




**NATIONAL LIBRARY OF THE
PHILIPPINES**

PROCEDURAL MANUAL

Bibliographic Services Division



NLP-078 Revision History 1 of 1 Rev. 1

	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines		Ref No.	NLP-091
	PROCEDURAL MANUAL		Date of Effectivity	May 19, 2021
	Bibliographic Services Division		Revision No.	1
			Page No.	Page 1 of 34

**BIBLIOGRAPHIC SERVICES DIVISION
PROCEDURAL MANUAL**

CONTROLLED



	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines PROCEDURAL MANUAL Bibliographic Services Division	Ref No.	NLP-091
		Date of Effectivity	May 19, 2021
		Revision No.	1
		Page No.	Page 2 of 34

TABLE OF CONTENTS

I.	INTRODUCTION	4
II.	ORGANIZATIONAL CHART	5
III.	Actual Duties and Responsibilities	
	Librarian III-V	6
	Librarian II-III	7
	Librarian I	8
IV.	PRODUCTS AND SERVICES	
	A. Philippine National Bibliography	8
	B. International Numbering System	
	1. International Standard Book Number (ISBN)	8
	2. International Standard Music Number (ISMN)	10
	3. International Standard Serial Number (ISSN)	12
	C. Periodical Indexing	14
	D. Special Bibliography	16
V.	POLICIES	
	A. Philippine National Bibliography	19
	B. International Numbering System	
	1. International Standard Book Number	19
	2. International Standard Music Number	79
	3. International Standard Serial Number	32
	C. Periodical Indexing	45
	D. Special Bibliography	60
VI.	PROCESSES AND PROCEDURES	
	A. Philippine National Bibliography	63

	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines		Ref No.	NLP-091
	PROCEDURAL MANUAL		Date of Effectivity	May 19, 2021
	Bibliographic Services Division		Revision No.	1
			Page No.	Page 3 of 34

B.	International Numbering System	
1.	ISBN issuance/requirements	64
2.	ISMN issuance/requirements	65
3.	ISSN issuance/requirements	68
C.	Periodical Indexing	69
D.	Special bibliography	69
VII.	CONTACT DETAILS	70
VIII.	DEFINITION OF TERMS	70
IX.	APPROVAL PAGE	82
X.	APPENDIX	
	Flowchart	84-87
	Letters to Filipiniana & Reference Division Chiefs and their Replies	88-91
	Brochures	92-97
	Forms	98-102


BIBLIOGRAPHIC SERVICES DIVISION

I. INTRODUCTION

Bibliographic Services Division (BSD) is one of the technical divisions of NLP. It serves as the National Center for International Standard Book Number (SBN), International Standard Serial Number (ISSN), and International Standard Music Number (ISSN).

BSD has the following core functions:

- Maintains an up-to-date Philippine National Bibliography (PNB)

	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines		Ref No.	NLP-091
	PROCEDURAL MANUAL		Date of Effectivity	May 19, 2021
	Bibliographic Services Division		Revision No.	1
			Page No.	Page 4 of 34

- Serves as the national center for the international standard numbering systems
- Prepares bibliographies and indexes of the national library's serial holdings

The Division has two sections:

Special Technical Services Section


This section is in-charge of the issuance of the ISBN, ISSN and ISMN which assigns identification codes to all books, serials, and musical publications for an efficient and economical method of communication among all industries. The section is also responsible for the maintenance and updating of the Philippine National Bibliography.

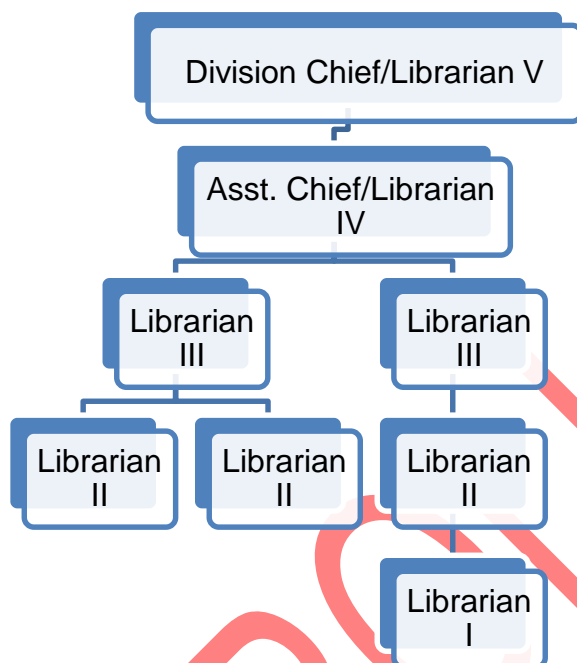
Indexing Section

This section performs the online indexing of current Filipiniana, foreign serials, and special collections and arranging them systematically.

This manual explains the function of the numbering system and the steps necessary to ensure that the numbers are correctly assigned, and provides guidance to the staff of the Division. Whoever will become the staff of the Division, this manual will be their guiding tool in ensuring quality service.

II. ORGANIZATIONAL CHART


	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines PROCEDURAL MANUAL Bibliographic Services Division	Ref No.	NLP-091
		Date of Effectivity	May 19, 2021
		Revision No.	1
		Page No.	Page 5 of 34



III. ACTUAL DUTIES and RESPONSIBILITIES

Librarian V

- *Over-all supervision, management and administration of work activities of the staff;*
- *Prepares program, activities and budget proposal of the Division;*
- *Prepares Division's performance targets;*
- *Approves and implements rules and regulations to the Division;*
- *Revises and edits monthly, quarterly and annual reports;*
- *Answers communications for final decision;*
- *Approves division's communications and reports and others;*
- *Approves certifications for whatever purpose the Client's needs;*
- *Conducts staff meeting;*
- *Performs other task that may be assigned from time to time; either by the Director or Assistant Director.*

	<p>NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines</p> <p>PROCEDURAL MANUAL</p> <p>Bibliographic Services Division</p>	Ref No.	NLP-091
		Date of Effectivity	May 19, 2021
		Revision No.	1
		Page No.	Page 6 of 34

Librarian IV


- *Acts in the absence of the Division's Chief;*
- *Assists in the supervision of the work activities in the Division;*
- *Takes charge in the administration of Philippine National Bibliography(PNB);*
- *Answers communications, inquiries thru e-mails, snail mails;*
- *Researches, prepares, gathers data and compiles special bibliography;*
- *Conduct in-service training to BLIS students and librarians;*
- *Performs other duties that may be assigned from time to time; either by the Director or Assistant Director.*

Librarian III

- *Serves as Section Head;*
- *Supervises and monitors the staff in indexing serial publications and numbering system;*
- *Does on-line indexing of articles of serial publications in KOHA system;*
- *Takes charge in the implementation of ISBN, ISMN and ISSN;*
- *Classifies, prepares worksheets of serial publications issued with ISSN;*
- *Encodes and submits to Virtua-client server periodical titles with issued ISSN;-*
- *Assists in issuance of ISBN, ISSN, ISMN;*
- *Issues publishers' prefixes to publishers;*
- *Answers communication regarding or about inquiry on numbering system;*
- *Answers telephone, walk-ins' inquiries regarding the numbering system;*
- *Prepares monthly, quarterly and annual reports of the Division;*
- *Performs other task from time to time.*

Librarian III

- *Serves as Section Head;*
- *Supervises and monitors the staff in indexing serial publications and numbering system;*
- *Does on-line indexing of articles of serial publications in KOHA system;*
- *Takes charge in the implementation of ISBN, ISMN and ISSN;*
- *Classifies, prepares worksheets of serial publications issued with ISSN;*
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	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines		Ref No.	NLP-091
	PROCEDURAL MANUAL		Date of Effectivity	May 19, 2021
	Bibliographic Services Division		Revision No.	1
			Page No.	Page 7 of 34


- Assists in issuance of ISBN, ISSN, ISMN;
- Issues publishers' prefixes to publishers;
- Answers communication regarding or about inquiry on numbering system;
- Answers telephone, walk-ins' inquiries regarding the numbering system;
- Prepares monthly, quarterly and annual reports of the Division;
- Performs other task from time to time.

