



# Library and Archive Canada

## Acquiring ISBNs For Your Books

### Overview

This guide will take you through the steps required to get your ISBNs from the Library and Archive Canada. You will need a number for each form of your book– ebook, paperback, hard cover, and audio. When requesting your numbers, request that they notify you with an email. You can then forward that to Dome Tree for reference. It saves you typing out this information, and avoids the risk of an error.

ISBNs are free from the Canadian government. The only requirement is that once you publish, you are required to provide the Library and Archive Canada with a copy of each item that has an ISBN. In other words, a copy of your paperback and a copy of your eBook. It's limited in scope for Canadian individuals.

Once you receive an email notification that your account is set up, this guide provides the steps to follow to get your ISBNs.

### Included in this guide:

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# Library and Archive Canada

## Acquiring ISBNs

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### 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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## Acquiring ISBNs

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### Requesting Additional ISBNs

1. When requesting additional ISBNs, you will need to login. Go to <http://www.bac-lac.gc.ca/eng/services/isbn-canada/Pages/isbn-canada.aspx>  
This time choose to login

Discover the Collection | Online Research | Services for the Public | Services and programs

Home → Services and Programs → ISBN Canada

### ISBN Canada

Create an ISBN Canada account

Login ←

Canadian ISBN Publishers' Directory

### 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](#)

### Related Sites

- ISMN Canada
- ISSN Canada
- Legal Deposit

2. Fill in your User Name and Password you created when you set up your account. Click on Login.

Library and Archives Canada

Discover the collection | Online research | Copies & visiting | Services and programs

Home → ISBN Canada → Login

### Login

Please enter your username and password.

Username: hispresenceministries ← FILL IN

Password: ..... ← FILL IN

Login ←

### ISBN Canada

- Login
- About ISBN Canada
- Canadian ISBN Publishers' Directory
- Help
- Comments




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## Acquiring ISBNs

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- Now that you have an account, most of your work will be done in the Manage Logbook section. Click on Manage Logbook.

<b>ISBN Canada</b>	<b>Profile</b>
Profile	<input type="button" value="Edit"/>
Change Password	<b>Profile Last Update:</b>
Logout	
<b>Logbooks</b>	<b>Publisher Information</b>
Search Logbook	<b>Publisher Name - English</b>
Manage Logbook 	<b>Publisher Name - French</b>
Request ISBN Prefix	<b>Is the publisher also the author/creator?</b>
Export to ONIX	<b>Contact Name</b>
Import ISBN	<b>Contact Job Title</b>
Import ISBN Log	<b>Language Correspondence</b>
About ISBN Canada	<b>Mailing Address</b>
Canadian ISBN Publishers' Directory	<b>City</b>
Help	<b>Province</b>
Comments	<b>Country</b>
	<b>Postal Code</b>

- You will see a list of all the ISBNs assigned to you. At the top is the link to add a new ISBN. Click on Assign ISBN (this is what you will do to get a new number)

<b>ISBN Canada</b>	<b>Manage Logbook</b>	<b>User: dometree (Dome Tree Publishing)</b>
Profile	<a href="#">Assign New ISBN</a> 	
Change Password	<ul style="list-style-type: none"><li>Click on the column title to sort by that column</li><li>Click on ISBN to edit publication information</li></ul>	
Logout	Results 1 - 10 of 19	



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## Acquiring ISBNs

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3. Fill in the Title of the book. Select the date you think it will be published (for sale).

Choose the Product Form from the drop down list. This will open the list you see in the gray box below. Generally you will choose either Electronic book or Paperback (I don't know why this list is different from the initial request list).

For Publication Status, choose Forthcoming. Once the book is published, you will need to come back in and change the status to Active.

Check to receive an email notification when an ISBN has been assigned by clicking on the check box of the Send confirmation field. When you get this email, please forward to Serenity@dometree.com so I can copy it into your book. It is also required when your files are uploaded.

When done, click on Save.

**Edit Publication**

User: dometree (Dome Tree Publishing)

**Warning: Please make sure your data has been saved before you select another option like "Help".**  
**Input the publication information:**  
For assistance please consult help files in menu.

---

ISBN: Assigned upon form completion

**Product Form**  **FILL IN**

**Title (required)**  **FILL IN**

**Projected Publication Date**   **FILL IN**

**Publication Status**

**Notes**

**Send ISBN confirmation by email** **FILL IN**

- Address book
- Audio
- Blu-ray disc
- ✓ Book
- CD-ROM
- Calendar
- DVD
- Diary
- Digital
- Electronic book **FILL IN**
- Hardcover book
- Kit
- Loose-leaf
- Miscellaneous print
- Mixed media product
- Online resource
- Other audio format
- Other book format
- Other digital
- Other printed item
- Other video format
- Pamphlet
- Paperback **FILL IN**
- Poster
- Sheet map
- Spiral bound book

And that's it! You have just acquired your first ISBN. Click on Manage Logbook again. You will now see your first request and assigned number. Click on Assign ISBN to request your second number.