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**Terms of Reference for  
ISO/TC 46/SC 9 Working Group 4  
on the development of Project 2108  
to revise ISO 2108:1992, the ISBN standard**

*The following are the terms of reference for the ISO/TC 46/SC 9 Working Group to undertake the revision of ISO 2108, the ISBN standard, as approved during voting on the project proposal which ended January 30, 2002.*

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ISO/TC 46/SC 9 Working Group 4 is established to revise the 1992 edition of ISO 2108 for the International Standard Book Number (ISBN) and to deal with issues relating to the implementation of the revised ISBN standard.

**1. MEMBERSHIP**

- 1.1** The membership of ISO/TC 46/SC 9 Working Group 4 (WG 4) shall consist of experts appointed by the P-members and A-liaison organizations for ISO/TC 46/SC 9, and by the Registration Authority for ISO 2108 (known as the International ISBN Agency).
- 1.2** The Convenor of Working Group 4 shall be appointed by ISO TC 46/SC 9 based on the nomination for project leader in the ISO new work item proposal to revise ISO 2108. The Convenor shall act in a neutral and purely international capacity and shall ensure the timely and orderly progression of the ISBN revision project.
- 1.3** If necessary, and on the advice of its Secretariat and the Convenor of WG 4, ISO/TC 46/SC 9 may subsequently limit the size of WG 4 and/or limit the number of appointees from any participating organization in order to achieve a fair balance of interested parties and a manageable project group.
- 1.4** At his/her discretion, the Convenor of WG 4 may invite the ad hoc participation of other experts to assist in the development of specific aspects of the ISBN revision project.
- 1.5** The experts appointed to ISO/TC 46/SC 9/Working Group 4 should be involved in organizations that have a direct investment in the implementation or application of the ISBN system. This includes organizations representing publishers and producers of material within the scope of the ISBN system; organizations representing the distribution and supply chain for book products; organization representing the library community; and other parties actively concerned with the efficient production, distribution and supply of monographic publications.

- 1.6** The experts appointed to ISO/TC 46/SC 9/Working Group 4 must commit to attend meetings of the Working Group.

## **2. TASKS ASSIGNED TO WORKING GROUP 4**

ISO/TC 46/SC 9 Working Group 4 is assigned the following tasks:

### **Work to be done:**

- 2.1** To draft the content and wording of the revised edition of ISO 2108 on the International Standard Book Number (ISBN) for subsequent consideration and approval by the member bodies of ISO/TC 46/SC 9.

The revised ISBN standard produced by Working Group 4 shall ensure that:

- 2.1.1** The revised ISBN standard meets the requirements for international application of the ISBN system;
  - 2.1.2** The numbering capacity of the ISBN system can accommodate the volume of monographic publications included within the scope of the revised ISBN standard;
  - 2.1.3** ISBN will function effectively as unique international identifiers for monographic publications as defined by the standard;
  - 2.1.4** The items to which ISBN may and may not be assigned are clearly specified in the standard (e.g. print-on-demand publications; digital files; discrete parts of monographic publications, etc.);
  - 2.1.5** The metadata required for the ISBN assignment process are clearly specified in the standard;
  - 2.1.6** The ISBN system will be able to operate for an unlimited period of time in meeting the requirement to assign unique international identifiers;
  - 2.1.7** The revised ISBN standard meets the requirements for preparation and presentation of International Standards as specified by the ISO Directives.
- 2.2** To address issues relating to the metadata requirements for each ISBN assignment, the method of associating that metadata with the item identified, and the access to such metadata for the purposes of identification.
- 2.3** To clarify the relationship of the ISBN system to other ISO standard numbering systems and, in particular, to ISO 3297, International Standard Serial Number (ISSN); ISO 10957, International Standard Music Number (ISMN); and ISO Project 21047, International Standard Textual Work Code (ISTC).
- 2.4** To recommend the future relationship of the ISBN and the ISMN for printed music (i.e. whether to assimilate the ISMN into an expanded ISBN system and, if so, how).
- 2.5** To develop rules of procedure for the ISBN system, specifying its governance and the decision-making process for matters affecting the ISBN system as a whole. These rules of procedure should accompany the draft ISBN standard when it is distributed for voting to the member bodies of ISO TC 46/SC 9.