Librarian II

- Does on-line indexing of serial publications to KOHA system;
- Assists in the issuance of ISBN, ISSN, and ISMN;
- Issues publishers' prefixes to publishers;
- Generates/converts ISBN & ISMN blocks;
- Assists in the editing, extracting of PNB files to be edited;
- Assists in the implementation of the ISSN, ISBN, ISMN in terms of answering inquiries thru emails, and postal mail;
- Generates/converts ISBN blocks;
- Prepares annual directories of ISBN, ISMN, ISSN, annual APP;
- Prepares monthly, quarterly and annual reports of the Division
- Answers telephone, walk-ins' inquiries regarding the numbering system;
- Maintains division records and files;
- Scans/hyperlinks and files submitted documents;
- Performs other task from time to time.

Librarian II

- Does on-line indexing of serial publications to KOHA system;
- Assists in the issuance of ISBN, ISSN, and ISMN;
- Issues publishers' prefixes to publishers;
- Generates/converts ISBN & ISMN blocks;
- Assists in the editing, extracting of PNB files to be edited;
- Assists in the implementation of the ISSN, ISBN, ISMN in terms of answering inquiries thru emails, and postal mail;
- Generates/converts ISBN blocks;-
- Prepares annual directories of ISBN, ISMN, ISSN, annual APP;
- Prepares monthly, quarterly and annual reports of the Division
- Answers telephone, walk-ins' inquiries regarding the numbering system;

	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines PROCEDURAL MANUAL Bibliographic Services Division	Ref No.	NLP-091
		Date of Effectivity	May 19, 2021
		Revision No.	1
		Page No.	Page 8 of 34

- *Maintains division records and files;*
- *Scans/hyperlinks and files submitted documents;*
- *Performs other task from time to time.*

Librarian II


- *Does on-line indexing of serial publications to KOHA system;*
- *Assists in the issuance of ISBN, ISSN, and ISMN;*
- *Issues publishers' prefixes to publishers;*
- *Generates/converts ISBN & ISMN blocks;*
- *Assists in the editing, extracting of PNB files to be edited;*
- *Assists in the implementation of the ISSN, ISBN, ISMN in terms of answering inquiries thru emails, and postal mail;*
- *Generates/converts ISBN blocks;*
- *Prepares annual directories of ISBN, ISMN, ISSN, annual APP;*
- *Prepares monthly, quarterly and annual reports of the Division*
- *Answers telephone, walk-ins' inquiries regarding the numbering system;*
- *Maintains division records and files;*
- *Scans/hyperlinks and files submitted documents;*
- *Performs other task from time to time.*

Librarian I

- *Does on-line indexing of serial publications to KOHA system;*
- *Assists in the issuance of ISBN, ISSN, and ISMN;*
- *Issues publishers' prefixes to publishers;*
- *Assists in generating/converts ISBN blocks;*
- *Answers telephone, walk-ins' inquiries regarding the numbering system;*
- *Scans/hyperlinks and files submitted documents;*
- *Maintains proper documentation of incoming documents via couriers;*
- *Prepares monthly attendance;*
- *Print forms & brochures of division;*
- *Performs other task from time to time.*

IV. PRODUCTS AND SERVICES

A. PRODUCTS

	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines		Ref No.	NLP-091
	PROCEDURAL MANUAL		Date of Effectivity	May 19, 2021
	Bibliographic Services Division		Revision No.	1
			Page No.	Page 9 of 34

1. PHILIPPINE NATIONAL BIBLIOGRAPHY

A very important reference tool for librarians, scholars, publishers, researchers, etc., the PNB is a collection of bibliographic records of the country's national literature that truly reflects the intellectual and cultural growth and development of the Filipino people. It includes monographs, first issues of periodicals, printed music scores, government publications and conference proceedings and non-book materials such as sound recordings, maps, CDs, and other resources.

2. SPECIAL BIBLIOGRAPHY

Special bibliographies are compilation of specific subject area covering all printed and non-printed Filipiniana materials published locally or abroad. It aims to provide special reference tool for scholars and researchers.

B. SERVICES


1. INTERNATIONAL NUMBERING SYSTEM

a. International Standard Book Number (ISBN)

ISBN is an internationally recognized system whereby code numbers are assigned to books for easy identification and speedy exchange of information about them among in all segments of the book industry and allied sectors. Specifically, it is a unique and unchangeable code number assigned to one title, one binding or edition of a work published by one publisher.

b. International Standard Music Number (ISMN)

ISMN is a unique code for the identification of music publications can be used wherever information needs to be recorded or communicated. A 13-digit number for the identification of all printed and digital music publications i.e. notated music such as scores, vocal scores, sheet music, anthologies of music, music part or separate parts for a particular instrumentation from a specific publisher or producer. It is compatible with

	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines		Ref No.	NLP-091
	PROCEDURAL MANUAL		Date of Effectivity	May 19, 2021
	Bibliographic Services Division		Revision No.	1
			Page No.	Page 10 of 34

the international EAN-13-digit barcode, an internationally recognized system whereby code numbers are assigned to facilitate international cooperation and information exchange.

c. International Standard Serial Number (ISSN)

ISSN is an international identifier for serials and continuing resources in the electronic and print worlds. It can be assigned to any serial or continuing resource whether past, present or to be published in the foreseeable future whatever the medium of production [e.g. print, online, CD-ROM, etc.].

2. PERIODICAL INDEXING


Indexing is the process of analyzing the informational contents or records of knowledge and expressing them in the language of the indexing system. Indexing system on the other hand is a set of prescribed manuals for organizing the contents of records of knowledge for purposes of retrieval and dissemination. Online indexing in the Bibliographic Services Division (BSD) is described as a computerized index to current Filipiniana serials that will facilitate the speedy retrieval of information. It covers daily newspapers, magazines subscribed by NLP through the Collection Development Division and other donated journal/serial publications and complimentary copies from the ISSN publishers.

V. POLICIES

As a general policy, the NLP through BSD serves as the National Center for Numbering System in the Philippines. The International Center formulated the User's Manual for its National Centers. See Annexes for ISBN, ISMN and ISSN User's Manual.

1. International Standard Book Number (ISBN)

An **ISBN** should be assigned to each title or product, including any backlist or forthcoming titles. Each format or binding must have a separate **ISBN** (i.e. hardcover, paperbound, VHS video, laserdisc, e-book format, etc). A new **ISBN** is required for a revised edition. Once assigned, an **ISBN** can never be reused. See Annexes ISBN users' manual London: Internat'l ISBN Agency.

	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines PROCEDURAL MANUAL Bibliographic Services Division	Ref No.	NLP-091
		Date of Effectivity	May 19, 2021
		Revision No.	1
		Page No.	Page 11 of 34

2. International Standard Music Number (ISMN)

The ISMN is used to identify publications of notated music, whether available for sale, hire, gratis or for copyright purposes only. See Annexes SMN users' manual Germany: Internat'l. ISMN Agency.

3. International Standard Serial Number (ISSN)

All continuing resources, whether past, present, or to be produced in the foreseeable future, whatever the medium of production, are eligible for ISSN assignment. Also eligible for ISSN assignment are those bibliographic resources issued in successive issues or parts which bear numbering and that also bear other characteristics of a serial (e.g. frequency in the title), but whose duration is limited (e.g. the newsletter of an event). See Annexes ISSN user's manual Paris: ISSN Internat'l Centre.

