



IMAN BOOKS

Notes for independent publishing

Registering the Copyright

Copyright is a form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of “original works of authorship,” including literary, dramatic, musical, artistic, and certain other intellectual works. Your work is considered having a copyright (meaning you own it – you own the rights to your copy) as soon as it is finished. As an author, you should REGISTER the copyright of your work to PROVE you own it.

1. Website: go to www.loc.gov/copyright/forms for copyright forms; go to www.copyright.gov for current fees.
2. Use form TX to register an entire collection of a non-dramatic literary work. See other forms for various genres of literature.
3. The fee is \$45.00 per application; \$35.00 to register online. Don't be cheap. Register that work! Send the application via certified mail with a return receipt. Why? To prove that it was sent! Please keep a photocopy of the application with the certified return receipt. And, don't lose it. Okay?
4. A certificate of registration will be received in about six months. I know that's a long time. I had a fit, too!
5. Poor Man's Copyright – This is a myth. It will not stand up to a challenge in court. Your book is protected for your entire life and then 50 years thereafter. (I believe you can will it to your descendants, though. I'll check with my attorney-friend and get back to you on this.)
6. Check website for the soon-to-be-available online applications processing.

Library of Congress Catalog Card Number

A Library of Congress control number (LCCN) is a unique identification number that the Library of Congress assigns to the catalog record created for each book in its cataloged collections. (It's like a Social Security Number that the Library of Congress uses.) Librarians use it to access the associated bibliographic record in the Library of Congress's database or other databases. The Library of Congress assigns this number while the book is being cataloged.

1. Website: <http://pcn.loc.gov/pcn>.
2. Catalog in Publication (CIP) Program is for publishing houses that have already three books published.
3. Preassigned Card Number (PCN) Program is for the self-publisher or the publisher who does not yet have three books published; cannot be assigned to a book that has already been published.
4. Submit application or apply online. It is free. (Ain't you glad something finally is?)
5. E-mail requests are processed within five working days after receipt of application. The preassigned number is obtained utilizing the account number and password which is returned to the applicant via e-mail.
6. Snail mail requests are processed within five working days after receipt of application. A copy of the application form is returned with the preassigned number notated in the box provided. I suggest

you apply online. It will give you such a rush to get that number back in a few days. Dig this, once you have gotten your account number and password from online application, when you apply for subsequent PCN numbers, those bad-boys come back in a few HOURS! That's right, HOURS!

7. Print preassigned number on back of the title page (verso side) - also known as the "copyright page" - preceded by the phrase, "Library of Congress Control Number."
8. You MUST send in a complimentary copy of the book to Library of Congress (in addition to copy sent for registration of copyright).
9. Books must be at least 50 pages (unless it is a children's book or genealogy).

ISBN (International Standard Book Number)

ISBN is a ten-digit number used to uniquely identify each individual title or edition of a title and is unique to that edition (like a Social Security number for books that bookstores and the publishing industry in general uses); can never be reused; the ten digit number is divided into four parts of variable length, each part separated by a hyphen.

1. Website: www.bowker.com. (Make it easy on yourself and apply online. But, don't forget to print out every aspect of the process!)
2. Issued by R.R. Bowker (888) 269-5372 x6770 – ISBN Department.
3. Four parts of ISBN: 1) group or country identifier identifies a national or geographic group of publishers; 2) publisher identifier identifies a particular publisher within a group; 3) title identifier identifies a particular title or edition of a title; 4) check digit is the single digit at the end of the ISBN which validates the ISBN (Roman numeral X stands for "10").
4. Fee - \$125.00 to obtain one (1) number; \$245.00 to obtain a set of ten (10) numbers. The application is processed within 10 business days and mailed out from the time the application is received. There are express and priority processing surcharges (check website for fees). The application can also be faxed or e-mailed and paid for by credit card. The ISBN log will then be forwarded by mail or e-mail. Again, I like instant gratification. I say apply online!
5. Send assigned ISBN in with completed Advanced Book Information form for each book title to be released.
6. In hardcover and paperback books, the ISBN should be printed on the verso side of the title page (which is known as the "copyright page"). In perfect-bound paperback books, the ISBN should also be printed on spine of book.
7. When a title is reprinted, regardless of price change, the original ISBN is maintained. However, revised editions require a new ISBN. A new ISBN is required when a book gets a new publisher. You must list the former ISBN and former publisher on the copyright page of the book.
8. A separate ISBN is assigned to different formats (paperback (paper), hardback (cloth), cassette, etc.).

Advanced Book Information (ABI) Form / Books in Print

BOOKS IN PRINT is a reference tool listing books and book products published and distributed in the US. BOOKS IN PRINT lists over four million titles (book, periodical, audio, and video). Complete the online form to have your title included in BOOKS IN PRINT. Retailers and online retailers request books for their stores using BOOKS IN PRINT.

1. Website: www.bowkerlink.com; register online at this site.
2. Not included in BOOKS IN PRINT: free material, unbound material, pamphlets, booklets, cartoon books and books available only to members of an organization, subscription-only titles, music manuscripts and sheet music.
3. The title will remain in books in print until the publisher requests that it be removed.

Bookland EAN Bar Code

1. Machine-readable symbol of choice for all published books. (It is like a Social Security Number for retailing and pricing.)
2. Comprised of 18 digits: 1) prefix 978 (to identify product as a book); 2) the first nine digits of the ISBN; 3) one digit assigned by Bar Code assignor; 4) a five digit code: the number 5 (to identify the US) + the price of the book.
3. Your graphic designer should be able to typeset your bar code – for free – when designing the cover for your paperback book.
4. Bowker charges \$25 for bar code graphics.

SAN (Standard Address Number)

The SAN is a unique, seven-digit identifier (like a Social Security Number for publisher's, publishing related companies and vendors) used to signify a specific address or a publishing organization. It is primarily used in order fulfillment.

1. Website: www.bowker.com.
2. Assigned by R.R. Bowker .
3. \$150.00 per address of the publishing company; there are express and priority processing surcharges (check website for fees).

Bibliography

Manuals

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3. The Chicago Manual of Style. Chicago: University of Chicago Press, 1993.
4. Herman, Jeff. Writer's Guide to Book Editors, Publishers and Literary Agents. Roseville: Prima Publishing, 2000.
5. Holt, Robert Lawrence. How to Publish, Promote and Sell Your Own Book. New York: St. Martin's Press, 1985.
6. Marius, Richard. A Writer's Companion. New York: Alfred A. Knopf, 1995.
7. Poynter, Dan. The Self-Publishing Manual. Santa Barbara: Para Publishing, 2000

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| 1. R.R. Bowker | www.bowker.com |
| 2. American Booksellers Association | www.bookweb.com |
| 3. Editor and Publisher | www.mediainfo.com |
| 4. Writer's Digest | www.writersdigest.com |
| 5. Copyright Office / Library of Congress | www.loc.gov/copyright |
| 6. National Endowment for the Arts | www.arts.endow.gov/index.shtml |
| 7. Poets & Writers | www.pw.org |
| 8. Publisher's Bookshelf | www.ParaPublishing.com |
| 9. PEN American Center | www.pen.org |
| 10. Fotel, Inc. | www.fotel.com (bar codes) |

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