Deposit Portal User Guide

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1 INTRODUCTION

1.1 Objective

The purpose of this document is to provide users guidance in using the National Library Board – Deposit Portal. Deposit Portal is an one-stop portal for publishers to submit Singapore publications for Legal Deposit. It also provides publishing services such as issuance of International Standard Numbers (ISN) and Cataloguing in Publication (CIP).

1.2 Overview of Deposit Portal

A glossary of the terms used in the specifications for Deposit Portal is provided below:

S/No	Term	Meaning
1	Publisher	Public user of the Deposit Portal
2	ISN	International Standard Number, where ISN could refer to ISBN, ISSN or ISMN.
3	ISBN	International Standard Book Number
4	ISSN	International Standard Serial Number
5	ISMN	International Standard Music Number
6	CIP	Cataloguing-in-Publication

1.3 Navigating Deposit Portal

- Back to Previous Page

  Please note that clicking Back in your browser does not bring you to the previous page. Instead, an error message may appear. This is to prevent double submission of forms.

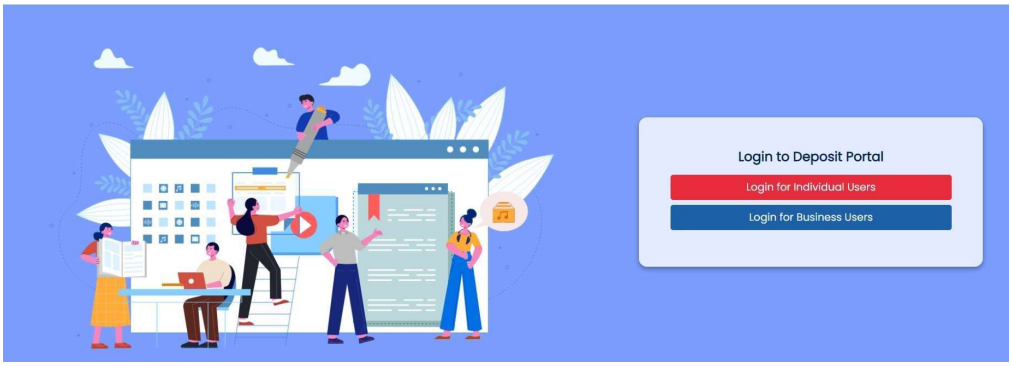
  To navigate away from a page, click on the designated 'Back' buttons if available, or you can click on any of the links in the page.

- Navigating the different modules in Deposit Portal

  Click on the Menu button ☰ on the top-left corner of your screen to select the selected module in Deposit Portal.

2 REGISTRATION AND LOGIN

The Deposit Portal is accessible at https://www.nlb.gov.sg/depositapp/ .

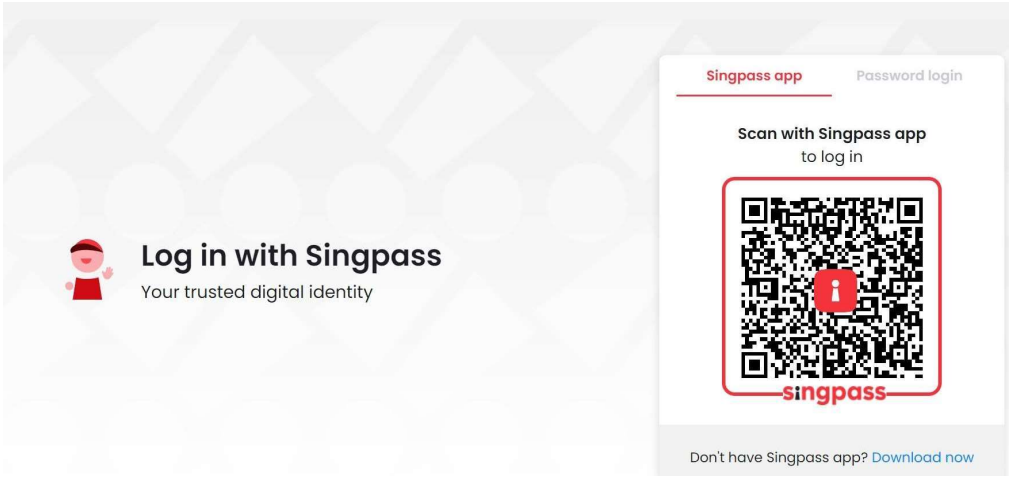


2.1 Register for a New Account in Deposit Portal

2.2 Registration using Singpass

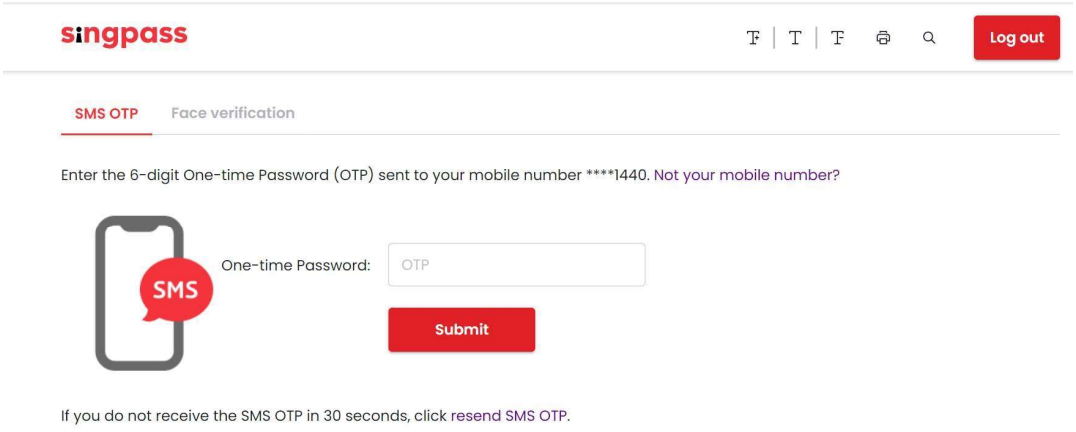
The Deposit Portal allows registration of new publisher account using Singpass

- Login either with your Singpass App or using Password Login

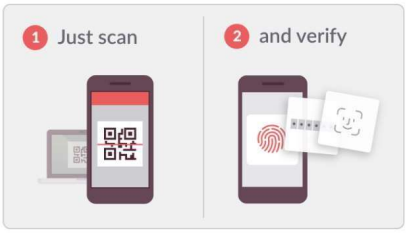


Contact Singpass Helpdesk at +65 6643 0555 or email support@singpass.gov.sg

- At the prompt, enter the 6-digit One-time Password (OTP) sent to your mobile number and click 'Submit'

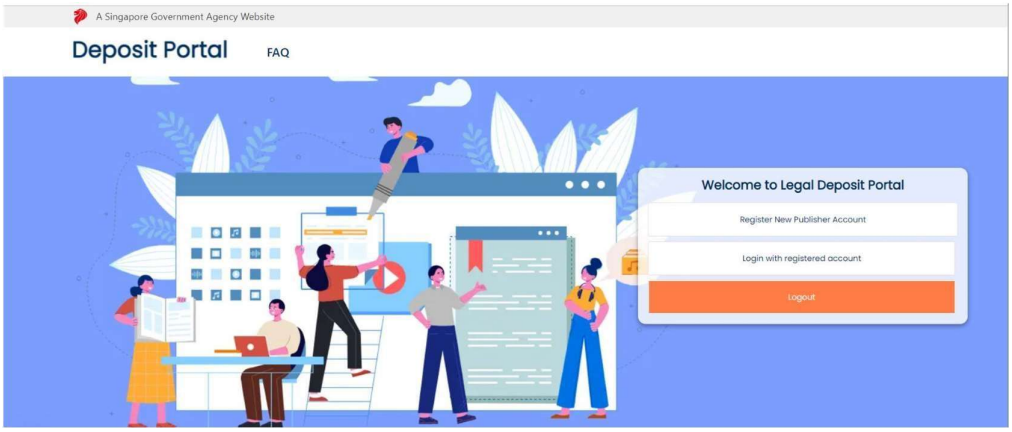


- Click on 'Continue' to login to Deposit Portal



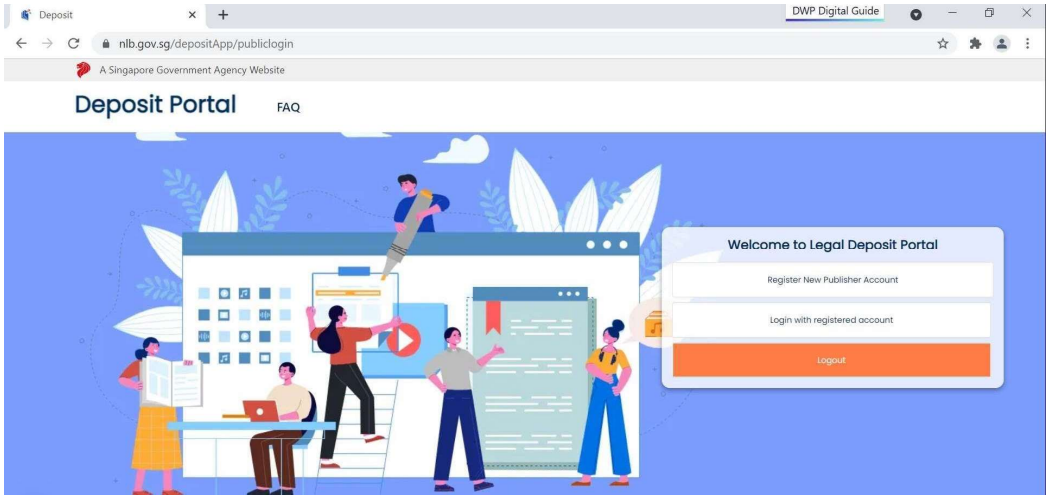
2.3 Registration for new publisher account

- To register for a new account, click on “Register New Publisher Account” and fill up the necessary information before submitting.
- The registration will be processed within 3 working days, and you will will be notified via email when the application is approved.
- Once your application is approved, login with the registered Singpass or, and you will be directed to the main page of the Deposit Portal.



2.4 One-time link up with existing publisher account

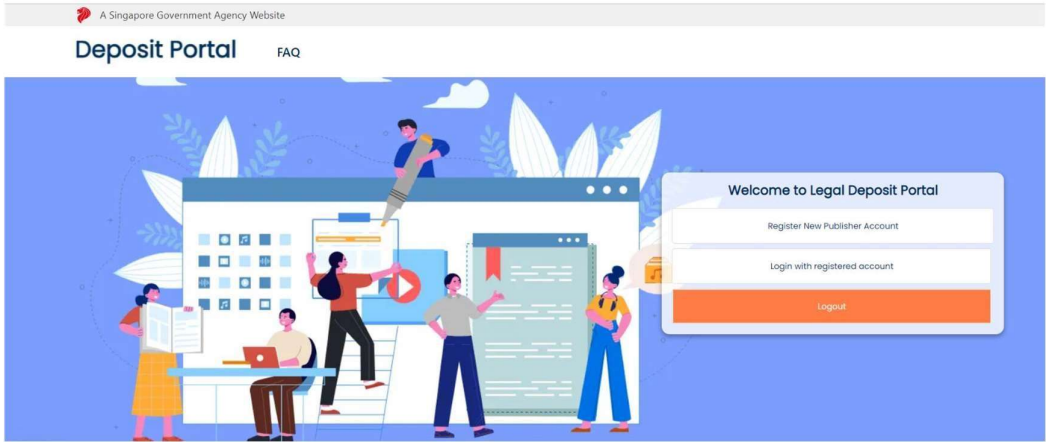
- This is only applicable for users with an existing publisher account with NLB (i.e. Deposit Web).
- After logging in using your Singpass, click on ‘Login with Registered Account’. Fill up the form with your User ID and Password from Deposit Web.
- Your existing account will be linked up with your Singpass login.
- If you have forgotten your User ID and Password, please contact us at enquiry@nlb.gov.sg.

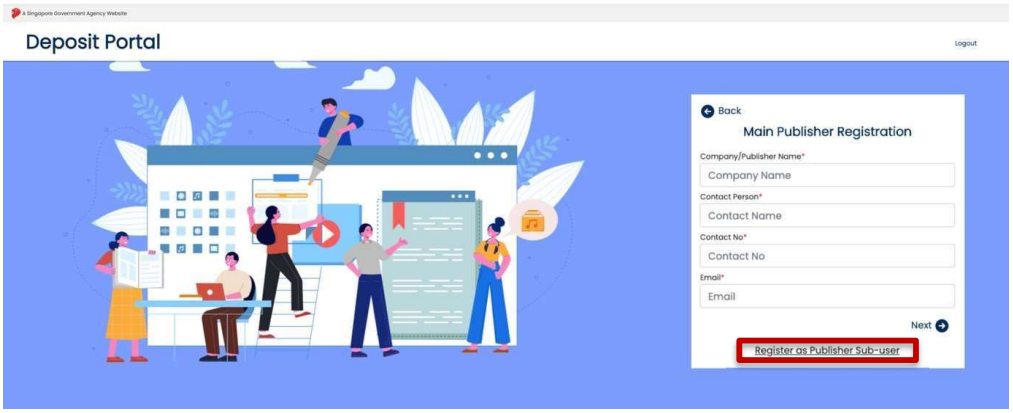


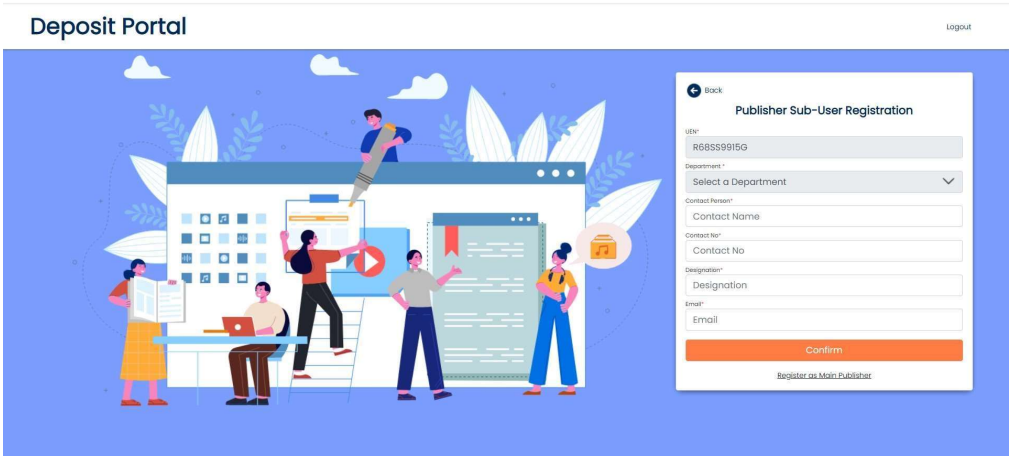
2.5 Registration for publisher sub-user account

- To create sub-user accounts: if you have more than one user accessing the Deposit Portal, login to the system using Singpass login.

- Click ‘Register New Publisher Account’. Locate and click on the link ‘Register as Publisher sub-user’ at the bottom of the form. Fill in the necessary information and click ‘Confirm’ to proceed.


A Singapore Government Agency Website
Deposit Portal
FAQ
Welcome to Legal Deposit Portal
Register New Publisher Account
Login with registered account
Logout


Deposit Portal
Logout
Back
Main Publisher Registration
Company/Publisher Name*
Company Name
Contact Person*
Contact Name
Contact No*
Contact No
Email*
Email
Next
Register as Publisher Sub-user

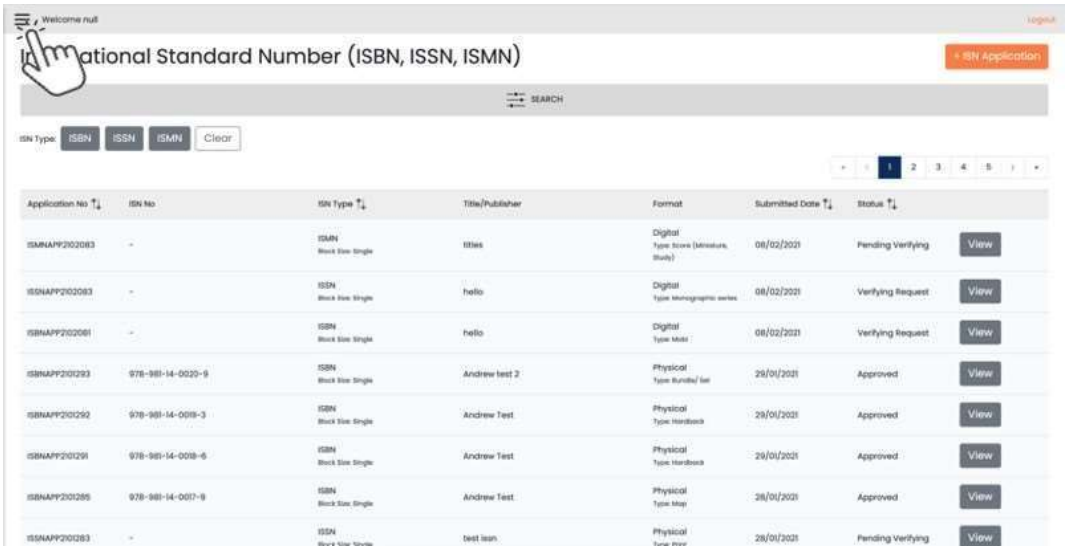

Deposit Portal
Logout
Back
Publisher Sub-User Registration
UEN*
R68SS9915G
Department *
Select a Department
Contact Person*
Contact Name
Contact No*
Contact No
Designation*
Designation
Email*
Email
Confirm
Register as Main Publisher

