



ISBN / ISSN AND LEGAL DEPOSIT: NATIONAL LIBRARY OF NAMIBIA
QUESTIONS AND ANSWERS

1. What is an ISBN / ISSN?

The International Serial Book Number (ISBN) is a series of 13 digits, arranged in a certain pattern, for example, 978-99945-71-01-1, to identify a book. Whereas, an International Standard Serial Number (ISSN) is an 8-digit code, used to identify newspapers, journals, magazines, and periodicals of all kinds and on all media, print and electronic. Every ISBN / ISSN is given only to a single publication in the whole world.

2. What is the purpose of the ISBN?

ISBNs facilitate automation in the book trade. Stock control and distribution are made much easier if every book has an ISBN. International Directories, which help Booksellers to identify and order books all around the world, are based on the ISBN system.

3. How does the Publisher benefit from an ISBN?

The Booksellers prefer to handle books with ISBNs. The Books with an ISBN stand a much better chance of getting into stock lists, catalogs and of being ordered from anywhere in the world.

4. Should a private person, who is only publishing a single book himself/herself, get an ISBN?

Certainly, yes, as it is a unique chance to get on the world map and sell copies to customers who otherwise would have no idea where to get /her book.

5. What is a Legal Deposit?

It is a law that requires the Authors/Publishers to give, free of charge, copies of every publication that is issued or produced in the country to the National Library of Namibia, as stated in the **Namibia Library and Information Service Act, Act number 4 of 2000**, which stipulates in Section 8(2)(a) that; if that Producer is a Government Office, shall deposit twenty (20) copies of the document with the National Archives, or if that Producer is not a Government Office, shall deposit five (5) copies of the document with the National Library.

6. Why Legal Deposit?

Legal Deposit serves a number of functions:

- It ensures that the national cultural heritage is collected and preserved, as the National Library is obliged to keep all Legal Deposit materials, make them available, and not discard any part of it.
- It serves as a basis for compiling the National Bibliography – a list of all publications in the country.
- It also serves to build a collection based on the country's publication, in order to help with research, learning and reading for pleasure. This collection is known as the Namibiana.

7. Which material should be delivered on Legal Deposit?

Basically, all printed or otherwise duplicated material is made accessible to the public or a section of the community through sale or free distribution. This includes print media as well as films, DVDs and CDs, or published data processing material (programs, games, etc.). The advertising leaflets, letterheads, and other stationery items, business cards, and the likes do not fall under the Legal Deposit.

8. What about the cost for the Publisher?

In general, one can assume that the cost for the few deposited books will be recovered through better sales from the additional publicity.

9. How should I proceed with the Legal Deposit?

The Author/Publisher is required to send the publications/copies to the National Library, Legal Deposit, Private Bag 13349, Windhoek, or hand-deliver them directly to the Library at Eugene Marais Street, Windhoek. In case the publication is a reprint, then only one (1) copy is required.

10. What do I get in return as a Publisher/Author?

You get an International Standard Book Number (ISBN) and an International Standard Serial Number (ISSN) for the publication, the basis of a barcode before publication. The provision of the ISBNs and ISSN is free of charge for every [Publisher/Author].

Please note. Authors/publishers may submit their manuscript through USB and e-mail and provide contact details of the Publisher and/or printing house for confirmation before an ISBN/s can be issued. One could contact existing Publishers or self-publish. (Author/Publisher).

Kindly see attached ISBN application form, please complete the highlighted section.

Any further questions?

Phone or write to the National Library of Namibia, Private Bag 13349, Windhoek

Tel 061-2935305/17* Fax 061-2935308

Email: info@nlas.gov.na

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REPUBLIC OF NAMIBIA

MINISTRY OF EDUCATION, ARTS, AND CULTURE

National Library of Namibia
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2 February 2022

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This printout provides for **(1) ISBN**. Please contact the National Library (061) 2935305/17 for a new printout when you wish to request a new number.

Please deliver 5 copies of the publication free of charge as a legal deposit to the National Library of Namibia (Act no.4 of 2000).

ISBN; Author/Title Date of publ. Edition Print-run Binding Remarks

ISBN:	
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Authors:

Title: