

**NATIONAL LIBRARY OF NIGERIA**

**INTERNATIONAL STANDARD & PROGRAMME DEPARTMENT**

**INTERNATIONAL STANDARD BOOK NUMBER DIVISION**

**GUIDELINE AND REQUIREMENTS FOR ASSIGNMENT OF ISBN**

* A formal Letter of application for assignment of an ISBN should be made on the letter head paper of the Publisher/Author or Institution, and addressed to The Director (IS&PD), National Library of Nigeria Headquarters, ISBN office, Abuja or processed through any of the State Branch offices listed.
* A photocopy of Certificate of Registration (in the case of private companies) obtained from the

Corporate Affairs Commission (CAC) OR a National Identity card OR valid Driver’s License for

author publisher, should be attached for identification.

* Visual proof of the existence of the publication(s) should be submitted. The publisher/Author must

produce type-set copy(s) of the manuscript(s), or at least the preliminary pages of the publication(s) i.e. preface introduction, foreword, content table, title page, verso, etc.

* Request for a block of ten (10) ISBN should present visual proofs of Ten (10) Titles/manuscripts of the preliminary pages of the work to be published.
* Evidence of full utilization of ISBN(s) earlier assigned in form of letter(s) of acknowledgement of receipt from National Library of Nigeria of having deposited the required number of copies of their previous publications to the National Library as required by Law i.e. Private Publisher’s -three (3) copies; State Governments and their Agencies -ten (10) copies, and Federal Government and their Agencies –twenty five (25) copies.
* **Please Note: Cataloguing-in-Publication (CIP) is highly recommended for all publications. Hence application for CIP will be processed within ten (10) working days of receipt.**
* Sequel to the Federal Government’s directive on Treasury Single Account (TSA), all administrative fees charged for ISBN henceforth should be made to;

**Acct Name: NLN e. Account (Remita)**

Thereafter, present your teller for services to be rendered.

The administrative fees charged are as follows:

Single ISBN = N3,500.00

10 Block of ISBN = N10,000.00

 100 Block of ISBN = N20,000.00

 1000 Block of ISBN = N40,000.00

Restoration of Lost Block of Ten ISBN = N2,500.00

Restoration of lost Block of Hundred ISBN = N5,000.00

Restoration of lost Block of one thousand ISBN N10,000.00

ISBN Book land EAN Barcode is highly recommended

**ABUJA HEADQUARTER OFFICE:**

The Director, International Standard & Programme Dept.

National Library of Nigeria Hqrts. Office

Plot 274, Sanusi Dantata House

P.M.B. 1 Garki-Abuja,

Nigeria.

Tel: 07030617969, 08156591428,

E: mail: ispdnlnig@gmail.com

**Please Note: Cash will no longer be accepted at any issuing centre of ISBN**

(www.remita.net)

All application must carry functional email, telephone number and contact address.

**GIFMIS (ABUJA) 1000097148 Online ISBN: www.nln.gov.ng**