# BISG Policy Statement POL-1101

**BEST PRACTICES FOR IDENTIFYING DIGITAL PRODUCTS**

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POLICY SCOPE AND OBJECTIVE

This BISG Policy Statement on recommendations for identifying digital products is applicable to content intended for distribution to the general public in North America but could be applied elsewhere as well. The objective of this policy statement is to clarify best practices and outline responsibilities in the assignment of ISBNs to digital products in order to reduce confusion in the marketplace and the possibility of errors.

This BISG policy statement has been endorsed by the following organizations:

- **Book Industry Communication (BIC)**, an independent organization set up to promote supply chain efficiency in all sectors of the book world through e-commerce and the application of standard processes and procedures
- **BookNet Canada**, a not-for-profit agency dedicated to innovation in the Canadian book supply chain
- **National Information Standards Organization (NISO)**, to which content publishers, libraries, and software developers turn for information industry standards that allow them to work together
- **IBPA**, the Independent Book Publishers Association

POLICY IMPLEMENTATION

This policy statement was originally published in December 2011. At that time, BISG recommended implementation of the policy recommendations as soon as practical, with a target for new product introductions of no later than March 2012.

BACKGROUND

In spring 2010, BISG’s Identification Committee created the Identification of E-Books Working Group to research and gather data around the practice of assigning identifiers to digital content throughout the U.S. supply chain. The specific mandate of the working group was to gather a true picture of how the U.S. book supply chain was handling ISBN assignments, and then formulate best practice recommendations based on this pragmatic understanding. A list of companies that participated in this working group can be found in Appendix A of this policy statement.

Following initial publication of this policy statement in December 2011, BISG’s Identification Committee spent several months reviewing the application of these recommendations across the book industry. As part of this process, committee members requested and received feedback on how they might clarify the recommendations made within the policy statement. This edition of the statement seeks to address these issues.

It is important to note that most of the problems discovered by BISG’s Identification Committee surrounding the misapplication of ISBNs to digital content resulted from a lack of communication. In many cases, trading partners admitted to taking whatever information was given them and doing whatever manual manipulation was needed to get a job done, then moving on. In an environment as complex and evolving as the digital supply chain, this is obviously not ideal. Regardless of the specific
recommendations outlined here, perhaps the most important item to stress is the need for direct communication among trading partners.

DEFINITIONS

For the purpose of this policy statement, the following definitions have been used. BISG’s Identification Committee recognizes that these definitions may not exactly match those used within a particular company.

Book

A book is a package including textual and/or illustrative content, physical or digital, that is made available to the public, whether for sale or gratis, by a specific producer. For the purposes of this policy statement, the definition of book is limited to its role as a product within the supply chain.

Physical Book

A combination of title, publisher, content, edition, physical media, and format normally determines that a separate physical book is unique from all others.

Digital Book

A combination of title, publisher, content, edition, file format (see page 11), and usage constraints normally determines that a separate digital book is unique from all others.

Consumer

A Consumer is a member of the general public who initiates a final transaction (buy, borrow, etc.) from a vendor (retailer, library, etc.).

Identifier

An identifier, generally a sequence of alpha-numeric characters, unambiguously differentiates one thing from another in a particular context.

ISBN (International Standard Book Number)


NOTE: There are other applications of the ISBN outside the supply chain that are outside the scope of this policy statement.

Proprietary Identifier

The term proprietary identifier is used throughout this document as an alternative to using an ISBN to identify a digital book. For the purposes of this document, a proprietary identifier is defined as a unique identifier for a product that is maintained by a participant in the supply chain for internal use only. A proprietary identifier is not a publicly traded identifier.
There are no standard requirements for a proprietary identifier in terms of its length or makeup. One example of a proprietary identifier is the Amazon Standard Identification Number (ASIN) used by Amazon.com for every product it sells. Alternatively, many supply chain participants use a series of 13-digit GTINs specifically reserved for internal, proprietary use.

**GTIN-13 (EAN-13)**

A GTIN-13, which was formerly and is still commonly known as an EAN-13, is a 13-digit identifier. It is used internationally and governed by the global standards organization GS1. The ISBN is a 13-digit GTIN that incorporates the 978 and 979 prefixes, as in 978xxxxxxxxxx, which GS1 reserved for use by the book industry worldwide. As a result, the ISBN standard is completely compatible with the GTIN standard.

Most GTIN prefixes are assigned to specific countries. The prefix sequence 060 – 139 is assigned to “GS1 US”. The 978 and 979 prefixes used by the book industry are assigned to an entity called Bookland, a fictitious country name reflecting the fact that the book industry participates globally rather than on a country-by-country basis in the GS1 system. Even more specifically within the 979 prefix range, 979-1 to 979-9 prefixes are to be used for books. The 979-0 prefix is earmarked to be used for sheet music only. You may sometimes hear the 13-digit GTIN code on a book referred to as a Bookland EAN.

**PROPRIETARY EANS**

Within the numbering scheme for GTINs, some prefix sequences have been reserved for what GS1 describes as “Restricted distribution (MO defined).” This means that these prefix sequences will never be assigned to a specific country and are not to be used publicly. Rather, these prefix sequences are to be used internally, as proprietary identifiers.

One such prefix sequence is 020 – 029. Many companies already use 13-digit EANs with prefixes in this sequence to identify digital books within their own systems. It is important to remember that these identifiers should never be communicated publicly to other trading partners. If two companies are using the same prefix sequence, there is a chance that there will be duplication in the marketplace—one number used to identify two different products.

For a complete list of GTIN prefix assignments, visit the GS1 website at http://www.gs1.org/barcodes/support/prefix_list.
THE LINK BETWEEN IDENTIFIERS, METADATA & SALES REPORTING

Overview

Maintaining Accurate Product Metadata

It is critical that publishers maintain and disseminate accurate metadata about their digital books when releasing those digital books to the supply chain. The best way to ensure that product metadata is communicated and maintained through the supply chain is for the metadata to be associated with a valid identifier.

A publisher should always assign a unique ISBN to serve as the identifier of each unique digital book it releases into the supply chain in order to maintain an official link by which metadata and sales information can be communicated back and forth. As this is the beginning of the supply process and represents the root form of the content, it is important at this stage that the publisher use an official ISBN rather than a proprietary identifier.

If a trading partner makes the digital book available further down the supply chain without alteration it should maintain the publisher-assigned ISBN.

If, however, the digital book (an .epub version, for example) enters the supply chain and the file format is subsequently converted and/or particular usage constraints are applied, then a separate digital book has been created and a unique identifier should be assigned. In some cases, it makes sense for this identifier to be an ISBN; in other cases, an internal proprietary identifier will do. See below for further details.

Publisher- vs. Trading-Partner-Assigned Identifiers

Under the International ISBN Agency’s guidelines, publishers’ trading partners are permitted to assign ISBNs to digital books when and if the publisher chooses not to assign an ISBN. The trading-partner-assigned ISBN can be from a pool of publisher-supplied ISBNs that are made available to the vendor or from a pool of ISBNs the trading partner has obtained on its own. Alternatively, trading partners may choose to assign non-ISBN proprietary identifiers to different versions of the same digital book for internal use. Examples of appropriate proprietary identifiers include the Amazon Standard Identification Number (ASIN) and certain 13-digit EANs. (See the “Definitions” section of this document for more information.)

In the case of digital books, the publisher always determines the entity that will assign the ISBN or other unique identifier by following one of two paths.

PATH ONE: PUBLISHER-ASSIGNED

If a publisher wants to track ordering, listing, and sales at a granular level, the publisher should assign a unique ISBN to each separate digital book that will eventually be made available to the Consumer, regardless of whether the publisher or a trading partner is creating the final digital book(s).
PATH TWO: TRADING-PARTNER-ASSIGNED

If a publisher wants to track ordering, listing, delivery, and sales at a macro level, it is expected that the publisher will assign a unique ISBN only to each separate digital book that the publisher specifically makes available to the supply chain. The publisher must then rely on trading partners to appropriately assign and report additional unique identifiers as needed, in conformance with this policy statement.

Tracking Sales

Regardless of the path taken, the party assigning or changing the identifier must make sure that all pertinent supply chain metadata not affected by changes to the publisher’s original digital book are inherited from the original publisher-assigned ISBN, and that all metadata is updated and maintained through any and all subsequently assigned identifiers.

If the trading partner is using an ISBN from a publisher-supplied pool of numbers, it is incumbent on the trading partner to communicate back to the publisher which ISBN has been assigned to each specific instance of the digital book.

Any trading partner assigning a different identifier must also maintain the link to the publisher-assigned ISBN so that sales data and other information can be passed back to the publisher based on this publisher-assigned ISBN.
FIVE GENERAL CONSIDERATIONS FOR ISBN ASSIGNMENT

1. ISBNs are assigned, not created. One ISBN registration agency per country, or community, is designated by the International ISBN Agency to assign and distribute ISBNs to the publishers and self-publishers located in that area. Any number identified as an ISBN must be a valid ISBN obtained from an officially sanctioned ISBN registration agency such as RR Bowker, the United States ISBN Agency, or Library and Archives Canada, the Canadian ISBN Agency. At no time should a random or unsanctioned number be created and identified as an ISBN by any member of the supply chain.

2. A digital book must not be assigned the same ISBN as the same book in physical format. Even if the physical book is no longer in print, the physical book ISBN cannot be reused for the digital book; a unique ISBN must always be assigned to the digital book. Vendors will reject a digital book if they discover the ISBN was previously assigned to a different product.

3. ISBNs for digital books should be labeled “ISBN,” not “eISBN.” There is no such standard as an eISBN, nor is this the proper way to differentiate the digital book format.

4. Digital books should never be identified with a number that is in the same format as an ISBN or be labeled “ISBN” unless that number is a legitimate ISBN issued by an official ISBN registration agency, such as RR Bowker in the U.S. or Library and Archives Canada in Canada.

5. Ideally, identical digital books (that is, .epub versions being sold on various vendor sites) should carry the same ISBN. There must be a differentiating factor (or factors) in the digital book’s content, file format, usage constraints, or metadata to justify the assignment of a different ISBN.
THREE FACTORS: CONTENT, FORMAT & USAGE CONSTRAINTS

Separate identifiers should be assigned to all unique digital books for ordering, listing, delivery, and sales tracking purposes.

In general, there are three major factors that determine the need to assign a separate identifier to a digital book. In some cases, this identifier should be an ISBN; in other cases, an internal proprietary identifier will do.

Content

General Recommendation

Digital books of differing content should be assigned different identifiers.

If two digital books are created, one an exact textual reproduction of a physical book and the other an enhanced version that includes video, audio, etc., then the two digital books are different products; each requires a different identifier. In most cases, the different identifiers are publisher-assigned ISBNs. If the publisher elects not to assign different ISBNs, it falls to the trading partner to differentiate the products. See Example 1 below.

EXAMPLE 1: ENHANCED DIGITAL BOOKS

From a publisher’s non-enhanced digital book, the publisher or a downstream trading partner creates an enhanced digital book that includes special animation. The two digital books are now two different products; each requires a different identifier.

If the publisher wants to track sales separately, it should assign different ISBNs to each product (Path One as described above). If the publisher does not assign different ISBNs to the different products, the trading partner should assign a different identifier (usually a proprietary identifier, but this could also be a unique ISBN) to the enhanced digital book for internal tracking purposes and report sales of both products back to the publisher on the single publisher-provided ISBN (Path Two).

Components and/or Parts

Components or parts of a digital book should be assigned different identifiers.

The International ISBN Agency’s guidelines state that if a text-based component is salable (that is, made available for sale to the public) it can be assigned an ISBN. There is no limitation on the size or number of pages of the component. It can be a section of a book, a chapter, or a poem. The only requirement is that it be a monographic textual work—a complete, one-off publication.
Alternatively, publishers and trading partners may choose to use proprietary identifiers in place of ISBNs to identify components or parts. The decision whether to assign an ISBN or a proprietary identifier depends on whether the identifier is going to be publicly communicated among trading partners or Consumers. See Example 2 below.

**EXAMPLE 2: COMPONENTS OR PARTS**

**Scenario 1.** A publisher decides to sell individual short stories from a published collection of the stories. The publisher will make the individual stories available for sale on a commercial retailer website.

In this case, a unique ISBN should be assigned to each individual story since the identifiers are meant to be communicated publicly between trading partners to differentiate complete one-off publications and may be made visible to the Consumer.

**Scenario 2.** A publisher decides to sell individual short stories from a published collection of the stories. The publisher elects to sell the individual stories only through its own website, directly to Consumers.

In this case, unique ISBNs need not be assigned since the publisher is not communicating the identifiers outside of its own closed system.

Scenario 2 also applies to the education market, where many different components might be collected together to create a custom textbook, for instance. The publisher can assign ISBNs to these components if it so chooses for its own internal purposes, but it is not necessary.

**Webpages, Databases, Games, and/or Music**

According to the International ISBN Agency’s guidelines, updatable databases, web pages, games or music cannot be assigned an ISBN. Other standard identifiers, like the ISSN (International Standard Serial Number) or the ISMN (International Standard Music Number), may be applicable to such

**SIDE BAR 1**

**What is a Digital Object Identifier (DOI) and how does it relate to identifying digital products?**

A DOI is a unique, persistent digital identifier of an object—digital or physical. The DOI System enables resolution services on the Internet for DOIs. Simply put, the DOI System provides a persistent link (most commonly a URL) to an object and standard metadata for that object. A DOI consists of a string of characters with a prefix, which is assigned to a particular organization, and a suffix, which is unique within that prefix. Here’s an example of a book DOI from Oxford University Press: http://dx.doi.org/10.1093/0199288917.001.0001. In this case, the prefix is 10.1093; it identifies the publisher.

Like the ISBN, the DOI is an ISO standard (ISO 26324:2012). And like ISBNs, DOIs are assigned by registration agencies. Different DOI registration agencies provide different services for different communities. These services can include search, discovery, maintenance, multiple resolution, linking metrics, and usage data, to name a few.

DOIs and ISBNs do not compete as digital identifiers; they are complementary. The DOI is an entirely different kind of identifier from the ISBN. In other words, the two identifiers do not have an either/or binary relationship. In the past, the Association of American Publishers (AAP), which was instrumental in creating the DOI, recommended that DOIs for books incorporate ISBNs into the suffix string, though current best practices encourage publishers to create DOIs that are as short as possible.

A well-known application of the DOI System is reference linking in scholarly publications, run by CrossRef.
content. 13-digit EANs can also be used for this purpose. See the “Definitions” section of this document for more information about EANs. For more information on the ISSN, please see http://www.issn.org/2-22638-ISSN-and-electronic-publications.php. And for the ISMN: http://www.ismn-international.org/.

(continued from previous page)

Though CrossRef is best known for assigning DOIs to journal articles, millions of its DOIs identify book content. DOIs also identify datasets, conference papers, dissertations, and other scholarly documents. Some CrossRef publishers assign DOIs to individual components of a document. So there can be a DOI for a book series, another for a book title, and individual DOIs for each chapter in that book, for each table, and for each figure.

Other DOI registration agencies work in different domains. Here are just a few examples:

- DataCite provides a citation and persistent linking service for academic data centers and libraries.
- The Entertainment Identifier Registry (EIDR) provides an identifier system for movie and television assets.

The DOI System provides both a technical and social infrastructure for the use of persistent, actionable identifiers. So DOIs are not just a string of characters and redirecting links to current URLs through servers on the Web; they are also about communities agreeing to the rules about how they will be used.

Format

General Recommendation

Digital books of differing file formats should be assigned different identifiers.

Different digital book file formats are similar to different physical book formats (for example, hardcover and paperback) and should follow the same rules regarding identifier assignment. In the case of digital books, however, it is not always necessary that each identifier be an ISBN. In many cases, a trading-partner-assigned proprietary identifier works just as well. If a proprietary identifier is used, however, it is important that it not be made public in the supply chain.

Common examples of different digital book file formats include, but are not limited to:

- .epub – an open standard for e-books created by the International Digital Publishing Forum
- .ibook – a proprietary format for e-books from Apple that, although based on the .epub format, contains differences in the CSS tags that make it incompatible with the .epub open standard format
- .kf8 – a proprietary format, created by Amazon to coincide with the release of the Kindle Fire reader in late 2011, that supports a subset of HTML5 and CSS3 features along with additional nonstandard features
- .pdf – a file format available free of charge from Adobe Systems that traditionally does not support reflow of text to fit the screen width or size

WHAT DO YOU THINK?

EXAMPLE 3: DEVICE-SPECIFIC DIGITAL BOOK FORMATS

A publisher assigns a unique ISBN to a digital book in .epub file format. The publisher makes the .epub version available to Consumers on its own website without further modification. The publisher also sends the .epub file to a trading partner who alters it significantly in order to create a new file format that renders on a specific device or software program. This is a good example of what Amazon.com does when it takes an .epub file format and converts it to a .kf8 file format for use on the Kindle Fire.

In this case, the trading partner has created a separate, device-specific file format different from the publisher’s .epub file; this separate file format requires a different identifier. In some cases, this different identifier will be an ISBN; in other cases, an internal proprietary identifier will do. In either case, the trading partner must communicate sales back to the publisher based on the publisher-assigned ISBN provided against the .epub file format.

Application of DRM

When the application of digital rights management (DRM) software is part of the transaction with the Consumer (as frequently happens in the U.S.), it does not constitute the creation of a new file format as the term is being used in this policy statement. In this case, DRM is not a file format; it is a wrapper around a product. In other words, an .epub file with DRM software applied is still an .epub file, and a .pdf file with DRM applied is still a .pdf file. In most cases, DRM is not part of the product; it is part of the transaction with the Consumer. An ISBN is a product identifier, not a transaction identifier.

EXAMPLE 4: THE APPLICATION OF DRM

A publisher assigns a unique ISBN to a digital book in .epub file format. The publisher makes the .epub version available to consumers on its own website without further modification. The publisher also sends the .epub file to several different trading partners. Each trading partner prepares the .epub file wrapped in the DRM application specific to the limitations of the device that the Consumer will use to read the digital book.

In this case, the application of particular DRM software as part of the transaction to the Consumer does not create or constitute a new digital book and therefore does not call for the assignment of a unique identifier. The publisher-assigned ISBN should be used.

Usage Constraints

General Recommendation

Digital books with different usage constraints should be assigned different identifiers.

If a digital book is made available with different usage constraints (for example, adjusting the usage settings so that printing is allowed in the version going to the education market, but not in the version going to the retail market), each version should be assigned a different identifier.
Again, it is not always necessary that each identifier be an ISBN. In many cases, a trading-partner-assigned proprietary identifier will work just as well.

**EXAMPLE 5: PURCHASE VS. RENT**

A publisher grants a retailer permission to both sell and rent its digital book. Following either Path One or Path Two (described above), the publisher decides whether to provide different ISBNs for the purchase and rental versions of the same digital book.

If the publisher supplies only one ISBN, the trading partner should apply the publisher’s ISBN to the purchase version of the digital book and may assign their own Identifier to the rental version.

Under sales agreements that permit retailers to offer both a purchase and a rental version of the digital book, the retailer sometimes also offers an option for a Consumer to upgrade a rental to a purchase version for the difference in price between the two versions. In this case, a different identifier should be assigned to the upgrade version.

**EXAMPLE 6: PRINT VS. CAN’T PRINT**

A publisher assigns a unique ISBN to a digital book in .epub format. The publisher sends the .epub file to multiple trading partners that will make the digital book available to Consumers. The usage constraints supplied in the metadata sent by the publisher to the trading partners indicate that the .eps file is not printable.