Payments/Fees


Payment of processing fee of all numbering system (ISBN, ISMN, ISSN) should not exceed the prescribed amount set by the National Center-Philippines. In case, that there is an excess amount, the Center shall:

- For Cash – excess money will be sent back, less the amount paid for delivery of the documents and the excess money.
- In case, there is a change in the processing fee charge, the National Center-Philippines will notify clients through its website and/or through newspapers for two consecutive weeks.

All publications received by Bibliographic Services Division with ISBN and ISSN shall be forwarded to the Collection Development as Legal Deposits.

4. Periodical Indexing

Indexing of periodicals is based on the same principle as those for indexing books, but it involves a stricter discipline, a wider knowledge and unswerving consistency. It is easy to make a good and consistent index to a book, for it is a single operation which can be carried out in a span space of time possibly performed by several persons and it involves or covers a greater amount of and variety of materials. See Annexes Periodical

	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines		Ref No.	NLP-091
	PROCEDURAL MANUAL		Date of Effectivity	May 19, 2021
	Bibliographic Services Division		Revision No.	1
			Page No.	Page 12 of 34

Indexing Guidelines.

D. Special Bibliography

A. Selection of Topics

In compliance to ISO 9001:2015; BSD have adopted the requests of the two(2) Reading Room Services (Filipiniana and Reference Division) as bases for creating Special Bibliography. (Please see attached correspondence).

VI. PROCESSES AND PROCEDURES


A. Step by Step Instructions

A.1. ISBN

- If this is your first time to apply for ISBN, submit the following requirements :
 - National Book Development Board Certificate of Registration/Accreditation as **PUBLISHER**. (Visit their website <https://booksphilippines.gov.ph/>)
 - Scanned **Title Page** of the Book
 - Scanned **Copyright Page** indicating the name of the Publisher and contact details ([See sample copyright page](#))
 - Fill-out forms [ISBN Fact Sheet](#) and [ISBN Information Sheet](#) in .pdf
- If you are already registered as Publisher
 - Scanned **Title Page** of the Book
 - Scanned **Copyright Page** indicating the name of the Publisher and contact details ([See sample copyright page](#))
 - Fill-out form/s [ISBN Information Sheet](#) in .pdf

Note: A letter for the reprint from original/international publisher /local publisher to reprint the original.


A.2. ISMN:

	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines PROCEDURAL MANUAL Bibliographic Services Division	Ref No.	NLP-091
		Date of Effectivity	May 19, 2021
		Revision No.	1
		Page No.	Page 13 of 34

- If this is your first time to apply for ISMN, submit the following requirements:
 - Product form or the physical or digital properties of a publication that differentiate it as a product. E.g. the same edition of a publication may appear in different product forms: hardcover; Braille; .pdf; .html; etc.
 - Fill-out forms [ISMN Fact Sheet](#) and [ISMN Information Sheet](#)
- If you are already registered as Publisher.
 - Product form or the physical or digital properties of a publication that differentiate it as a product. E.g. the same edition of a publication may appear in different product forms: hardcover; Braille; .pdf; .html; etc.
 - Fill-out form [ISMN Information Sheet](#)

1. BSD Staff:

- a) Check the ISBN/ISMN Directory of Publishers.
 - If it has already existing block, find the block and encode the data in Excel File, the author(s), title, edition, language, form of publication and name of staff on duty.
 - If not registered in the Directory, encode the Publisher's Information such Name of the Publisher, Contact Details and ISBN/ISMN Prefix. Generate the prefix and encode the data in Excel File, the author(s), title, edition, language, form of publication and name of staff on duty.
- b) Evaluate/assess the requirements submitted by the Publisher. If incomplete, the publisher will be informed of the lacking requirements.
- c) Save the documents in the computer / synology.
- d) Write the assigned ISBN/ISMN, put stamp, date, time and name of the staff who assisted the client.
- e) Issue payment slip

	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines		Ref No.	NLP-091
	PROCEDURAL MANUAL		Date of Effectivity	May 19, 2021
	Bibliographic Services Division		Revision No.	1
			Page No.	Page 14 of 34

- f) Record the ISBN/ISMN prefix in the logbook.
 - g) Record the information in the Turn-over Logbook.
 - h) Send via email or hand-over the duly-filled out ISBN/ISMN Information Sheet.
2. Client pays the application fee, fill-out the feedback form and present official receipt to in-charge for recording.
 3. Section Head registers the Publisher Information in the International Center.

A.3. ISSN

1. Submit the following:

- Fill-out application form [NLP-052 ISSN Information Sheet](#)
- Attached the following applicable requirements:


For a print version: complete issue or copy (in pdf or jpg files) of the cover, title page and editorial page. The editorial page must show the name and address of the publisher.

For a CD-ROM version: sample or copy (in pdf or jpg files) of the label affixed on the disc and/or on the container with the name and address of the publisher printed on.

For an online version: the URL (electronic address) of the publication. The name and address of the publisher must be displayed on the publication.

For a mobile version (for e-readers and smartphones): screenshots of the title screen and/ or of any other screens showing the name and the address of the publisher.

Please note that it is particularly important for the name of the publisher and the place of publication to be printed or displayed on the resource. The name and complete contact information (name of publisher/institution, address, telephone number, mobile

	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines		Ref No.	NLP-091
	PROCEDURAL MANUAL		Date of Effectivity	May 19, 2021
	Bibliographic Services Division		Revision No.	1
			Page No.	Page 15 of 34


number, e-mail (institutional domain)) must be displayed on the publication or publication website. Please note that it is particularly important for the name of the publisher, editorial board, frequency statement and the place of publication to be printed or displayed on the serial or continuing resources.

2. BSD Staff:

- a) Check the ISSN Directory, Virtua System, ISSN Portal if the publication is already registered;
 - If an ISSN is already issued, inform the applicant about the number.
 - If not, the applicant must accomplish two(2) copies of information sheet that contains Information about the publisher and the serial/periodical.
- b) Evaluate / assess the requirements submitted
 - If the requirements are complete encode the information in the database such as date of application, series title, publisher's name, starting date of publication, name of staff and OR number
- c) Issue payment slip and client pays the application fee and present official receipt to staff for recording
- d) Write the assigned ISSN, put stamp, date, time and name of the staff who assisted the client.
- e) Scan / download the information sheet, title and editorial page
- f) Classify and catalog the publication;
- g) Register in the Virtua system;
- h) File the ISSN Information sheet.

A.4. Application of ISBN, ISSN and ISMN using the International Standard Numbering System – Philippines Online Application System (INS-POAS)

1. Go to the link <http://116.50.242.167/ins/node/4>
2. Create an account through link <http://116.50.242.167/ins/user/register>
3. Only **ONE** account per publisher is allowed.
4. Fill-out all the required information about your publisher/company and authorized representative. Ensure that all the information you provided are correct. When you

	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines		Ref No.	NLP-091
	PROCEDURAL MANUAL		Date of Effectivity	May 19, 2021
	Bibliographic Services Division		Revision No.	1
			Page No.	Page 16 of 34


click the Create Account Button you can no longer edit the information. Any changes or update on the publisher / company information shall be directed to the Bibliographic Services Division (BSD) at bsd@nlp.gov.ph.

5. If this is your first to apply for ISBN or ISMN, you will be required to upload documentary requirement:

- **For ISBN:** National Book Development Board Certificate of Registration/Accreditation as **PUBLISHER**. (Visit their website <https://booksphilippines.gov.ph/>)
- **For ISMN:** Product form or the physical or digital properties of a publication that differentiate it as a product. E.g. the same edition of a publication may appear in different product forms: hardcover; Braille; .pdf; .html; etc.