3 MANAGE YOUR PUBLISHER ACCOUNT

3.1 Updating information of your publisher account

To manage and update/edit the information of your publisher account:

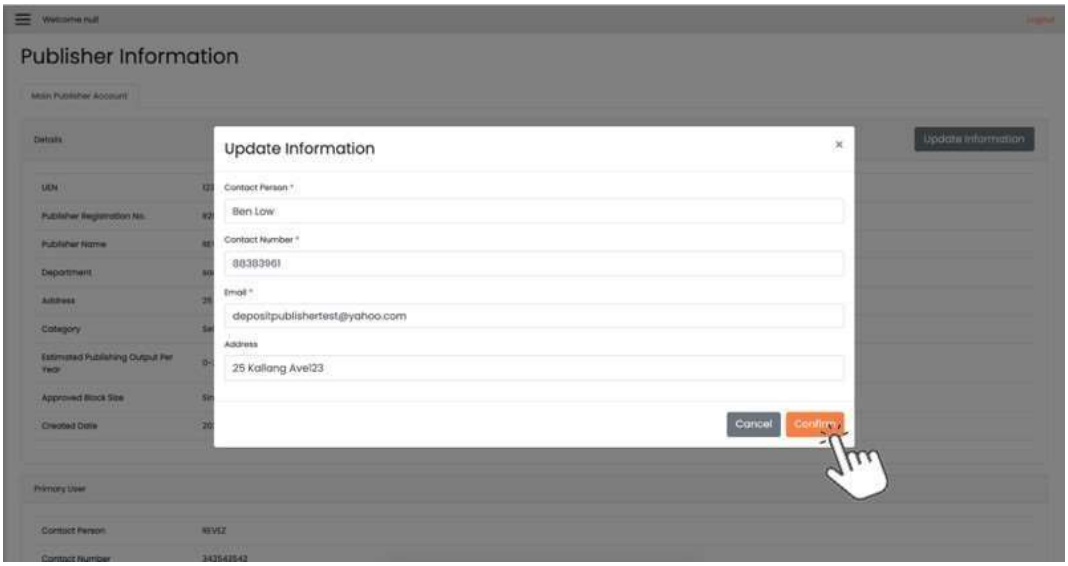
- Click on the Menu button ☰ on the top-left corner of your screen.



- Select ‘Publisher Account Information’.

- Click on ‘Update Information’.

- Update the information in the pop-up screen and click on ‘Confirm’ to proceed.

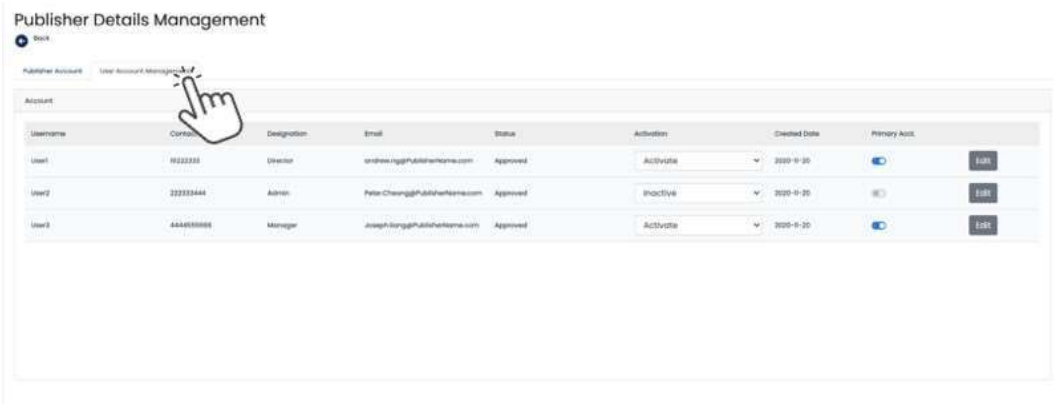


3.2 Manage sub-user accounts

To manage and update/edit the information of your publisher account:

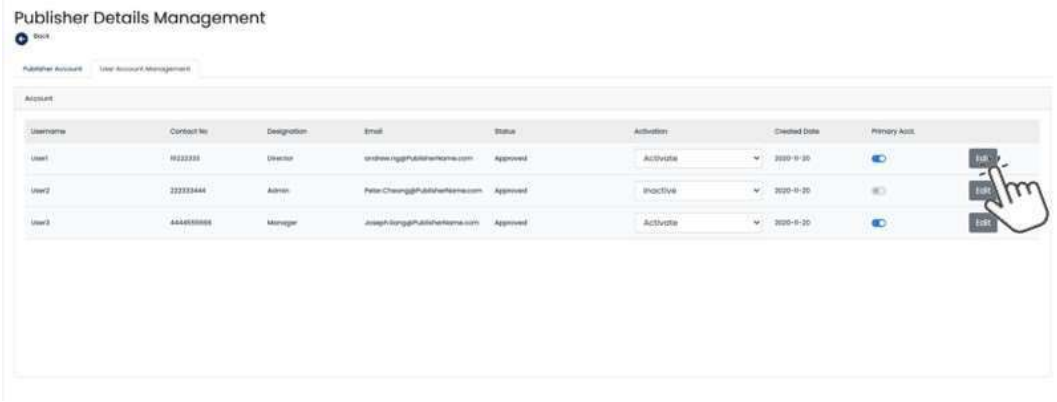
- Click on the Menu button ☰ on the top-left corner of your screen.
- Select ‘Publisher Account Information’.

- Click ‘User Account Management’.

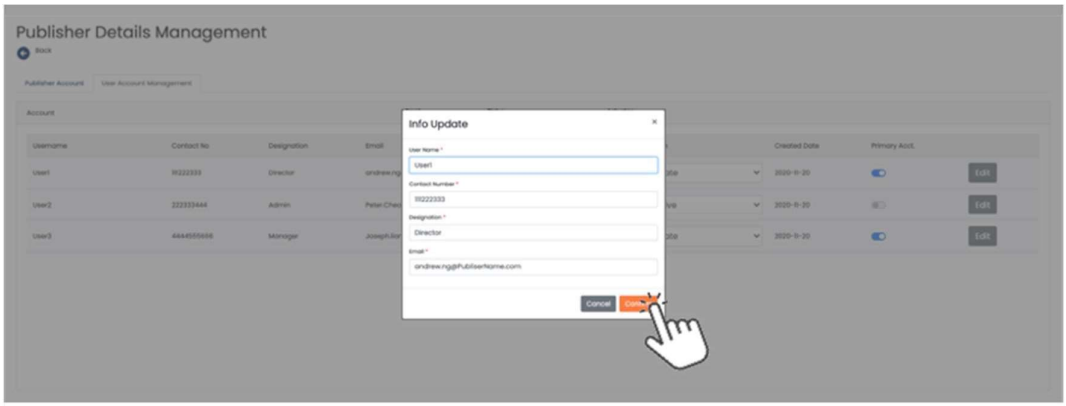


- Primary user of the publisher account can manage the sub-user accounts by activating or deactiving the sub-user accounts.
- Primary user of the publisher account and the sub-user account user can edit the information of the approved sub-user account.

- Click ‘Edit’ to update/edit the information of the sub-user accounts.



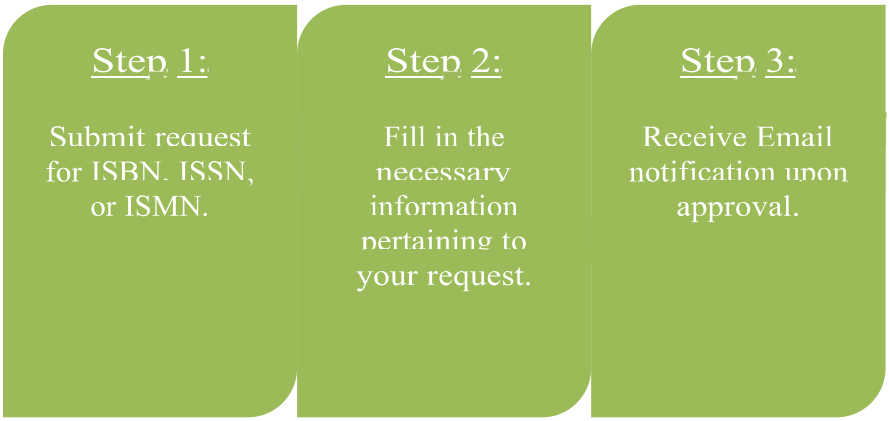
- Update the information in the pop-up screen and click on ‘Confirm’ to proceed.



4 APPLICATION OF INTERNATIONAL STANDARD NUMBER (ISN)

4.1 Application of International Standard Number (ISBN/ISSN/ISMN)

There are three (3) types of ISN namely: ISBN, ISSN, ISMN. The information required is unique to its' respective type of ISN.



4.2 Statuses used for application of International Standard Number

- Draft
  Application form is saved as a draft. Publishers can edit the information in the application form.

- Pending Verification
  Application form is submitted and is pending verification. Publishers can edit the information or cancel the application.

- Verifying Request
  Application is currently being reviewed. Publishers are not allowed to edit the information or cancel the application.

- Approved
  Application has been approved. Publishers can edit the submitted information, but the application cannot be cancelled.

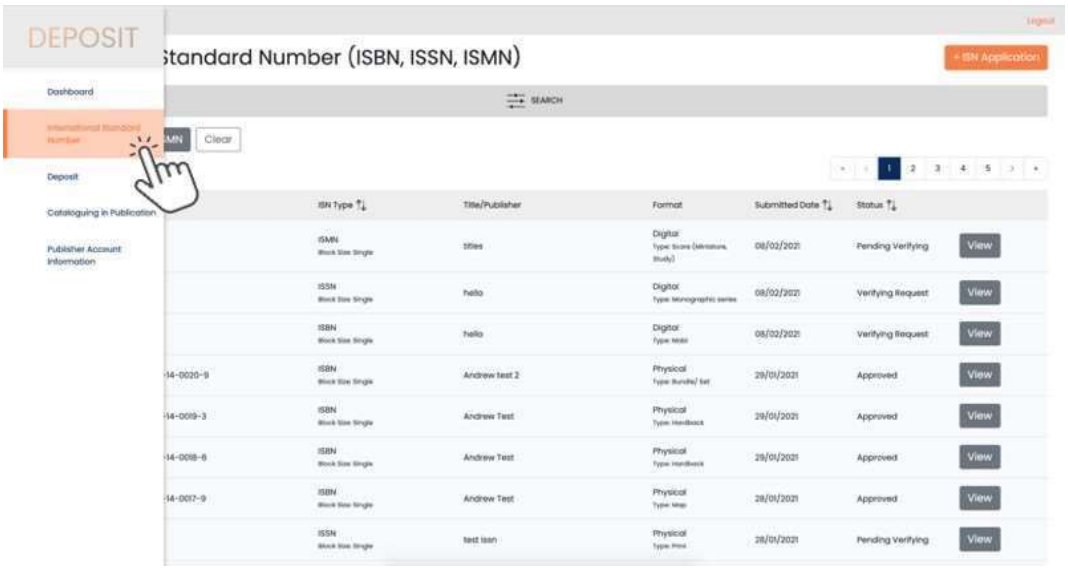
- Rejected
  Application has been rejected. The reason for rejection is indicated in the email sent to the registered email address.

- Cancelled
  Application has been cancelled by publisher.

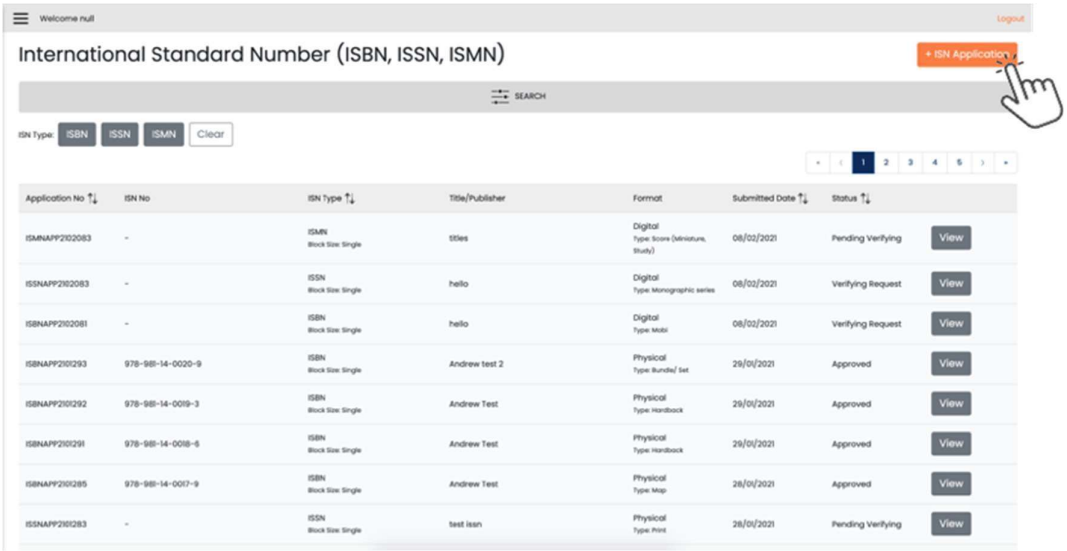
4.3 Create an application for International Standard Number

To apply for an International Standard Number (ISBN/ISSN/ISMN):

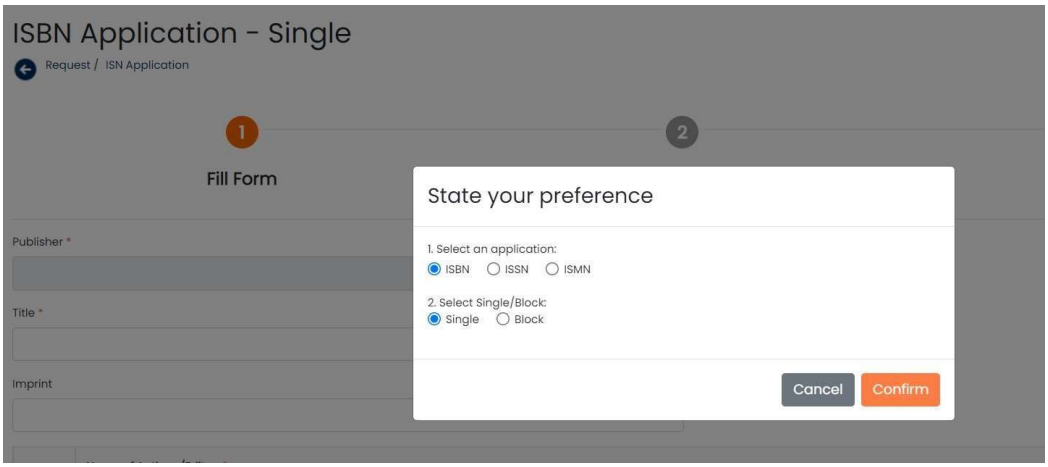
- Click on the Menu button ☰ on the top-left corner of your screen.
- Select ‘International Standard Number’.



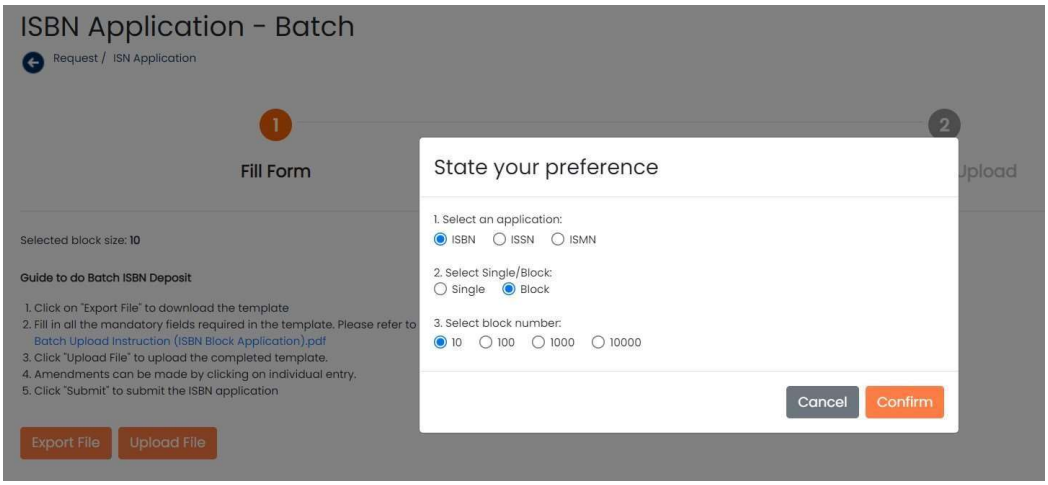
- Click on ‘+ ISN Application’.



