each individual volume in the set (see Section 9.2):

Volume I – III (set)	
Volume I	
Volume II	
Volume III	= 4 ISMNs

Score and critical commentary (set)	
Score	
Critical commentary (available separately)	= 3 ISMNs

If one of the volumes is printed text, it may also be given an ISBN.

6.6 *Publications with subsidiary material*

Where a notated music publication includes subsidiary material, such as a separately published song text or lyrics, a commentary, or the like, and the items are sold only as a package, the subsidiary item should receive the same ISMN as the volume it accompanies:

Score	
Critical commentary, not available separately	= 1 ISMN
Voice and keyboard part	
Lyrics sheet, not available separately	= 1 ISMN

If the subsidiary item(s) is (are) sold separately as well as together, the publication should be treated as a multi-volume publication (see Section 6.5).

6.7 *Anthologies and excerpts*

Anthologies and excerpts must be assigned their own unique ISMNs, whether or not the items in the anthology or the larger work have been previously published or are long out of print.

An ISMN given to an individual item in a previous context may be displayed on the new publication, for instance, at the bottom of the first page of music of each piece. Such ISMNs must be clearly distinguished from the ISMN of the new publication.

6.8 *Back stock*

Publishers are urged to number their back stocks and publish the ISMNs in their catalogues. They should also print the ISMN in the first available reprint of an item from their back stock.

6.9 *Rights bought from other publishers*

Where a publisher, including an agent with the sole-selling rights, has bought the rights to a musical work from another publisher and pub-

lishes that work under his or her own imprint, the publication must be assigned a new ISMN by the new publisher. If several publishers have bought the rights, each for their own territory, each will assign their own ISMN.

6.10 Collaborative publications

A publication issued as a co-edition or joint imprint by several publishers may be assigned ISMNs by each participating publisher. The ISMNs of all publishers named in the imprint should be printed in the publication and clearly identified.

6.11 Music sold or distributed by agents

According to the principles of the ISMN system, a particular edition, published by a particular publisher, receives only one ISMN. This ISMN must be retained no matter where or by whom the music is distributed or sold. Only in the following exceptional circumstances may a number be assigned by a distributor:

- where an edition of notated music is imported by an exclusive distributor or sole agent from an area not yet in the ISMN system and to which, therefore, no ISMN has been assigned. In this case, an ISMN may be assigned by the distributor.
- where an edition of notated music is imported by several distributors from an area not yet in the ISMN system and to which, therefore, no ISMN has been assigned. In this case, an ISMN may be assigned by the national or regional agency with which those distributors are affiliated.

6.12 Publishers with more than one place of publication

A publisher operating in a number of places which are listed in the imprint will assign only one ISMN to the item.

A publisher operating separate and distinct offices or branches in different places may have a publisher element for each office or branch. Nevertheless, each item should be assigned only one ISMN,

and this assignment should be made by the office or branch responsible for the publication.

6.13 Prohibition on re-use of an ISMN

An ISMN once allocated must under no circumstances be re-used. This is of the utmost importance to avoid confusion. If a number is incorrectly assigned, it must be deleted from the list of usable numbers and must not be assigned to another title. Publishers will have sufficient numbers in their ranges for the loss of this number to be insignificant.

Publishers should advise the national or regional agency of deleted numbers and of the items to which they were erroneously assigned.

7 Printing and publicizing of the ISMN

The ISMN must appear on the item itself. This is essential for the efficient running of the system and should always be printed in easily legible type (9 point or larger).

7.1 Printing of the ISMN on music publications

7.1.1 Position of the ISMN

- The ISMN must be printed on the back of a score or part.
- If practicable, the ISMN should also be printed with the copyright notice.
- If it is not possible to print the ISMN in any of these positions, it should be printed in some other prominent position (e.g., at the bottom of the first page of music).
- When the item is a single sheet, the ISMN should appear in only one place on the item.
- If the item involves display of content stored in electronic form (e.g. an online item), the ISMN shall appear on the page or screen that displays the title or its equivalent (e.g. the initial screen

displayed when the content is first accessed and/or on the screen that carries the copyright notice).