Note: Uploading of documentary requirement can only be done during account creation.

6. If you are already registered as Publisher and have created an account, the BSD staff will validate the information you have submitted and if approved, you will receive a system-generated email containing a link that you will use to log-in and direct you to a page where you can set your password.
7. After setting up your password, you may begin applying for ISBN/ISMN/ISSN number by clicking one of the tabs in the menu.
 - For the first-time applicant of ISBN or ISMN number, please accomplished the [ISBN FACT SHEET](#) or [ISMN FACT SHEET](#) before applying ISBN or ISMN.
8. Applications with incomplete attachments or documentary requirements shall not be processed. Applicants will be informed of the status of their applications upon evaluation of the submitted documents.
9. The standard processing time is two (2) working days. Applications received after 4:00 PM shall be processed the next working day.
10. Remember to submit two (2) copies of your printed books or CD/DVD or email / link of downloadable file of your ebooks to NLP within 30 days of publication. Per section 2 of the Decree on Legal and Cultural Deposit (PD 812) (a) Within one month from the date of any printed book, as this term is defined herein, is first delivered out of the press, the publisher of such book shall furnish, free of charge and in the same finish as the best copies of produced, two copies thereof to the National Library."
11. Please be aware that details of publisher are registered by the NLP to the International Centres.

	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines PROCEDURAL MANUAL Bibliographic Services Division	Ref No.	NLP-091
		Date of Effectivity	May 19, 2021
		Revision No.	1
		Page No.	Page 17 of 34

A.5. Periodical Indexing

The Bibliographic Services Division receives serial publications for indexing from the Collection Development Division.


1. Search the Online Public Access Catalog (OPAC) by title or author's name.
 - If the article is already an existing record, check the title of the article, title of the publication and others.
2. If the title of the article is not found, encode the bibliographic data following the Indexing Manual.
3. After indexing the publication, segregate it and make 2 copies transmittal slip for delivery to the Reading areas.

A.6. Special Bibliography

1. Search the local and international databases;
2. Copy the information found;
3. Arrange alphabetically the data gathered using the APA format;
4. Arrange or categorize the data gathered as to books, periodical articles, theses
5. and dissertations, websites, etc.;
6. Editing of entries;
7. Print or have a soft-copy of the gathered data to be given to the requesting party.

A.7. Philippine National Bibliography

4. Log in to <http://10.10.10.61:8082> with username and password
5. Go to Tools and select Stage MARC record management.
6. Click desired File name folder for editing (or the month assigned to you for validation). See image below. e.g. jun2020book23
7. Once inside the File name folder, click the Record number to edit entries.


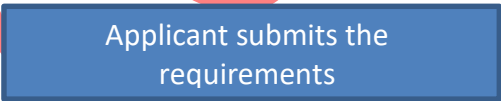
	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines PROCEDURAL MANUAL Bibliographic Services Division	Ref No.	NLP-091
		Date of Effectivity	May 19, 2021
		Revision No.	1
		Page No.	Page 18 of 34

NOTES

- Observe the following by counter checking the PNB entry information to the ISBN records:
 - ISBN qualifier should be non-abbreviated and in parenthesis. e.g. (pbk) to (paperback) ; (hbd) to (hardbound)
 - Proper grouping/chunking of ISBN elements, if in case it is a foreign ISBN, leave it as it is in tag 020 subfield a.
 - Always copy ISBN (if it is a monograph) from tag 020 subfield a to tag 920 subfield a then hyphenate the ISBN. E.g. 978-971-27-3484-7 (paperback)
 - Check if the ISBN is the exact and correct identifier of a particular publisher, if NOT, indicate at tag 500 subfield a to where the ISBN originally belongs. e.g. ISBN 978-971-27-3484-7 (paperback) originally belongs to Anvil Publishing.
 - At tag 940 subfield a add another same tag and input your name as PNB editor/validator. E.g. joy, henry, jopen, malou, etc.
 - For tag 942 subfield h omit the decimal part of the class number, e.g. from 372.40833 to 372
 - Don't forget to confirm the item type

Flow Chart / Process Flow

ISBN / ISMN APPLICATION

ACTIVITY	PROCEDURE
<div style="text-align: center;">  <p>Start</p> </div>	
<div style="text-align: center;">  <p>Applicant submits the requirements</p> </div>	ISBN and ISMN applicant submits the requirements.



NATIONAL LIBRARY OF THE PHILIPPINES

T.M. Kalaw Street, Ermita, Manila, 1000 Philippines

PROCEDURAL MANUAL

Bibliographic Services Division

Ref No.

NLP-091

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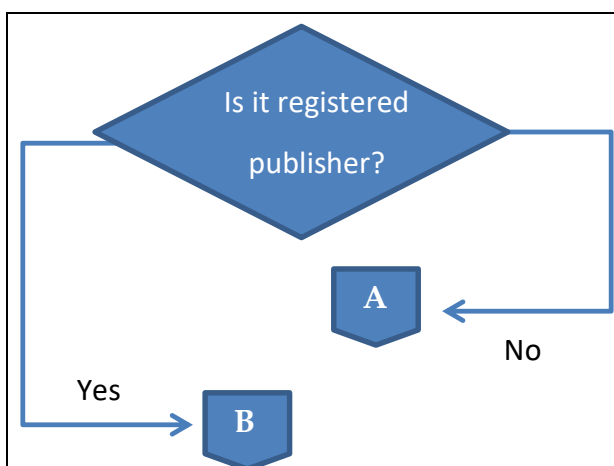
May 19, 2021

Revision No.

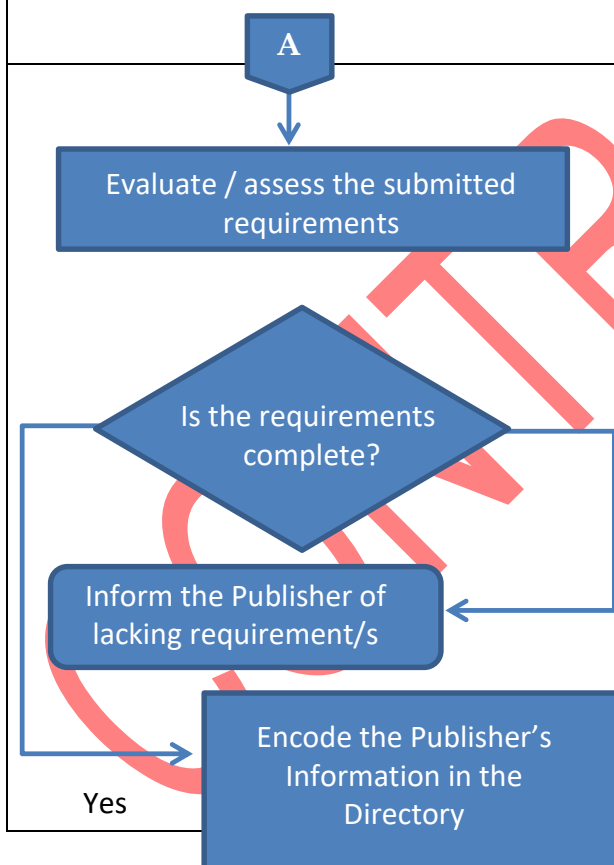
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Page No.

Page 19 of 34




Check the ISBN/ISMN Directory of Publishers.




Evaluate/assess the requirements submitted by the Publisher.