- 2.6 To address issues concerning the international administration of the ISBN system and funding of its activities for international coordination, development and promotion of the ISBN system.
- 2.7 To specify the criteria governing future appointments of ISBN agencies;

**Process to be followed:**

- 2.8 To meet the target dates established by ISO for each stage in the development of the ISBN revision project (see Annex 1);
- 2.9 To decide on appropriate responses to each comment on Committee Draft(s) 2108 and to record those decisions in a document for submission to the SC 9 Secretariat and subsequent distribution to SC 9;
- 2.10 To recommend the appropriate response to each comment on Draft International Standard 2108 for consideration by the SC 9 Secretariat in preparing the Report of voting;
- 2.11 To conduct the business of ISO/TC 46/SC 9/Working Group 4 and the ISBN revision project in accordance with the ISO Directives and the ISO/TC 46 rules of procedure;
- 2.12 To record the issues discussed and decisions taken at each Working Group 4 meeting along with supporting reasons for any decisions of substance and to submit these reports to the ISO/TC 46/SC 9 Secretariat within two months of each Working Group 4 meeting;
- 2.13 To submit annual reports by March 31 of each year on the status of the ISBN revision project and the work of ISO/TC 46/SC 9/Working Group 4 to the ISO/TC 46/SC 9 Secretariat for subsequent distribution to ISO/TC 46/SC 9.

**3. DURATION OF ISO/TC 46/SC 9 WORKING GROUP 4**

ISO/TC 46/SC 9/Working Group 4 may be disbanded by ISO/TC 46/SC 9 upon publication of the fourth edition of ISO 2108 or in the event that the Working Group is unable to reach consensus<sup>1)</sup> and/or meet the target dates established by ISO/TC 46/SC 9 for the ISBN revision project (see Annex 1).

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<sup>1)</sup> **consensus:** General agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. NOTE - Consensus need not imply unanimity. [ISO Directives, Part 1]

## Steps and Timeframes for ISO 2108 Revision Project

The target dates specified below represent ISO's recommended timeframes for each stage of ISO Project 2108. Within these project stages, the pace of development is dependent largely on decisions taken by Working Group 4.

**Date of approval for ISO New Project 2108: January 30, 2002.**

**ISO Working Group 4 established and Convenor appointed by: January 2002**

### **Working Draft(s) 2108:**

A revised Working Draft 2108 should be available within 6 months of the project's approval.

Target date: **June 2002.**

### **Committee Draft(s) (CD) 2108:**

CD 2108 should be available within 12 months of the project's approval.

Target date: **January 2003 or earlier.**

CD 2108 should be accompanied by the draft Rules of procedure for the ISO 2108 Registration Authority (i.e. the International ISBN Agency)

CD 2108 will be distributed for a **3 month review and comments** by the members of ISO/TC 46/SC 9.

### **Draft International Standard (DIS) 2108:**

DIS 2108 should be available within 24 months of the project's approval.

Target date: **January 2004 or earlier.**

When consensus is reached among ISO/TC 46/SC 9's member bodies on the content of the Committee Draft, its text must be submitted to ISO Central Secretariat for registration at the DIS stage within a maximum of 4 months.

DIS 2108 (and the draft Rules of procedures for its Registration Authority) will be distributed for a **5-month vote by ISO's member bodies.**

The text of DIS 2108 must be provided in both English and French versions at the DIS stage.

### **Final Draft International Standard (FDIS) 2108:**

FDIS 2108 should be available within 33 months of the project's approval.

Target date: **October 2004 or earlier.**

FDIS 2108 and the procedures for its Registration Authority (i.e. the International ISBN Agency) will be distributed for a **final 2-month vote; no comments are allowed**, except those that explain a negative vote.

**Publication of ISO 2108, 4<sup>th</sup> edition: January 2005 or earlier**