**Scenario 1.** A trading partner serving the general trade market prepares the .epub file according to

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**SIDE BAR 2**

**Usage Constraints Expressed in ONIX 3.0**

In ONIX 3.0, any limitations on printing of the content, sharing of the product across multiple devices, and lending of the product to another device or device owner, and any limitation on the term or period of the license can be specified. In addition, the publisher can state whether these limitations are enforced by any technical protection measures (DRM). A particular product may have the following constraints:

- Time-limited to one month (i.e., it’s a rental rather than a perpetual license)
- Not printable
- 10% copy and paste per month
- Shareable across up to three devices
- Lendable to a friend once, for up to a week

The element `<EpubTechnicalProtection>` and the repeatable `<EpubUsageConstraint>` composite can be used to describe this case. The above set of constraints would require five repeats of the composite. The ONIX code list for the element is really the effective limit on the number of repeatable elements that can be included in a single record.

What clearly cannot be done within a single ONIX record is to describe two or more sets of constraints—for example, a set that includes “text-to-speech allowed” and an alternative set that could include “text-to-speech disallowed.” Structuring a single ONIX record so it can do this would require a great deal of work. Even so, it’s something that’s currently being debated within BISG’s Metadata Committee.
the publisher’s guidelines and sells it to the Consumer so that printing of any part of the content by the Consumer is forbidden.

In this case, the publisher-assigned ISBN should be used.

**Scenario 2.** With permission of the publisher, a trading partner serving the academic market modifies the usage constraints of the publisher’s .epub file so that printing content by a Consumer is possible but restricted to a certain percentage, or section, of the digital book.

In this case, these manipulations of rights significantly change the supply chain metadata describing usage constraints of the digital book to Consumers. Two distinct products have been created, each requiring a different identifier.

**EXAMPLE 7: CONSUMER PURCHASING VS. PATRON BORROWING**

A publisher assigns a unique ISBN to a digital book in .epub format. The publisher intends to send the .epub file to multiple trading partners, some of which will make the book available for sale to Consumers and some of which will make the book available for loan to library patrons.

As illustrated in the sidebar “Usage Constraints Expressed in ONIX 3.0,” what clearly cannot be done within a single ONIX record at this time is to describe opposite usage constraints against a single identifier—for example, a set that includes “perpetual license” and a set that includes “time-limited to one month” (that is, a rental).

**Scenario 1.** The publisher sends the .epub file to a retail partner who applies DRM software, such as Adobe Digital Editions or FairPlay, as part of the transaction with the Consumer. The set of metadata used to describe the product indicates that the .epub file should be sold under a “perpetual license.” The retail partner applies DRM software, such as Adobe Digital Editions or FairPlay, which enables the digital book to be used by the Consumer under perpetual license.

In this case, the publisher-assigned ISBN should be used.

**Scenario 2.** The publisher also sends the .epub file to a third-party digital fulfillment company serving the library market (for example, OverDrive). The publisher uses the same ISBN as in Scenario 1 with the same metadata except that the usage constraints section is changed from “perpetual license” to “time-limited XX days(s).”¹ The fulfillment company applies DRM software, such as Adobe Digital Editions or FairPlay, which enables the digital book to be loaned to a library patron for a certain amount of time.

In this case, the publisher-assigned ISBN should be used.

**NOTE:** In some cases, the publisher may elect to assign a different ISBN to the product that will be loaned by a library. Whether to assign a different ISBN in this case will depend on the publisher’s

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¹ The case described here is a bit simplified. Many publishers would probably handle this through a vendor agreement unless they were using different ISBNs for library editions. It is most likely that the fulfillment company would put the usage rights in the ONIX file going to the library, since they are the vendor for the library.
internal processes. Regardless, the point is that the third-party need not change the ISBN the publisher supplies just because the digital book is being lent as opposed to sold.

EXAMPLE 8: DEVICE-DEPENDENT USAGE CONSTRAINTS

A digital book is sold to a Consumer through one retail channel platform that supports the publisher-selected option that allows the Consumer to “lend to a friend, once, for up to one week.”

The same digital book is sold through a separate retail channel platform that is not yet capable of supporting the publisher-selected option to lend.

In both cases, the publisher-assigned ISBN should be used. As long as usage rights as regulated by device capabilities are clear to Consumers (and as long as the retailer controls the experience through its own platform), different ISBNs are not necessary. In other words, just because one retailer’s platform doesn’t yet support lending doesn’t mean they have created a unique digital book.
## APPENDIX A

**Companies That Participated in BISG’s Identification of E-Books Working Group**

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