

**ALL INDIA INSTITUTE OF SPEECH AND HEARING, MYSORE -570 006****LIBRARY AND INFORMATION CENTRE****Application for International Standard Book Number (ISBN)***(Please provide the bibliographic information of the material(s) in the format given overleaf)***Personal Details**

1. Name of the Applicant (in capital letters) :
2. Department/Section :
3. Designation :
4. Phone
  - a. Land line/Intercom:
  - b. Mobile:
5. E-mail ID:

**Declaration**

I hereby declare that the bibliographic details of the material enclosed herewith are true and correct to the best of my knowledge. I have read and understood the instructions provided and agree to abide by them. An abstract of the work, not exceeding 250 words, is enclosed. Furthermore, I undertake to submit two copies of the publication(s) to the Library and Information Centre upon printing and publishing.

Signature of the Applicant

Forwarded for necessary action.

Head of the Department/Section

**Approved / Not Approved****Director****For office use only**

Date of receiving the application:

Letter No: &amp; Date of issuing ISBN:

Staff in Charge

Library and Information Officer

**Bibliographic Information of the Product/Publication**

(Before filling the details given below, please **read the instructions** overleaf and obtain the Product Code.

*Also enclose an abstract of the book not exceeding 250 words)*

1. Title :
2. Language :
3. Date of Publication :
4. Edition :
5. No of Volumes :
6. Product Form :  
(Refer to sl. no. 4 of the instructions)
7. Price : `
8. No. of Pages :
9. Author / Editor :
10. Product code :  
(Refer to sl. no. 2 of the instructions)

Name and Signature of the Applicant

# Instructions for ISBN Application and Submission

## 1. Abstract Submission

Please provide a brief abstract or summary of the book (maximum 250 words) on a separate sheet. Begin with the book title and clearly state its main objective. Mention the intended audience. Highlight unique features such as case studies, illustrations, visuals, exercises, or real-life examples. Briefly explain the significance of the book and include an overview of its structure, number of chapters, sections, and the presence of appendices, glossary, or index, if applicable

## 2. Product Code Request

Product Development Cell assigns a unique product code for each of the AIISH publication for better inventory management. Obtain the **Product Code** from the Product Development Cell by emailing [pdcc@aiishmysore.in](mailto:pdcc@aiishmysore.in). Please include the following details in your request:

- Title of the book
- Language
- Format (Print or Digital)
- Whether the material is priced or free
- Target audience

## 3. Separate Forms for Each Publication

If you are applying for ISBNs for multiple publications, please submit a **separate form for each item**.

## 4. Product Forms

Refer to **Appendix-I** for the list of different product forms eligible for ISBN assignment. Select the appropriate form for your material.

## 5. Timeline for ISBN Assignment

It generally takes about **one week** to assign an ISBN after the details are uploaded to the web portal of the **Raja Rammohun Roy National Agency for ISBN**, the official agency of the Government of India responsible for issuing ISBNs.

## 6. Communication of ISBN and Title Verso Page Preparation

Once the ISBN is assigned, the details will be shared with you. You must then prepare the **Title Verso Page** (also known as the **copyright page**) of the book, including the following:

1. Title of the book
2. Author/Editor
3. Name and address of the publisher, i.e. All India Institute of Speech and Hearing
4. Printer
5. Edition details (e.g., I, II, III, etc.)
6. ISBN
7. Copyright information
8. Product Code

A **soft copy** of the Title Verso Page must be submitted in **.jpg or pdf format** (maximum file size: **500 KB**) to [lio@aiishmysore.in](mailto:lio@aiishmysore.in) for uploading to the ISBN web portal for verification by the Government of India.

- A sample Title Verso Page is provided in **Appendix-II**.
- If the Title Verso Page is written in a language other than Hindi or English, a **translated version** in Hindi or English script must also be attached.

## 8. Important Note

Please note that the allotted **ISBN will be cancelled** if the final Title Verso Page is not uploaded to the portal. Therefore, ensure that the final Title Verso Page is emailed to [lio@aiishmysore.in](mailto:lio@aiishmysore.in) immediately after completing the editing work.