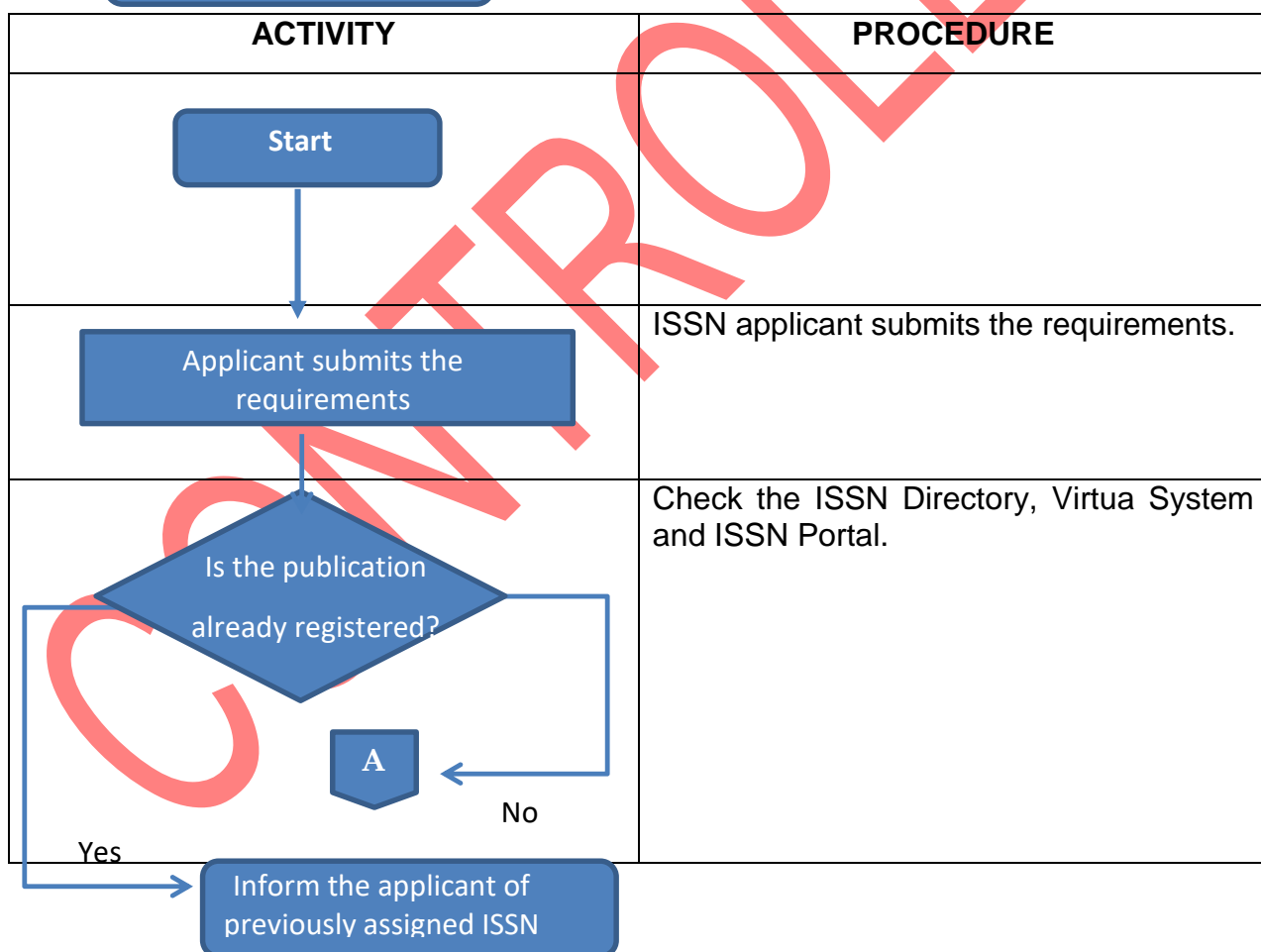
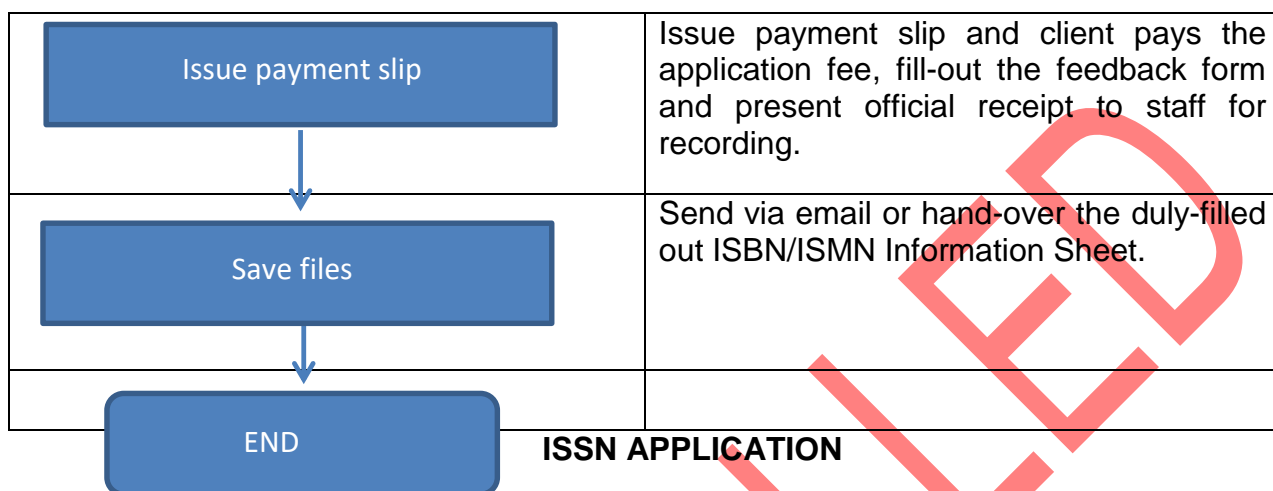
If the requirements are complete encode the Publisher's Information such Name of the Publisher, Contact Details and ISBN/ISMN Prefix in the Directory.


If the requirements are incomplete inform the publisher of the lacking requirement/s.

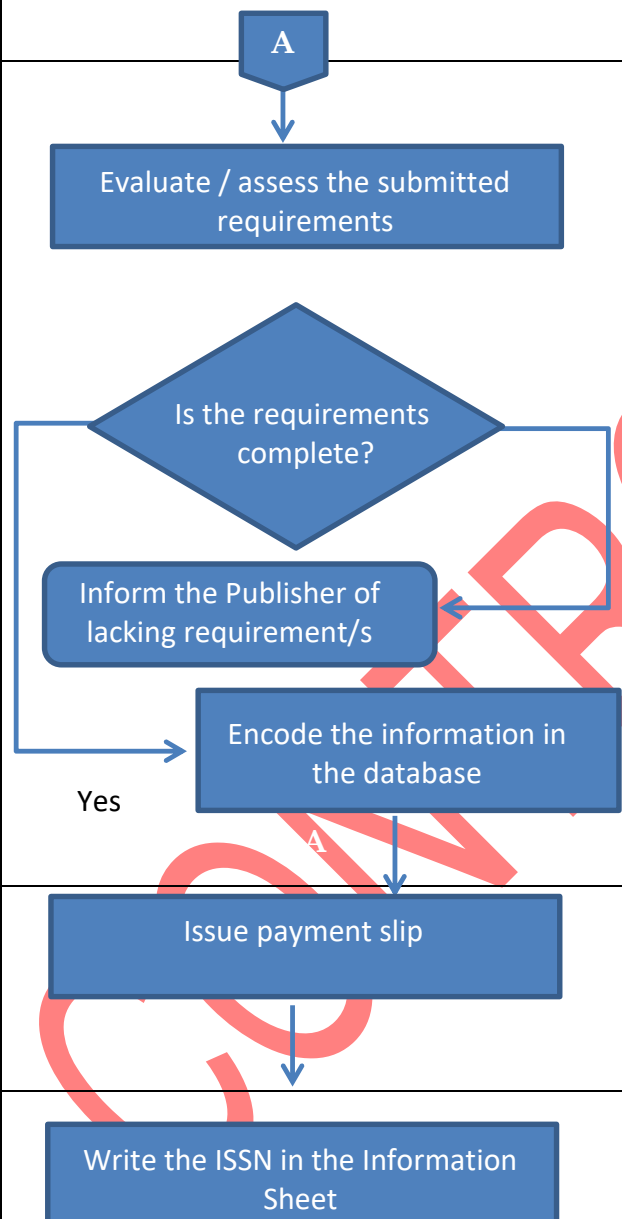
	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines PROCEDURAL MANUAL Bibliographic Services Division	Ref No.	NLP-091
		Date of Effectivity	May 19, 2021
		Revision No.	1
		Page No.	Page 20 of 34