- Each volume of a multi-volume set should bear a list of all the ISMNs pertaining to the particular volume and to the set as a whole. An item within a set should also bear a list of the ISMNs for each of the other individual items in the set.
- When the item is an anthology, the ISMN of the anthology must be clearly distinguished from any other ISMNs that may be printed on individual items contained in the anthology.
- If an item bears another identifier as well as an ISMN, these numbers should be printed close to each other. Each international standard number shall be preceded by the appropriate acronym (e.g. the letters ISBN, ISSN, ISRC, ISAN, ISWC, ISWC or ISMN).

7.1.2 Complete listing of ISMNs belonging to a publication

It is strongly recommended that a complete list of the ISMNs assigned to all constituent parts of a publication, followed by an appropriate qualification, be displayed on at least one of the items. If possible, the identical list should be displayed on one or more of the other items as well.

Examples:

- ISMN 979-0-3217-6543-6 (score[1])
- ISMN 979-0-3217-6544-3 (vocal score)
- ISMN 979-0-3217-6545-0 (set of parts)

This list should appear at least in the score, preferably also in the vocal score, perhaps also in each part.

- ISMN 979-0-3217-6546-7 (score, bound)
- ISMN 979-0-3217-6547-4 (score, pbk.)

This list should appear both in the bound and the paperback score.

1 Identifying terms are illustrative, not prescriptive. They will be given in the language of the publication.

- ISMN 979-0-3217-6548-1 (set)
- ISMN 979-0-3217-6549-8 (vol. 1)
- ISMN 979-0-3217-6550-4 (vol. 2)
- ISMN 979-0-3217-6551-0 (vol. 3)

This list should appear in all three volumes; at least the ISMNs for the set and the current volume must appear in each volume. For a multi-volume publication see Section 6.5.

If a set of parts is distributed in a wrapper, the ISMN for the set must be printed on the wrapper. If the parts are available individually, the ISMNs of all individual parts should also be given on the wrapper.

7.2 Printing of the ISMN in machine-readable coding

For OCR (optical character recognition) purposes, the ISMN should be printed in OCR-B format. The rapid, worldwide extension of bar code scanning has made it advisable to use the international 13-digit bar code. All these bar codes start with a national identifier except those on books, periodicals and notated music. Because of the international network of the book trade, the digits 978 and 979-1 to 979-9 for books, 979-0 for notated music and 977 for periodicals are considered a «bookland».

The 13-digit ISMN is identical with the bookland ISMN for barcoding purposes.

The ISMN printed in bar code symbols looks as shown below:

ISMN 979-0-2600-0043-8

7.3 Providing the 13-digit bar code. Instructions for makers of film masters

To provide ISMN bar code film masters to publishers to print on their product the following procedures should be observed:

- Validate the ISMN provided by the publisher using the ISMN check digit validation routine to avoid any transcription or transposition errors (see ISMN check digit calculation algorithm).

- Print the following:

  1. ISMN in human-readable numbers (OCR-B),
  2. ISMN bookland in bar code,
  3. ISMN bookland in human-readable numbers.

All of these procedures should be accomplished by computer programming. EAN technical requirements for bar code printing should be observed.

ISMNs printed in machine-readable form are still subject to the rules laid down in this manual. The considerable number of additional rules and recommendations makes it necessary that those who wish to print the ISMN in a scannable font, ask their local agency for advice and for the names of bar code producers in their area.

7.4 Publicizing the ISMN

ISMNs should appear in publishers' advertisements, catalogues and stock lists; they should also appear on leaflets, brochures and all other publicity and marketing materials.

It is recommended that in such materials the ISMN is printed in a prominent position close to the title and description of the item.

The full ISMN should always be given, although it is acceptable to omit the letters «ISMN» as long it is clear that the number is an International Standard Music Number.

8 Administration of the ISMN system

The administration of the ISMN system is carried out at three levels: the international, national or regional and publisher levels.