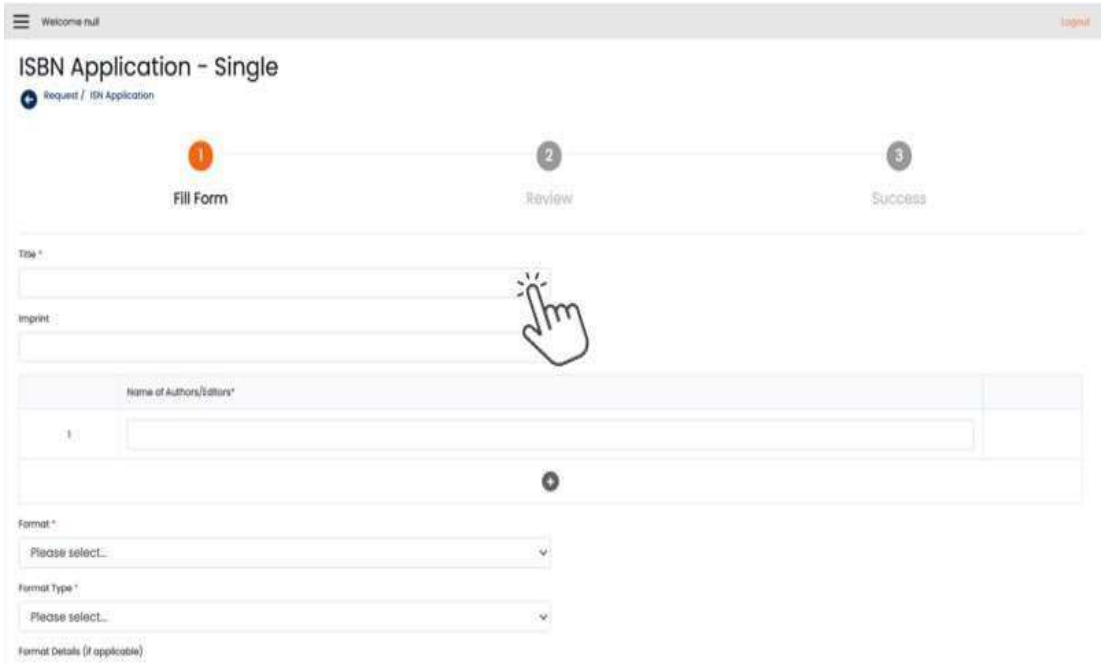
- Select your choice of ISN (i.e. ISBN, ISSN or ISMN).
- For ISBN, select your choice of single/block ISBN



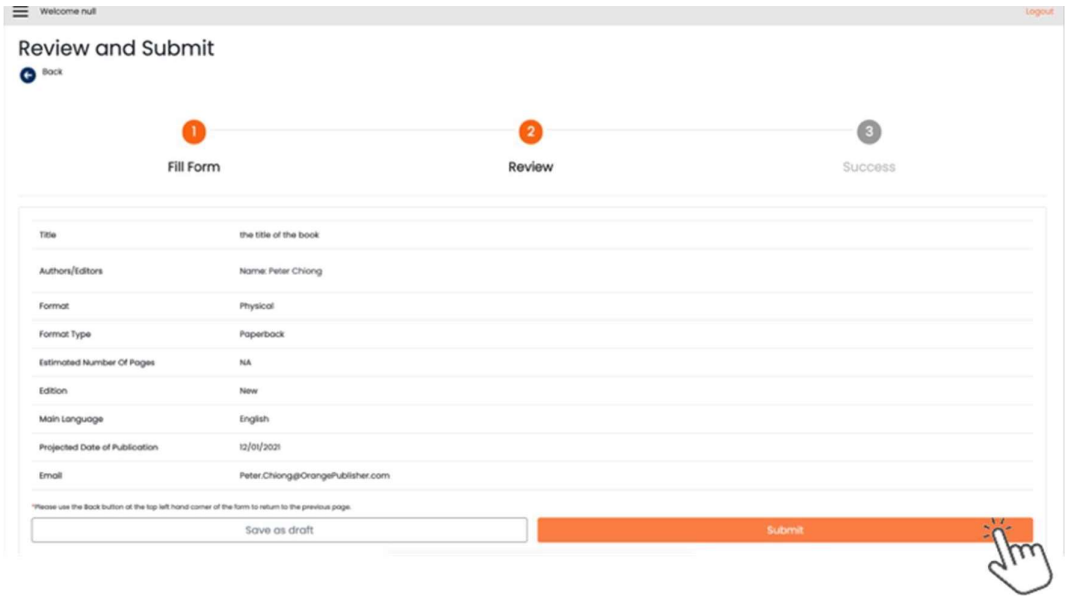
- For block ISBN application, please refer to the batch upload instructions guide

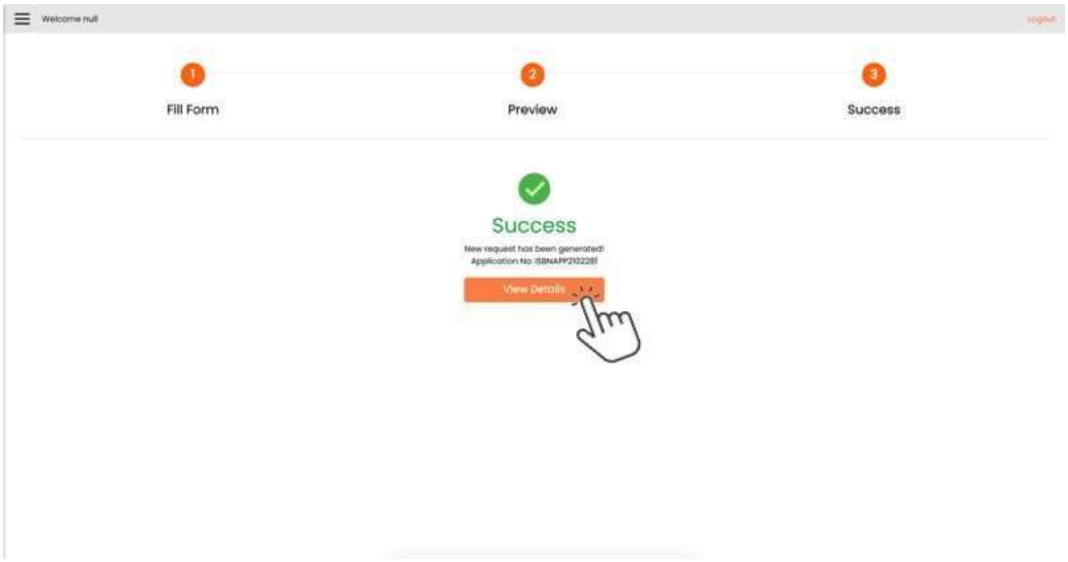


- Fill in the necessary information in the application form. All mandatory fields (marked with an * asterisk) must be filled before the form can be submitted.



- Review the information in the application form after clicking 'Proceed'. Click 'Submit' to complete the application. To save your application as a draft, click 'Save as draft'. To go back to the previous page, click 'Back' on the top-right hand corner of the screen.

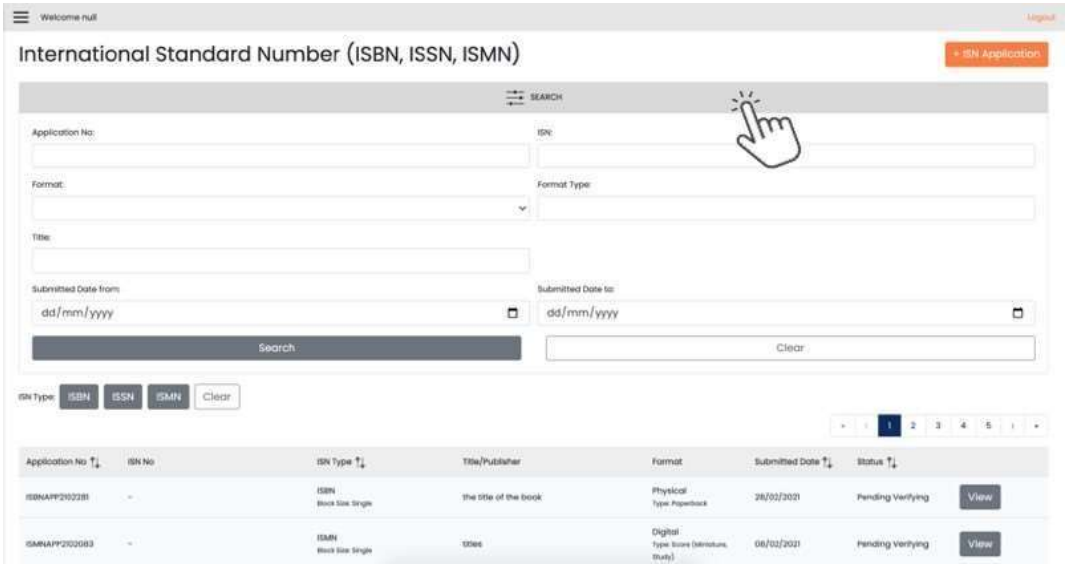




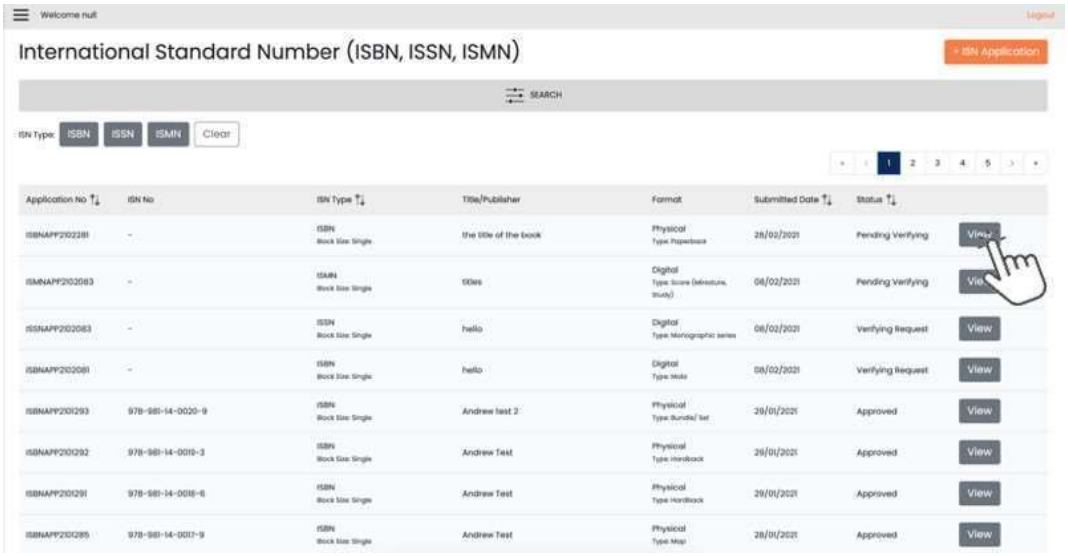
4.4 View International Standard Number applications

‘ All International Standard Number applications can be searched and viewed in the International Standard Number’ module.

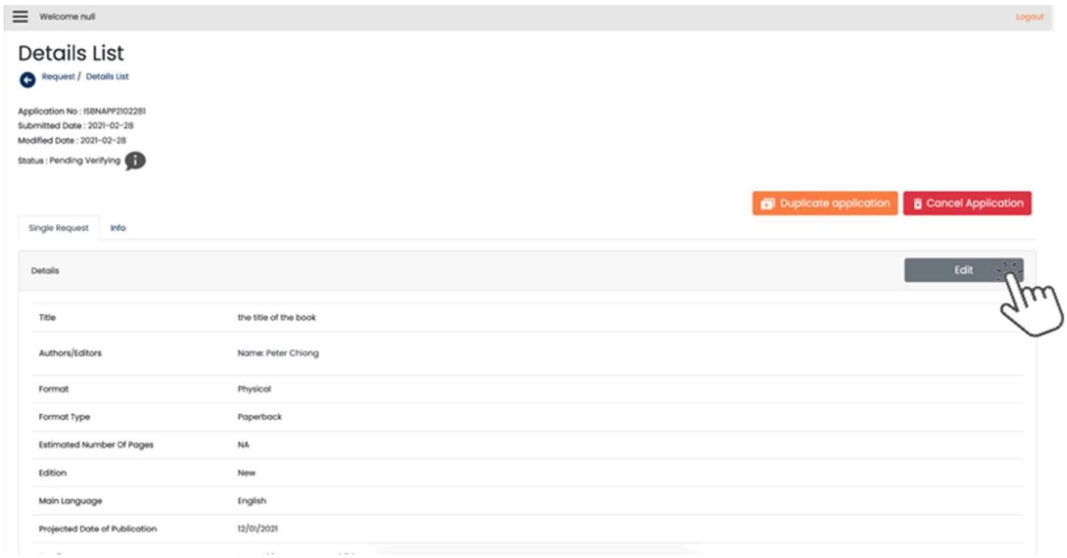
- Click on the grey search bar to launch the search menu. You can input either the ‘Application No.’, ‘ISN No.’ or any other relevant search parameter from the search menu. Click ‘Search’ to perform the search. Your search results will be populated beneath the search menu.

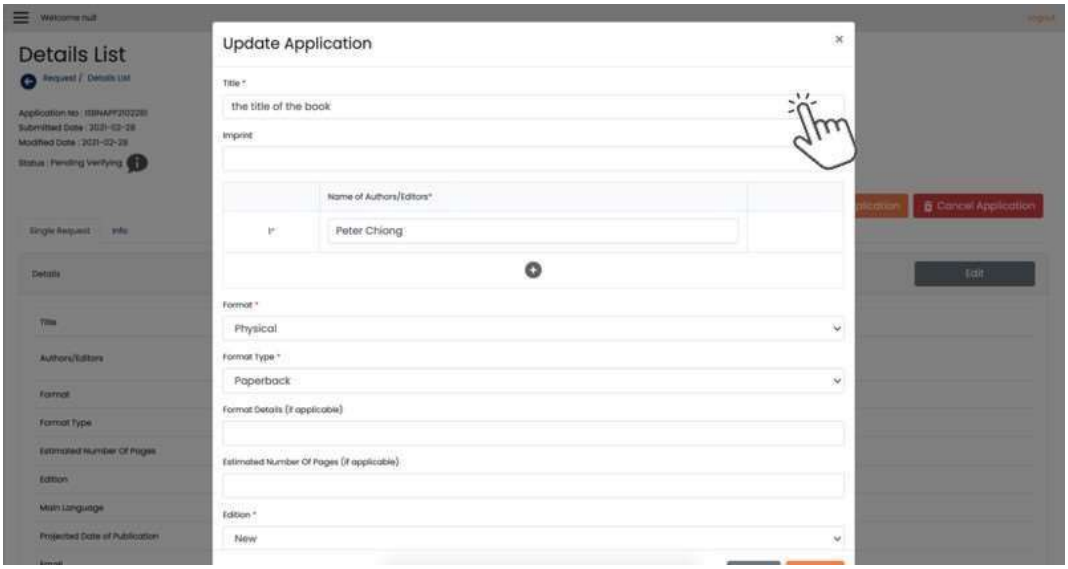


- Click ‘View’ to view the application details.



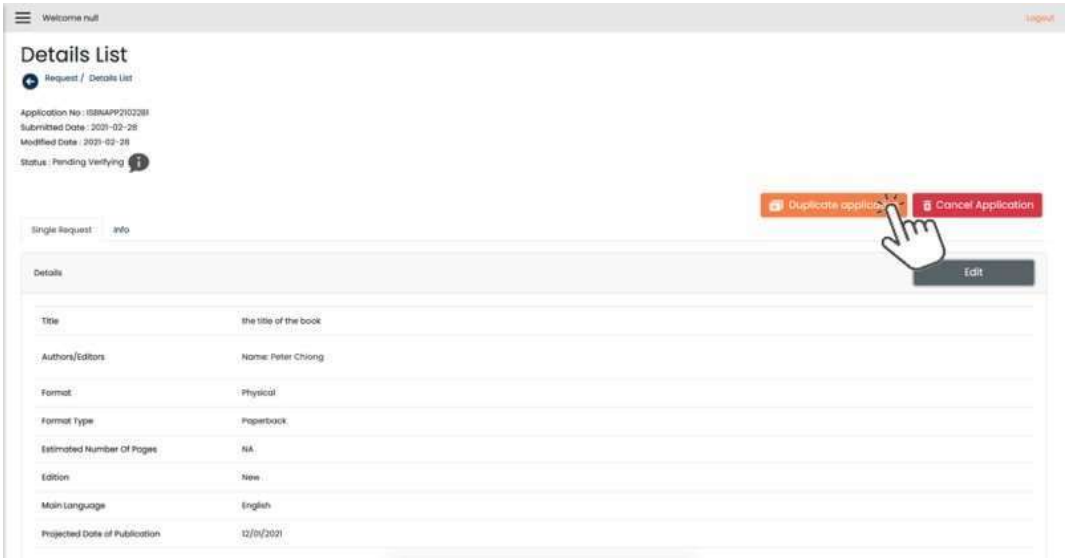
- The application can be edited based on the status of the application (see 4.2). Click on 'Edit' and update the information in the pop-up box.





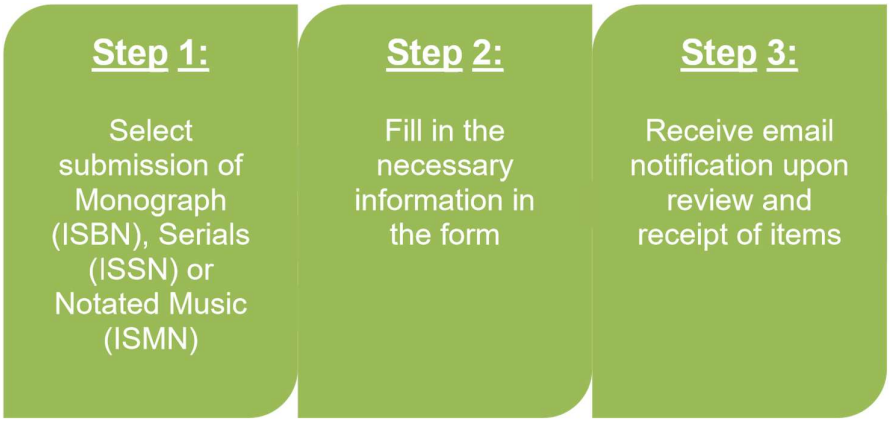
- The application can be cancelled based on the status of the application (see 4.2). Click ‘Cancel Application’ to cancel your ISN application.

