



Library and Archive Canada Setting Up Your Account

Overview

This guide will take you through the steps required to get an account with the Library and Archive Canada. This is the department of the Canadian government that provides ISBNs (International Standard Book Number). You will need a number for each form of your book– ebook, paperback, hard cover, and audio. This is a free service provided by the Canadian government..

This guide provides the steps to follow to set up your account with the Library and Archive Canada. Please note, they can take up to 10 days for your account to get set up. And you will need it set up to get your ISBNs. And those are required to upload your book.

In return, you will need to send in a copy of everything you have an ISBN for – a copy of your paperback, your ebook files, etc.

Included in this guide:

Instructions page 2
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To Read about ISBN Canada

<http://www.bac-lac.gc.ca/eng/services/isbn-canada/Pages/isbn-canada.aspx>

Instructions

There are screen shots to help you navigate. There are red arrows that indicate where you click. There are green confirm arrows that point to data you need to confirm is correct. And there are red fill in arrows that indicate fields you will need to fill in, provide information, or make a choice, and the occasional copy/paste.

LEGEND



Look for the red arrows for places to click



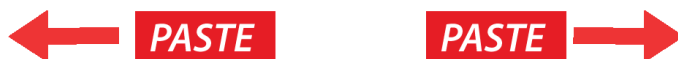
Look for these red arrows for fields you need to fill in.



Look for the green arrows for things to confirm.
You may need to edit the information.



Look for things to copy



Look for the place for you to paste
what you have copied to the clipboard.



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Steps to setting up your ISBN Canada account

1. Go to <http://www.bac-lac.gc.ca/eng/Pages/home.aspx>
Click on Popular Services
Click on ISBN



2. Click on Create an ISBN Canada account

ISBN Canada

✔ "Canadian Publisher" means a person or entity who:

- makes a publication available in Canada, and
- publishes from an official office of business located within Canada, and
- indicates that the published material's place of publication, when it is given, is within Canada, and
- has at least 75% of its employees based in Canada

The International Standard Book Number (ISBN) Canada online system is a free service that allows publishers to manage their ISBN account and logbook, to assign their ISBNs to future publications, and to modify information about their publications.

To request ISBNs, you must first create an account in the ISBN Canada online system. As a Canadian publisher or self-publisher, you are able to manage your own ISBN account. This will allow you to view your logbook online, update and edit data, as well as request new ISBN blocks.

See our tutorial video: [Everything you need to know about ISBN Canada](#).

To register, go to [create an ISBN Canada account](#).

To access your account, [login to the ISBN Canada online system](#)



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3. Agree to include your information in the Canadian ISBN Publishers' Directory

Create an ISBN Canada account

Confirmation of the ISBN Canada online system Registration and Statement of Use

This notice will serve as confirmation that by submitting your data as a result of registering with the Canadian ISBN Agency of Library and Archives Canada (LAC), you are granting LAC permission to include this data in the Canadian ISBN Publishers' Directory.

If you do not agree with all or part of this Confirmation and Statement of Use, please contact LAC

- by telephone at 1-866-578-7777 (toll free) Select 1 (English), 7 (service to publishers) and 3 (ISBN)
- or via email at ISBN.LAC@canada.ca

 [YES - I accept](#) | [No, leave the registration process](#)

4. Fill in the Publisher information of the form (first section). There are a couple of really critical items in this section.

The first is the Publisher Name. Most independent authors choose to use their own name, but if you wish to publish under a vanity name, then use that instead of your own name. This is the name that will appear as the publisher with online retailers. It is very important you remember exactly what you put here as it will be required for every book (print or ebook) you upload to any retailer.

The second is your email address for communications with the ISBN department.

5. Fill in the Publisher Former name if you have self-published under another name

Fill in the Contact Person Information. This is your contact information as you are requesting ISBNs on your own behalf.

For Publisher/ISBN Agency Activity, leave the last ISBN assigned and I don't remember fields blank if you've never requested one before. The last field in this section you should fill in with the number of ISBNs you think you will require over the next three years – one for each print book and a separate one for each ebook.



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Publisher Former Name (if applicable)

Former Name

Other Name Used to Publish Under (if applicable)

Other Name

Contact Person Information (if applicable)

Note: If you are requesting an ISBN on behalf of a publisher, please fill the section below so the information will be sent directly to you.

Contact Name

Contact Job Title

Mailing Address

City

Province

Country

Postal Code (e.g.: K5K 5K5)

Telephone (000-000-0000) Ext.

Facsimile (000-000-0000)

Email

Publisher/ISBN Agency Activity

What was your last ISBN assigned?

I don't remember

How many ISBNs do you estimate you will use in the next 3 years? (Please note that if you plan on publishing different formats such as hardcover, softcover, e-book you will need a unique ISBN for each edition)



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6. Fill in the final section, Publication Information to request your first ISBN. This is the part of the form you will fill in over and over again for each print book and ebook. Please note, if you are publishing an ebook and paperback, the same book title will require two ISBNs – one for the print version and one for the ebook version. Each ISBN is requested separately. For the Type of Publication, there is a drop down list to choose from. Choose either Book – Digital/Electronic for an ebook, or Book – Print for a print paperback. When everything is filled in, click on Submit

The screenshot shows the 'Publication information' form with the following fields and annotations:

- Type of Publication (required):** A dropdown menu with 'Select one' selected. A red arrow points to it from a red box containing the text 'FILL IN'.
- If other, please specify:** An empty text input field.
- Title:** An empty text input field. A red arrow points to it from a red box containing the text 'FILL IN'.
- Subtitle (if applicable):** An empty text input field. A red arrow points to it from a red box containing the text 'FILL IN'.
- Publication Date (yyyy-mm):** An empty text input field.
- Submit:** A button with a red arrow pointing to it from the left.

To the right of the form is a list of publication types. A red arrow points to the 'Book - Digital/Electronic' option, and another red arrow points to the 'Book - Print' option.

- Select one
- Book - Audio
- Book - Digital/Electronic
- Book - Print
- Brochure
- Calendar
- Cards
- Colouring Book
- Comic Book
- DVD
- DVD-ROM
- Downloadable audio file
- Game
- Journal
- Kit
- Loose-Leaf
- Magazine
- Map
- Music CD
- Newspaper
- Other - Audio format
- Other - Book format
- Other - Digital
- Pamphlet
- Pictures or photographs
- Postcard
- Poster - Educational
- Poster - Promotional
- Sheet music
- Shrink-wrapped pack
- Video
- Wall chart
- Website

7. It can take up to 10 days for the account to be set up. You will receive an email notification. Once you get that email, you can log in and acquire your ISBNs. There is a second guide for this step.