8.1 International administration

The international administration of the system is handled by the International ISMN Agency, which is a membership association. All ISMN agencies are to be members.

The governing bodies of the Association are the Board, and the General Assembly. The Board consists of three members: the Chair Person, the Vice Chair Person, and the Treasurer. The Chair Person or the Vice Chair Person represents the Association. The Treasurer represents the Association together with one of the other two Board Members. In order to fulfill its duties, the Board may draw on the assistance of third parties.

The Board transacts the business of the Association and is responsible for all matters which are not assigned to another body of the Association. In the first place, it has the following responsibilities:

a) to prepare for, and to summon the General Assembly, to draw up the agenda

b) to present an annual statement of accounts and a progress report

c) to submit a budget

d) to appoint the manager of the agency

The Annual General Meeting makes all decisions, controls the budget and is in particular responsible for:

a) the election of the Board and the two auditors

b) decisions with respect to proposals submitted by the Board

c) the setting of the membership fees

d) the approval of the budget plan

e) the approval of the minutes of the last General Assembly

f) the appointment of an external auditor for the annual statement of accounts

g) the receipt and approval of the annual report and the annual statement of accounts
h) the removal of the Board
i) decisions regarding changes of the Statutes
j) the decision to dissolve the Association

The address of the International ISMN Agency is:

Internationale ISMN-Agentur (International ISMN Agency)
Schlossstr. 50
12165 Berlin (Germany)
tel.: +49 30 7974 5002
fax: +49 30 7974 5254
e-mail: ismn@ismn-international.org
http://ismn-international.org

The principal functions of the International ISMN Agency are:

- to supervise the use of the system
- to approve the definition and structure of national and regional agencies
- to allocate identifiers to national and regional agencies
- to advise national or regional agencies on the allocation of publisher elements
- to promote the world-wide use of the system
- to select an international board of experts to help with problem solving
- to promote the exchange of information by means of publications and regional meetings
- to publish and update an instruction manual
- to coordinate ISMN bar code applications

In addition, the International ISMN Agency offers the following services. It will

- provide a national or regional agency with lists of ISMNs (with computer-generated check digits) for the use of publishers in the agency's territory, or with the necessary software for this purpose, respectively
- provide an international music publishers' directory from information supplied by national or regional agencies
- provide a computer printout of invalid or duplicate ISMNs from information supplied by national or regional agencies (if applicable)

8.2 National or regional administration

The assignment of publisher elements and the liaison with publishers in the ISMN system is normally handled by national or regional agencies. The national or regional ISMN agencies are appointed by the International ISMN Agency on the basis of a contract, and thus become members of the system.

The functions of a national or regional agency are:

- to maintain contacts with the publishers in the country or region and to introduce new publishers to the system
- to handle relations with the International ISMN Agency on behalf of all the publishers in the country or region
- to decide, in consultation with trade organisations and publishers, the publisher element ranges required
- to allocate publisher elements to publishers eligible to join the system in their country or region and to maintain a register of these publishers and their publisher elements
- to decide, in consultation with trade organisations and publishers, which publishers shall assign numbers to their own publications and which publishers shall have numbers assigned to their publications by the national or regional agency
- to provide technical advice and assistance to publishers and to ensure that standards and approved procedures are observed
- to make a manual of instruction for publishers available in the vernacular language(s)

- to make computer printouts of ISMNs available to publishers numbering their own publications with check digits already calculated
- to validate all ISMNs assigned by publishers numbering their own publications and keep a register of them
- to inform publishers of any invalid or duplicate ISMN assigned by them
- to assign numbers to all items from those publishers who do not assign their own ISMNs and advise these publishers concerned of the ISMNs assigned to them
- to achieve, thereby, total numbering in the country or region
- to arrange, with music listing and bibliographic agencies, the publication of ISMNs with the titles to which they refer
- to arrange, with publishers, the numbering of their back lists and the publication of these in appropriate trade lists and bibliographies
- to assist the trade in the use of the ISMN in computer systems
- to provide the International ISMN Agency regularly and free of charge with the complete data of publisher's prefixes and addresses for inclusion in an ISMN Music Publishers Directory
- to inform the International ISMN Agency regularly about its own activities and the current state of the ISMN system in the country or region
- to contribute financially to the maintenance of the International ISMN Agency

9 ISMN AND OTHER INTERNATIONAL STANDARD NUMBERS

9.1 ISBN

Some music publications may be distributed through the book trade. Publishers issuing music materials intended for the book market may assign an ISBN (International Standard Book Number) in addition to the ISMN.

It is sometimes difficult to decide whether a publication (such as a song book, a hymnal or an album with extensive textual or illustrative material) is a music edition, a «normal» book, or both. In these cases also, both an ISMN and an ISBN may be assigned. If the publisher wishes to use only one type of number, the choice is at the publisher's discretion, but the ISMN may be preferred in case of doubt.

The application of the ISBN is described in a separate booklet. The ISBN system is administered by the International ISBN Agency, group agencies and national agencies. The address of the International ISBN Agency is

International ISBN Agency
c/o EDItEUR
39-41 North Road
London N7 9DP
United Kingdom
tel: +44 (0) 207 607 0021
fax: +44 (0) 207 607 0415
e-mail: brian@isbn-international.org
http://isbn-international.org

The ISMN and ISBN, where they are both assigned, must be printed on the publication and clearly identified.

9.2 ISSN

In addition to ISMN and ISBN, a complementary numbering system for continuing resources (formerly: serial publications) is also in existence, the International Standard Serial Number (ISSN).

One part of continuing resources – serial publications – is defined as any publication, regardless of medium, issued in successive parts, often bearing numerical or chronological designations and intended to be continued indefinitely. Serial publications should be distinguished from multi-volume publications, which are intended to be complete in a finite number of volumes (see Section 6.5).

Serial publications include periodicals and series. There are only a few periodicals of notated music, but many music publications are issued in series. Both categories should be assigned an ISSN for the serial title (which will remain the same for all the issues of a periodical or individual volumes of a series) and an ISMN for each individual item in the series. (If the serial title changes, a new ISSN has to be assigned to the serial.)

The ISSN system, called ISSN Net, is administered by the ISSN International Centre whose address is:

ISSN International Centre
20, Rue Bachaumont
75002 Paris
France
tel.: +33 1 44 88 22 20
fax: +33 1 40 26 32 43
e-mail: issnic@issn.org
http://www.issn.org

Publishers of serials should apply for ISSNs to the ISSN International Centre or to their national ISSN centre, if there is one. Publishers do not assign ISSNs themselves. The ISMN and ISSN, where they are both assigned, must be printed on the publication and clearly identified.

9.3 ISRC

The ISMN is not targeted at sound or video recordings – except in those instances where they form part of a notated music publication (see Section 3). The International Standard Recording Code (ISRC) numbers each recording of a piece (but often not the physical item), regardless of the context or carrier on which it is issued. An ISRC can be permanently encoded into a product as its digital fingerprint. The ISRC system is administered by IFPI (the International Federation of Phonogram and Videogram Producers):

International ISRC Agency
c/o IFPI Secretariat
10 Piccadilly
London W1J 0DD
United Kingdom
tel: +44 (0)20 7878 7950
fax: +44 (0)20 7878 6832
e-mail: isrc@ifpi.org
http://www.ifpi.org/isrc

9.4 ISWC

The International Standard Musical Work Code (ISWC) (ISO 15707) is a numbering system which allows the identification of musical works (the term 'work' here refers to the creation as such, not to the various manifestations, editions or items of it). It is indispensable for copyright management. An ISWC begins with the letter «T» which is followed by a string of nine digits and by an additional check digit at the end of the string. The ISWC stays with the musical work to which it has been assigned on a world-wide level. Any kind of a musical work, published or unpublished, newly created or already existing, is eligible for an ISWC. The same is true for musical arrangements. The ISWC is administered by:

CISAC
20/26 Boulevard du Parc
92200 Neuilly-sur-Seine
France
tel: +33 1 55 62 08 50
fax: +33 1 55 62 08 60
e-mail: info@iswc.org
http://www.iswc.org

9.5 ISAN

The International Standard Audiovisual Number (ISAN) (ISO 15706) is applied to all audiovisual works. The term «audiovisual work» means any work consisting of an animated series of images, whether or not it is accompanied by sound. An ISAN identifies works, not publications or broadcasts as their physical representations. ISAN makes it possible for all rights holders (authors, interpreters, producers) to identify the audiovisual work.