- Click ‘Duplicate’ to reuse the information in the current application in a new application.



5 SUBMISSION OF MATERIALS FOR LEGAL DEPOSIT

5.1 Submission of materials for Legal Deposit



5.2 Statuses used for submission of Legal Deposit materials

- Draft
  Submission form is saved as a draft. Publishers can edit the information in the submission form.

- Pending Review
  Submission form is submitted and is pending review. Publishers can edit the information or cancel the submission.

- Verifying Request
  Submission is currently being reviewed. Publishers are not allowed to edit the information or cancel the application.

- Partial Receipt (for Physical LD)
  Only one out of the two mandatory copies for Legal Deposit were received.

- Receipt in Full
  All copies required are received. (i.e. 2 copies for physical material, 1 copy for digital material)

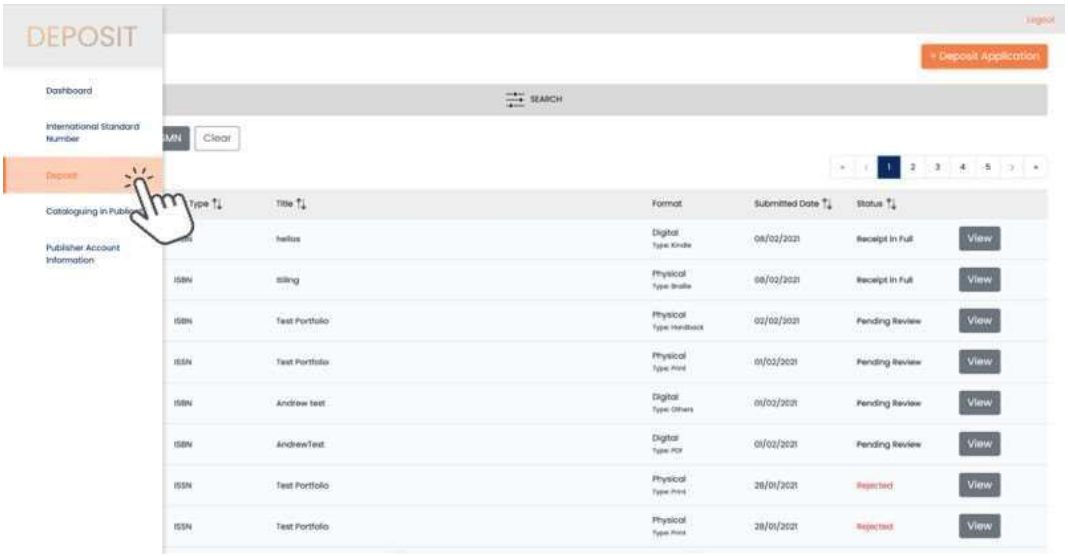
- Rejected
  Submission has been rejected. The reason for rejection is indicated in the email sent to the registered email address.

- Cancelled
  Application has been cancelled by publisher.

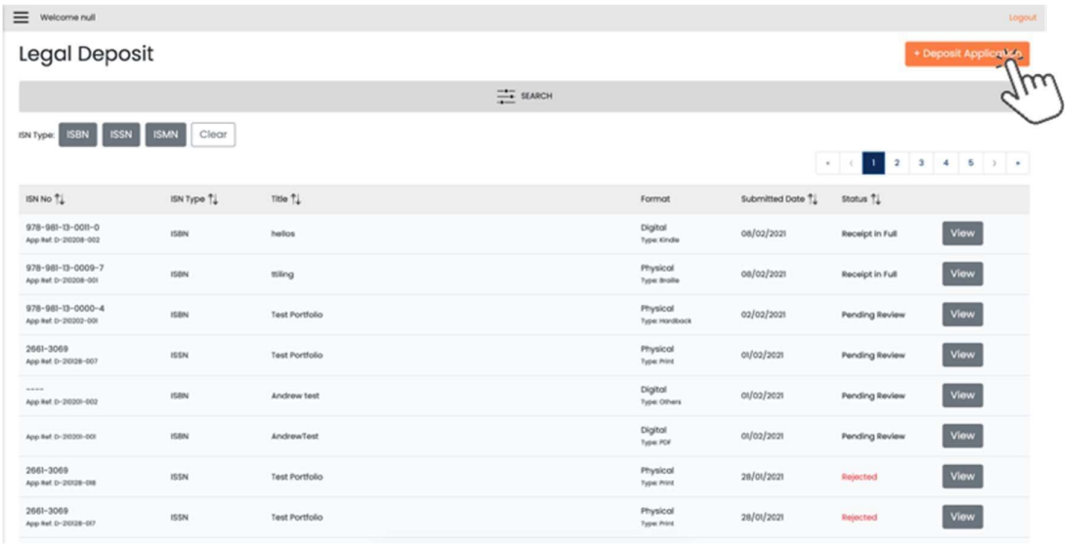
5.3 Create a deposit form for submission for Legal Deposit

To create a deposit form for submission of materials for Legal Deposit:

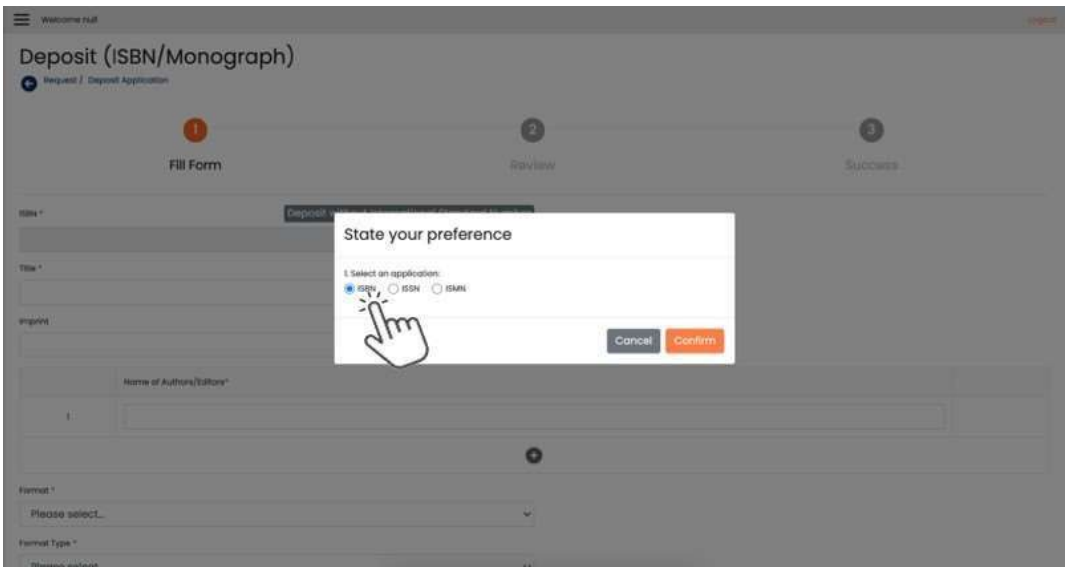
- Click on the Menu button ☰ on the top-left corner of your screen.
- Select ‘Deposit’.



- Click on ‘+ Deposit application’.



- Select your choice of ISN (i.e. ISBN for Monograph, ISSN for Serials or ISMN for Notated Music publications).