<div>Generate the prefix</div>	Generate the prefix and encode the data in Excel File, the author(s), title, edition, language, form of publication and name of staff on duty.
<div>↓</div> <div>B</div> <div>Search the block and encode the data</div> <div>↓</div>	Search the block and encode the data in Excel File, the author(s), title, edition, language, form of publication and name of staff on duty.
<div>Write the assigned ISBN/ISMN, put stamp, date and name of the staff</div> <div>↓</div>	Write the assigned ISBN/ISMN, put stamp, date, time and name of the staff who assisted the client.
<div>Save files</div> <div>↓</div>	Save the documents in the computer / synology.
<div>Record the information in the Turn-over Logbook</div> <div>↓</div>	Record the information in the Turn-over Logbook.

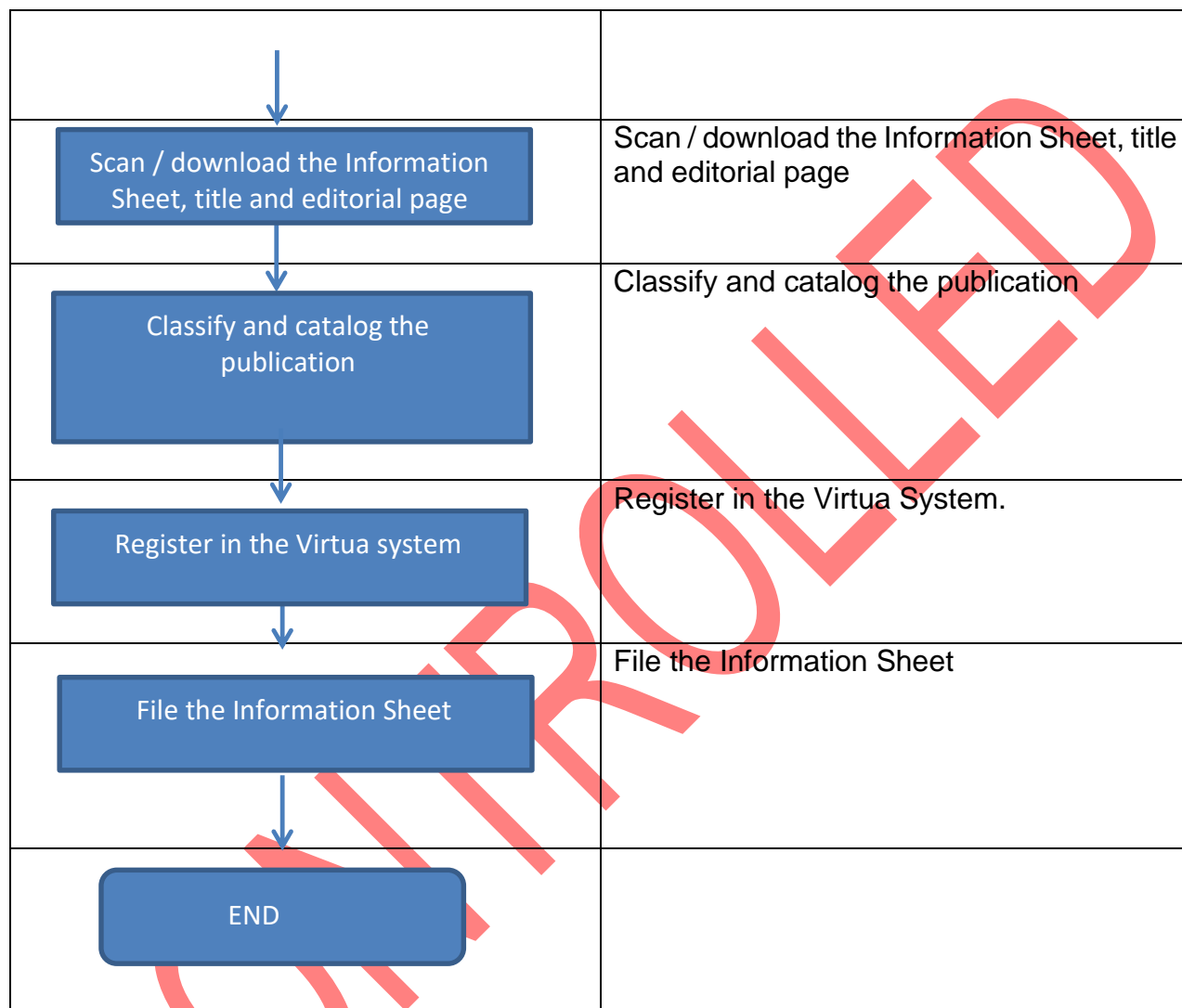
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		Date of Effectivity	May 19, 2021
		Revision No.	1
		Page No.	Page 21 of 34




	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines PROCEDURAL MANUAL Bibliographic Services Division	Ref No.	NLP-091
		Date of Effectivity	May 19, 2021
		Revision No.	1
		Page No.	Page 22 of 34

 <pre> graph TD A[A] --> B[Evaluate / assess the submitted requirements] B --> C{Is the requirements complete?} C -- No --> D[Inform the Publisher of lacking requirement/s] D --> C C -- Yes --> E[Encode the information in the database] E --> F[Issue payment slip] F --> G[Write the ISSN in the Information Sheet] </pre>		
	<p>Evaluate/assess the requirements submitted by the Publisher.</p> <p>If the requirements are complete encode the information in the databatase such as date of application, series title, publisher's name, starting date of publication, name of encoder, OR number</p>	
<p>Issue payment slip</p>	<p>Issue payment slip and client pays the application fee and present official receipt to staff for recording.</p>	
<p>Write the ISSN in the Information Sheet</p>	<p>Write the assigned ISSN, put stamp, date, time and name of the staff who assisted the client.</p>	


	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines		Ref No.	NLP-091
	PROCEDURAL MANUAL		Date of Effectivity	May 19, 2021
	Bibliographic Services Division		Revision No.	1
			Page No.	Page 23 of 34




**ISBN, ISSN AND ISMN APPLICATION USING INTERNATIONAL STANDARD
NUMBERING SYSTEMS – PHILIPPINES ONLINE APPLICATION SYSTEM (INS-
POAS)**

	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines		Ref No.	NLP-091
	PROCEDURAL MANUAL		Date of Effectivity	May 19, 2021
	Bibliographic Services Division		Revision No.	1
			Page No.	Page 24 of 34

ACTIVITY	PROCEDURE
<p>Start</p> <p>Go to the link http://116.50.242.167/ins/</p>	
<p>Do you have an account?</p> <p>Yes</p> <p>No</p> <p>A</p> <p>Depending on your application, click the ISBN, ISSN or ISMN</p>	<p>Do you have an account?</p> <p>If yes, depending on the application, click the ISBN application, ISSN application or ISMN application.</p>


	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines		Ref No.	NLP-091
	PROCEDURAL MANUAL		Date of Effectivity	May 19, 2021
	Bibliographic Services Division		Revision No.	1
			Page No.	Page 25 of 34