The ISAN is administered by:

ISAN International Agency
30, rue de Saint Jean
1203 Geneva
Switzerland
tel: +41 22 5451000
fax: +41 22 545 1040
e-mail: info@isan.org
http://www.isan.org

9.6 DOI

The DOI (Digital Object Identifier) has been created by the publishing industry in order to identify electronic publications, especially in online form, for use on digital networks. A DOI assigned to content enhances a content producer's ability to trade electronically. It allows an efficient management of the content of digital objects in any form, links customers with content suppliers, facilitates the electronic trade, and allows an automated copyright management for all types of media.

The DOI is administered by the

International DOI Foundation
5, Linkside Avenue
Oxford, OX2 8HY
United Kingdom

tel: +44 1865 559070
e-mail: n.paskin@doi.org
http://www.doi.org

DOI is compatible with ISMN: It can integrate ISMN and other standard identifiers used by the publishing industry.

9.7 URN

URNs (Uniform Resource Names) are persistent identifiers for information resources. The Internet Engineering Task Force (IETF) launched the initiative in 1996 by nominating a URN working group.

URN is an umbrella system that can accommodate any existing identifier system, including DOIs. Every URN consists of three parts: the character sequence «urn:», the Namespace Identifier (NID) and the Namespace Specific String (NSS), as defined in Internet standard RFC 2141. NSS contains an identifier, such as ISMN. Namespace Identifier is a unique, registered name for the identifier system used as URN.

URNs will enable reliable Internet-based resolution services. It will be possible to retrieve either the resource itself, its description or a list of URLs from which the document will be found. From the user's point of view, URN utilisation will be easy; instead of typing URLs into their browsers' location window, future users can enter URNs. This service will be based on the standard Internet services HTTP and Domain Name Service, DNS.

10. Appendix – 10-digit ISMN

For the first 15 years of its existence the ISMN existed in a ten-digit form. The first element was the constant «M» (for Music). To turn a 13-digit ISMN into a ten-digit one, replace the initial «979-0» by «M».

To turn a ten-digit ISMN into a thirteen-digit ISMN, replace the «M» by «979-0».

The revision of the standard became necessary on account of the change in the ISBN. As many of the applications, especially in the distribution area, follow the needs of the ISBN community, ten-digit numbers had become problematic. So the 13-digit format ensures the compatibility with the trade applications.

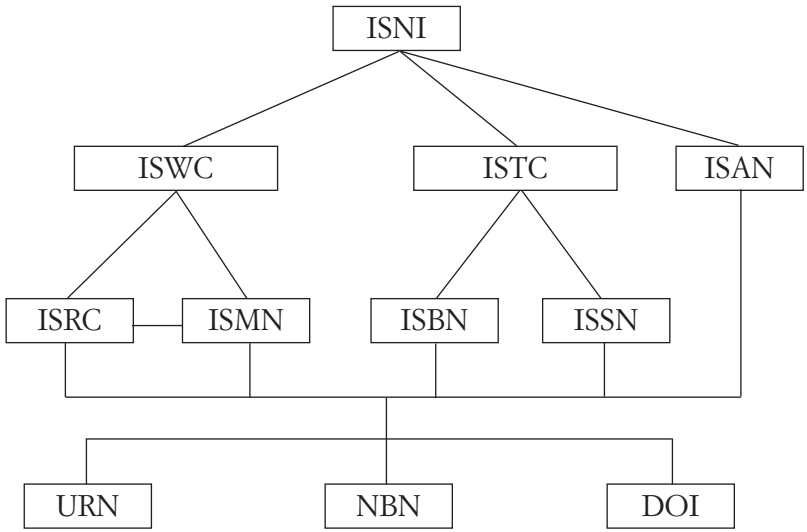
10.1 Reformating of the ISMN

For publishers it is advisable to change their files to the 13-digit ISMN completely. ISMN in directories and library catalogues, national bibliographies etc. do not have to be changed.