## Product Form for ISBN Registration

|                                            |                                                         |                                            |
|--------------------------------------------|---------------------------------------------------------|--------------------------------------------|
| BA--Book                                   | FA--Film or transparency(FA)                            | BF--Pamphlet(BF)                           |
| PB--Address book(PB)                       | FF--Film(FF)                                            | BC--Paperback / softback(BC)               |
| AB--Audio cassette(AB)                     | FE--Filmstrip(FE)                                       | BN--Part--work (fasc&#237;culo)(BN)        |
| AE--Audio disc(AE)                         | BP--Foam book(BP)                                       | PN--Pictures or photographs(PN)            |
| AF--Audio tape(AF)                         | BO--Fold--out book or chart(BO)                         | PQ--Plate (I&#225;mina)(PQ)                |
| AA--Audio(AA)                              | PG--Frieze(PG)                                          | PJ--Postcard book or pack(PJ)              |
| ZI--Audiobook player(ZI)                   | DE--Game cartridge(DE)                                  | PK--Poster(PK)                             |
| BJ--Bath book(BJ)                          | ZE--Game(ZE)                                            | XF--Poster, promotional(XF)                |
| VK--Betamax video(VK)                      | ZA--General merchandise(ZA)                             | AK--Pre--recorded digital audio player(AK) |
| BM--Big book(BM)                           | CE--Globe(CE)                                           | AL--Pre--recorded SD card(AL)              |
| VO--Blu--ray(VO)                           | BB--Hardback(BB)                                        | BI--Rag book(BI)                           |
| BH--Board book(BH)                         | VN--HD DVD(VN)                                          | PL--Record book(PL)                        |
| BA--Book(BA)                               | ZI--Jigsaw(ZI)                                          | DJ--Secure Digital (SD) Memory Card(DJ)    |
| PT--Bookmark(PT)                           | PH--Kit(PH)                                             | CA--Sheet map(CA)                          |
| XM--Boxed pack(XM)                         | XK--Large book display(XK)                              | CC--Sheet map, flat(CC)                    |
| PC--Calendar(PC)                           | BG--Leather / fine binding(BG)                          | CB--Sheet map, folded(CB)                  |
| PD--Cards(PD)                              | BD--Loose--leaf(BD)                                     | CD--Sheet map, rolled(CD)                  |
| VQ--CBHD(VQ)                               | AM--LP(AM)                                              | PI--Sheet music(PI)                        |
| AC--CD--Audio(AC)                          | DL--Memory Stick Memory Card(DL)                        | XG--Shelf strip(XG)                        |
| AH--CD--Extra(AH)                          | MB--Microfiche(MB)                                      | XL--Shrink--wrapped pack(XL)               |
| DC--CD--I(DC)                              | MC--Microfilm(MC)                                       | BL--Slide bound(BL)                        |
| DB--CD--ROM(DB)                            | MA--Microform(MA)                                       | FC--Slides(FC)                             |
| DK--Compact Flash Memory Card(DK)          | AG--MiniDisc(AG)                                        | ZC--Soft toy(ZC)                           |
| PE--Copymasters(PE)                        | PA--Miscellaneous print(PA)                             | XJ--Spinner(XJ)                            |
| XD--Counterpack – empty(XD)                | ZK--Mug(ZK)                                             | BE--Spiral bound(BE)                       |
| XE--Counterpack – filled(XE)               | SA--Multiple--item retail product(SA)                   | PP--Stickers(PP)                           |
| AD--DAT(AD)                                | SB--Multiple--item retail product, boxed(SB)            | XI--Streamer(XI)                           |
| PF--Diary(PF)                              | SE--Multiple--item retail product, loose(SE)            | VM--SVCD(VM)                               |
| EA--Digital (delivered electronically)(EA) | SF--Multiple--item retail product, part(s) enclosed(SF) | ZH--Tablet computer(ZH)                    |
| DA--Digital (on physical carrier)(DA)      | SD--Multiple--item retail product, shrink--wrapped(SD)  | ZM--Tableware(ZM)                          |
| EB--Digital download and online(EB)        | SC--Multiple--item retail product, slip--cased(SC)      | ZL--Tote bag(ZL)                           |
| ED--Digital download(ED)                   | PR--Notebook / blank book(PR)                           | ZD--Toy(ZD)                                |
| EC--Digital online(EC)                     | BK--Novelty book(BK)                                    | XA--Trade--only material(XA)               |
| LC--Digital product license code(LC)       | FD--OHP transparencies(FD)                              | ZF--T--shirt(ZF)                           |
| LB--Digital product license key(LB)        | AO--Online audio file(AO)                               | ZN--Umbrella(ZN)                           |
| LA--Digital product license(LA)            | PS--Organizer(PS)                                       | VP--UMD Video(VP)                          |
| DF--Diskette(DF)                           | ZY--Other apparel(ZY)                                   | O--Undefined(O)                            |
| ZB--Doll(ZB)                               | AZ--Other audio format(AZ)                              | DM--USB Flash Drive(DM)                    |
| DN--Double--sided CD/DVD(DN)               | BZ--Other book format(BZ)                               | VL--VCD(VL)                                |
| AN--Downloadable and online audio file(AN) | CZ--Other cartographic(CZ)                              | VJ--VHS video(VJ)                          |
| AJ--Downloadable audio file(AJ)            | DZ--Other digital carrier(DZ)                           | VA--Video(VA)                              |
| XB--Dumpbin – empty(XB)                    | FZ--Other film or transparency format(FZ)               | VF--Videodisc(VF)                          |
| XC--Dumpbin – filled(XC)                   | ZZ--Other merchandise(ZZ)                               | PO--Wallchart(PO)                          |
| AI--DVD Audio(AI)                          | MZ--Other microform(MZ)                                 | PM--Wallet or folder(PM)                   |
| VI--DVD video(VI)                          | XZ--Other point of sale(XZ)                             | XH--Window piece(XH)                       |
| DI--DVD--ROM(DI)                           | PZ--Other printed item(PZ)                              |                                            |
| ZG--E--book reader(ZG)                     | VZ--Other video format(VZ)                              |                                            |

**Title Verso Page of the Product – SAMPLE COPY**

Title : **Train your child in pre-academic skills**

Author : Malar,G

First Edition

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Manasagangothri,

Mysuru- 570 006,

India

Phones : 91-0821- 2502000 / 2502100

Fax : 91- 0821 - 2510515

E-mail : [director@aiishmysore.in](mailto:director@aiishmysore.in)

Website : [www.aiishmysore.in](http://www.aiishmysore.in)

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