<div><div>A</div><div>↓</div><div>Create an account via link http://116.50.242.167/ins/user/register</div><div>↓</div><div>Fill out the required information</div><div>↓</div><div>Upload documentary requirement</div><div>↓</div><div>Staff will validate the information submitted</div><div>↓</div><div>Click the ISBN application, ISSN application or ISMN application</div><div>↓</div><div>Staff will accomplished the ISBN, ISSN or ISMN</div><div>↓</div></div>	<p>If no account, click the link http://116.50.242.167/ins/user/register</p> <p>Fill out the required information about your publisher/company and authorized representative.</p> <p>Upload documentary requirements</p> <p>After creating an account, our staff will validate the information you submitted when approved system-generated email will send to your registered email containing a link that you will be used to log in and direct you to a page where you can set your password.</p> <p>Once you finished setting up your password, you may start applying for ISBN/ISMN/ISSN number by clicking one of the tabs in the menu.</p> <p>Staff will processed your application and send you the ISBN, ISSN or ISMN</p>
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	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines		Ref No.	NLP-091
	PROCEDURAL MANUAL		Date of Effectivity	May 19, 2021
	Bibliographic Services Division		Revision No.	1
			Page No.	Page 26 of 34

<div>END</div>	
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PERIODICAL INDEXING

ACTIVITY	PROCEDURE
<div>Start</div> 	



**NATIONAL LIBRARY OF THE
PHILIPPINES**

T.M. Kalaw Street, Ermita, Manila, 1000 Philippines

PROCEDURAL MANUAL

Bibliographic Services Division

Ref No.

NLP-091

Date of Effectivity

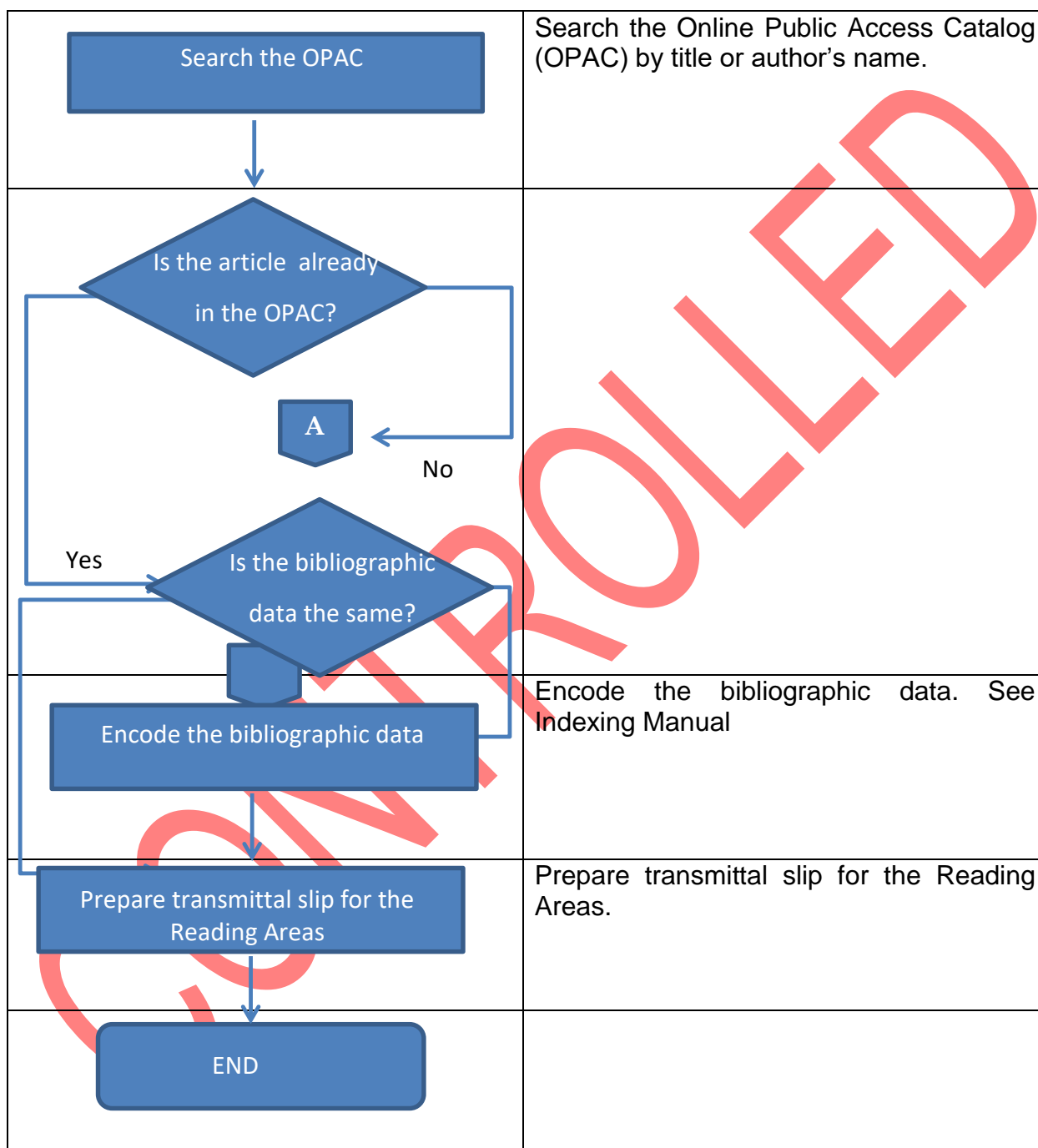
May 19, 2021


Revision No.

1

Page No.

Page 27 of 34




	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines		Ref No.	NLP-091
	PROCEDURAL MANUAL		Date of Effectivity	May 19, 2021
	Bibliographic Services Division		Revision No.	1
			Page No.	Page 28 of 34


VII.DIVISION CONTACT DETAILS

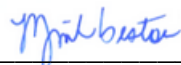
Bibliographic Services Division
The National Library of the Philippines
T.M. Kalaw St., Ermita
1000 Manila
Tel.: (632) 3367200 loc. 406-407
E-mail: isbn@nlp.gov.ph
issn@nlp.gov.ph
bsd@nlp.gov.ph

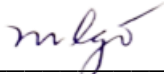
Prepared by:


JENNIFER B. DIMASACA
Librarian IV / Officer-in-Charge



ROMNICK HENRIC HENRY M. GAYANILO
Librarian II


JOEL P. LASCANO
Librarian II


MARIE JOY H. BESTOIR
Librarian III


MARIA LORETA M. GO
Librarian II


GABRIELLE JOSEPHINE M. NPAO
Librarian I

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	PROCEDURAL MANUAL		Date of Effectivity	May 19, 2021
	Bibliographic Services Division		Revision No.	1
			Page No.	Page 29 of 34

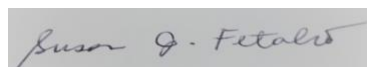
Reviewed by



ARLENE S. DE CASTRO

Librarian V

Chief, Catalog Division



SUSAN J. FETALCO

Librarian V

Chief, Filipiniana Division



MELODY M. MADRID

Librarian IV

Officer-in-Charge

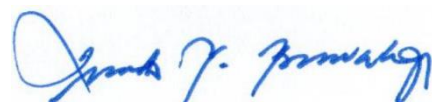
Collection Development Division



FE B. BASAGRE

Chief Administrative Officer

Chief, Finance and Administrative Division



LEONARDO P. BERNABE, JR.

Information Technology Officer II

Officer-in-Charge

Information Technology Division



BLESILA P. VELASCO

Librarian V

Chief, Public Libraries Division



DOLORES D. CARUNGUI

Librarian V

Chief, Reference Division



MARICEL M. UREÑA

Librarian IV

Officer-in-Charge

Research and Publications Division

Approved by:




EDGARDO B. QUIROS

Assistant Director



CESAR GILBERT Q. ADRIANO

Director

	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines PROCEDURAL MANUAL Bibliographic Services Division	Ref No.	NLP-091
		Date of Effectivity	May 19, 2021
		Revision No.	1
		Page No.	Page 30 of 34

XI. Annexes

A. Forms:

1. NLP-048 ISBN Factsheet
2. NLP-049 ISBN Information Sheet
3. NLP-050 ISMN Factsheet
4. NLP-051 ISMN Information Sheet
5. NLP-052 ISSN Information Sheet

B. Brochures: ISBN, ISSN, ISMN

C. Minutes of Meeting:

1. Between BSD and Catalog Division
2. Between BSD and CDD (Legal deposit)

D. Letters to Chief of and their replies: Filipiniana and Reference Divisions

E. ISBN Users' Manual

F. ISSN Manual


G. ISMN Users' Manual


H. Indexing Guidelines

I. Guidelines for Requesting an ISSN through the ISSN National Center of the Philippines

J. Interim Guidelines on the Issuance of Numbering Systems and Indexing

K. Public Advisory No. JET-02 dated March 22, 2021

	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines		Ref No.	NLP-091
	PROCEDURAL MANUAL		Date of Effectivity	May 19, 2021
	Bibliographic Services Division		Revision No.	1
			Page No.	Page 31 of 34



Republic of the Philippines
NATIONAL LIBRARY OF THE PHILIPPINES
Bibliographic Services Division

March 26, 2018

Anne Rosette Crelencia
OIC, Filipiniana Division
This Office

Dear Ms. Crelencia,

Bibliographic Services Divisions' one function is bibliography making. In compiling a special bibliography, the Division has no criteria to what topic/s to be compiled. It is only the initiative of the Head of the Division to what she/he thinks can help not only the researchers like the Gender and Development bibliography, Manila Bibliography and the like, but also to the Institution as well like the Bibliography of NLP Directors.

In view of this, may I request that you suggest what topic/s that will be beneficial to your clientele so we can start compiling it? And this will become the basis/and/or criteria in compiling a special bibliography. Hope to hear from you by April 13, 2018.

Thank you for your support on BSD's project.

March 26, 2018

Anne Rosette Crelencia
OIC, Filipiniana Division
This Office

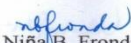
Dear Ms. Crelencia,

Bibliography of NLP Directors


by April 13, 2018


Thank you for your support on BSD's project.

Sincerely yours,


Nifia B. Fronda
Chief

NLP Building, T.M. Kalaw Street, Ermita, Manila 1000, Philippines
+632 336-7200 | +632 310-5035 loc. 406-407 |
web.nlp.gov.ph | bsd@nlp.gov.ph

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	PROCEDURAL MANUAL		Date of Effectivity	May 19, 2021
	Bibliographic Services Division		Revision No.	1
			Page No.	Page 32 of 34


Republic of the Philippines
NATIONAL LIBRARY OF THE PHILIPPINES
Bibliographic Services Division

March 26, 2018

Dolores Carungi
Chief, Reference Division
This Office

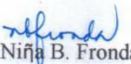
Dear Ms. Carungi,

Bibliographic Services Divisions' one function is bibliography making. In compiling a special bibliography, the Division has no criteria to what topic/s to be compiled. It is only the initiative of the Head of the Division to what she/he thinks can help not only the researchers like the Gender and Development bibliography, Manila Bibliography and the like, but also the Institution as well like the Bibliography of NLP Directors.


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Thank you for your support on BSD's project.

Sincerely yours,


Nilda B. Fronda
Chief

NLP Building, T.M. Kalaw Street, Ermita, Manila 1000, Philippines
+632 238-7200 / +632 238-7201
NLP Building, T.M. Kalaw Street, Ermita, Manila 1000, Philippines
+632 336-7200 / +632 336-7201
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	PROCEDURAL MANUAL		Date of Effectivity	May 19, 2021
	Bibliographic Services Division		Revision No.	1
			Page No.	Page 33 of 34


Republic of the Philippines
NATIONAL LIBRARY OF THE PHILIPPINES
Filipiniana Division

April 19, 2018

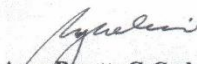
MS. NINA B. FRONDA
Division Chief, Bibliographic Services Division
This Office

Dear **Ms. Fronda** :

Suggested topics for special bibliography as follows :

1. Philippine Presidents
2. Local History Resources
3. Tabacalera Collection
4. Rizaliana Collections
5. Theses and Dissertations written in Filipino
6. Foreign Researches/Studies done in the Philippines
7. Philippine tourism/ hospitality management
8. Philippine cuisine
9. K to 12 Curriculum
10. Philippine Biographies
11. Indigenous Peoples
12. Historical Data Papers

Very truly yours,


Anne Rosette G. Crelencia
Librarian IV

NLP Building, T.M. Kalaw Street, Ermita, Manila 1000, Philippines






NATIONAL LIBRARY OF THE PHILIPPINES

T.M. Kalaw Street, Ermita, Manila, 1000 Philippines

PROCEDURAL MANUAL

Bibliographic Services Division

Ref No.	NLP-091
Date of Effectivity	May 19, 2021
Revision No.	1
Page No.	Page 34 of 34



Republic of the Philippines
NATIONAL LIBRARY OF THE PHILIPPINES
Reference Division

April 13, 2018

MS. NIÑA B. FRONDA
Chief, Bibliographic Services Division
This Office

Dear Ms. Fronda:

In reference to your letter request asking suggestions from the Reference Division (RD) pertinent topic/s that are beneficial to our clientele that will serve as basis for your Special Bibliography compilation. Below is the consolidated list from the different Sections of RD.

RD Sections	Subjects
Asia & Oceania and General Books Sections	Abortion
Asia & Oceania and General Books Sections	Addiction
Asia & Oceania and General Books Sections	Alcoholism
Asia & Oceania and General Books Sections	Alzheimer's Disease
Asia & Oceania and General Books Sections	Artificial Intelligence
Asia & Oceania and General Books Sections	Arts & Crafts for Children
Asia & Oceania and General Books Sections	Autism
Children's, Asia & Oceania, General Books and Foreign Serials Sections	Bullying, Cyber bullying
Asia & Oceania and General Books Sections	Criminal Cases
Library for the Blind Section	Current Events Related to PWDs
Asia & Oceania and General Books Sections	Cyber Crime
Asia & Oceania and General Books Sections	Cyber Ethics
Asia & Oceania and General Books Sections	Depression
Foreign Serials Section	Discrimination
Asia & Oceania and General Books Sections	Entrepreneurship
Asia & Oceania and General Books Sections	Environmental Issues & Solutions
Library for the Blind Section	Events (Festivals, Programs, etc. Related to PWDs)
Foreign Serials Section	Family Issues
Asia & Oceania and General Books Sections	Feminism / Women
Asia & Oceania and General Books Sections	Games (Android)
Asia & Oceania and General Books Sections	Gender Development/ Sensitivity
Asia & Oceania and General Books Sections	Green Technology
Asia & Oceania and General Books Sections	Homosexual Studies
Asia & Oceania and General Books Sections	Human Resources
Asia & Oceania and General Books Sections	Infection Diseases
Asia & Oceania and General Books Sections	Instant Internet Answers
Asia & Oceania and General Books Sections	Knowledge Management
Children's Section	Larong Pinoy
Library for the Blind Section	Laws Related to PWDs
Asia & Oceania and General Books Sections	LGBT
Children's Section	Lola Basyang Stories (old)
Asia & Oceania and General Books Sections	Management (Operational, Financial)

FILED