Publishers and music shops may use stickers for sheet music to display the new ISMN and the bar-codes.

ANNEX

A. The network of standards



ISNI: International Standard Name Identifier
ISWC: International Standard Musical Work Code
ISTC: International Standard Textual Work Code
ISAN: International Standard Audiovisual Number
ISMN: International Standard Music Number
ISBN: International Standard Book Number
ISSN: International Standard Serial Number
ISRC: International Standard Recording Code
URN: Uniform Resource Name
NBN: National Bibliography Number
DOI: Digital Object Identifier

B.1 Minimum metadata set for ISMN

The metadata associated with each ISMN assignment should be maintained by the ISMN registration agency or by its designated bibliographic agency.

Since ISMN registration agencies are managed by national libraries, bibliographic centres and trade associations, they are required to use the library cataloguing codes, or extended metadata schemes for trade directories, respectively. The core metadata set below is given mainly for illustrative purposes.

Minimum metadata set:

Data element	Comments
ISMN	Assigned by an ISMN registration agency
Product form	Coding which indicates the medium and/or format of the product
Title	The title of the publication, together with sub-title(s) where applicable
ISWC	The ISWC of the musical work content, when applicable
Series title and enumeration	When applicable
Contributor	Contributor role code(s) and contributor name(s)
Edition	Edition number (for editions after the first), type and statement
Language(s) of text	Using ISO 639-2/B language codes
Imprint	The brand name under which the publication is published
Notated music format	The special music format of a work, distinguishing it from other formats of the same work (e. g. : Full score ; Score and set of parts)
Publisher	The person or organization that owns the imprint at the date of publication
Country of publication	Using ISO 3166-1 country codes
Publication date	The date of the first publication under this ISMN. In the ISO 8601 format (YYYY-MM-DD)
Plate number	Especially when plate number constitutes a part of ISMN. (when applicable)
ISMN of parent publication	ISMN of the parent publication of which this publication is a part, when applicable

B.2 ONIX

ONIX is a family of XML-based standards for communicating metadata about books, serials and other published media. ONIX is developed and maintained by EDItEUR, the international publishing standards body, through partnerships with a growing number of other organisations.

ONIX for Books is the international standard for representing and communicating book industry product information in electronic form. The standard was developed as a response to the need to communicate rich product information electronically in a standard format between publishers, bibliographic agencies, wholesalers and booksellers. This enables product information to be processed automatically for use in catalogues, Internet bookselling sites, and other promotional material. ONIX for Books is now a book trade standard in many countries including Australia, Canada, Finland, France, Germany, Italy, Republic of Korea, Netherlands, Norway, Russia, Spain, Sweden, UK and US.

Although ONIX for Books does not currently include all the elements in the ISMN minimum metadata set, an ONIX for Printed Music could quite easily be developed if required.

(Text on ONIX by Brian Green)

CD-ROM «ISMN. The New Standard»

ISMN. The New Standard
ISMN. Der neue Standard
ISMN. La nueva norma
ISMN. Le standard nouveau
ISMN. Nová norma

An introduction to the International Standard Music Number, its structure, application, and administration.

On CD-ROM (Windows 95 and higher, Win NT 4.0 and higher) in English, French, German, Spanish, Czech, and Serbian.

Table of Contents:

- Why do we need a numbering system for printed music?
- How is the International Standard Music Number structured?
- What makes the ISMN so attractive for publishers and distributors?
- Who is responsible for the maintenance of the ISMN system?
- The ISMN people.

This CD-ROM can be ordered from the International ISMN Agency free of charge:

International ISMN Agency
Schlossstr. 50
12165 Berlin, Germany
fax: +49 30 7974 5254
e-mail: ismn@ismn-international.org