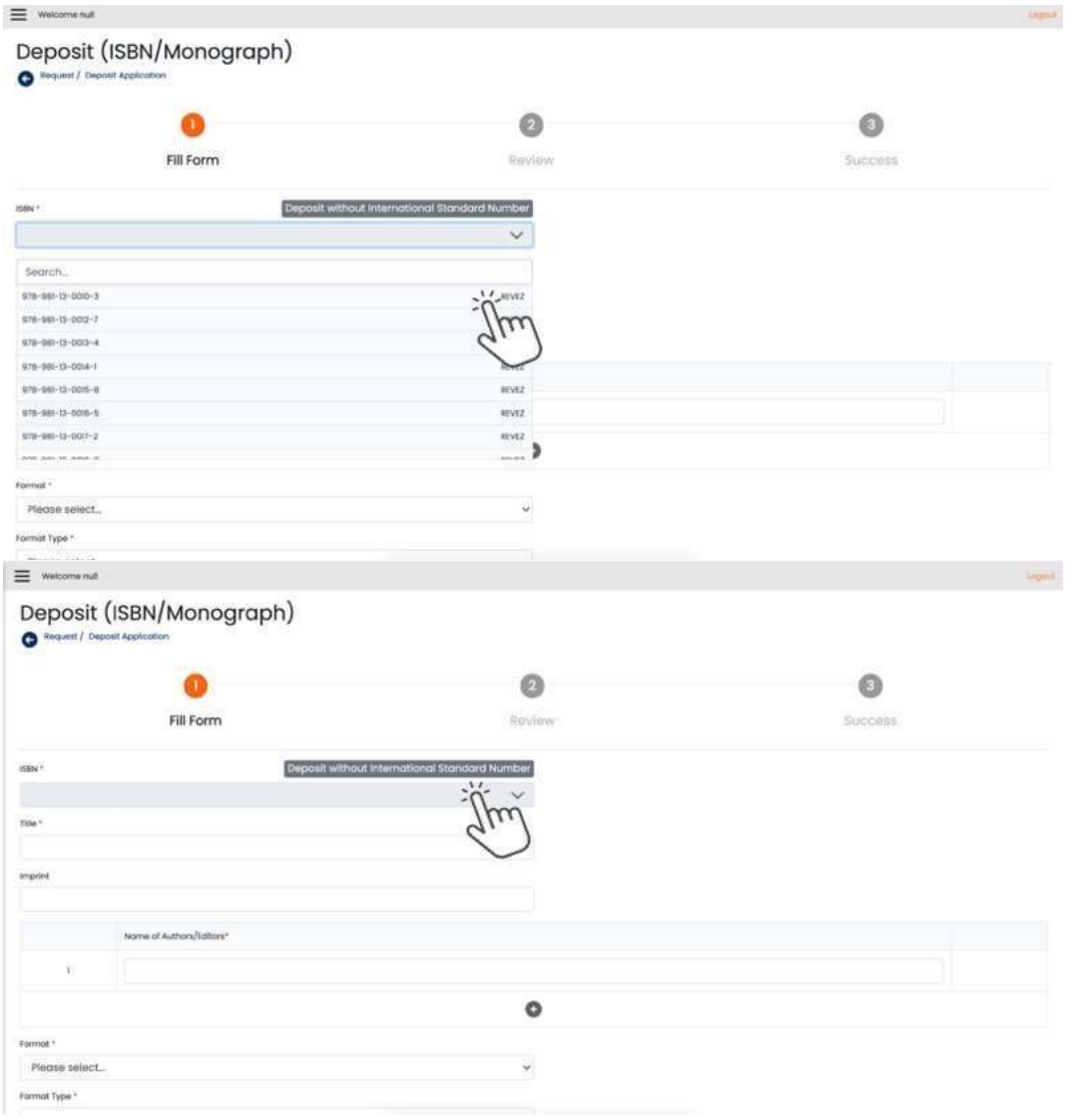


- <u>To submit material with a registered International Standard Number:</u> Select the ISN that you wish to deposit. Fill in the rest of the necessary information in the submission form.

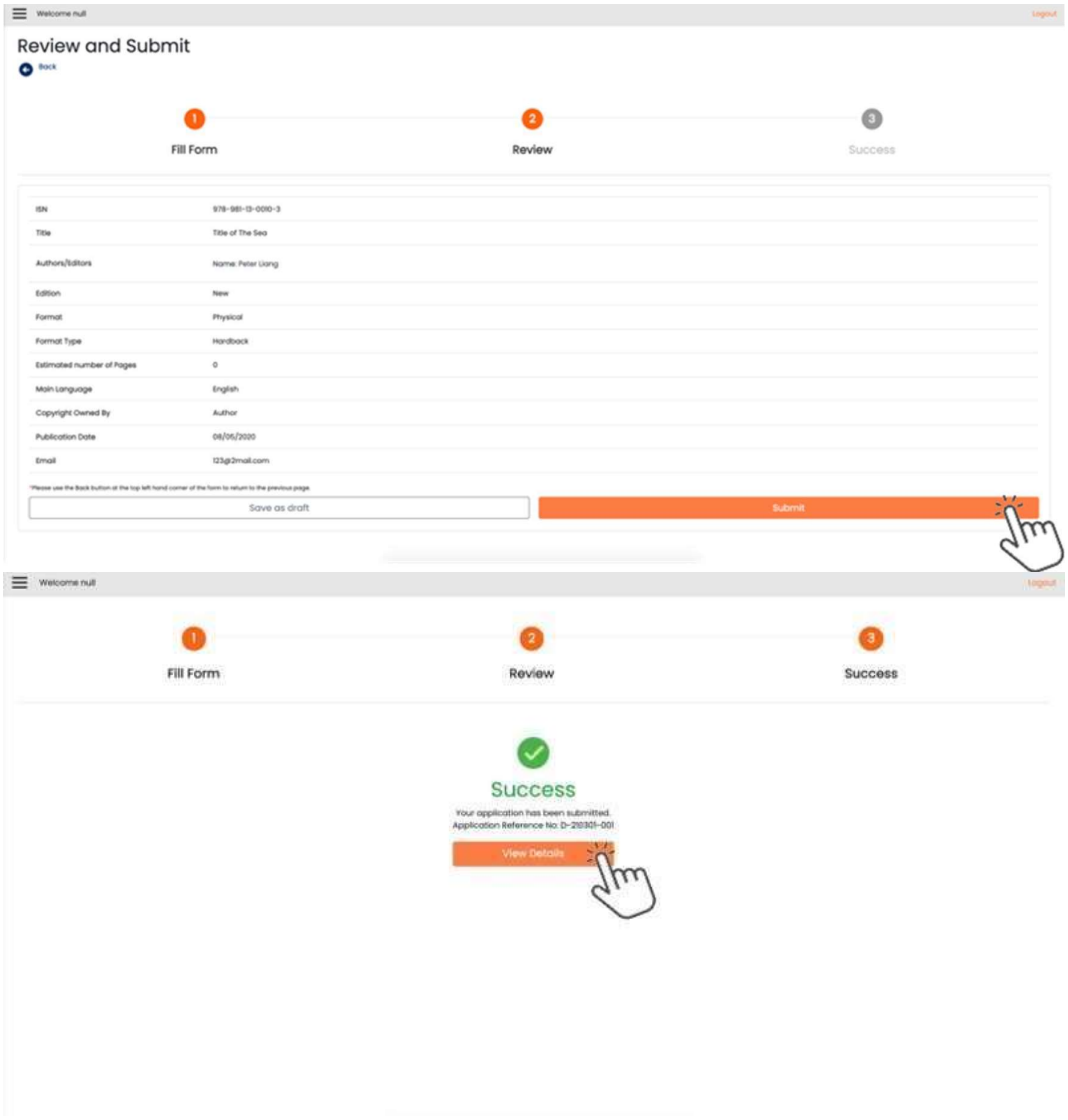
- <u>To submit material without a registered International Standard Number:</u> Click on 'Deposit without International Standard Number. Fill in the rest of the necessary information in the submission form.

- All mandatory fields (marked with an * asterisk) must be filled before the form can be submitted.

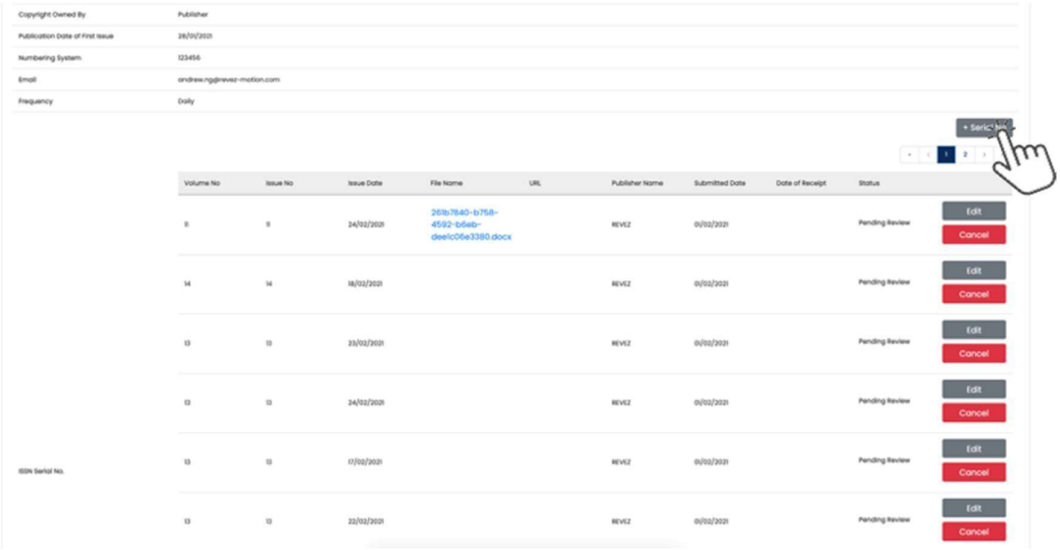
- Please attached your content file in the form if you are submitting a digital material for Legal Deposit.



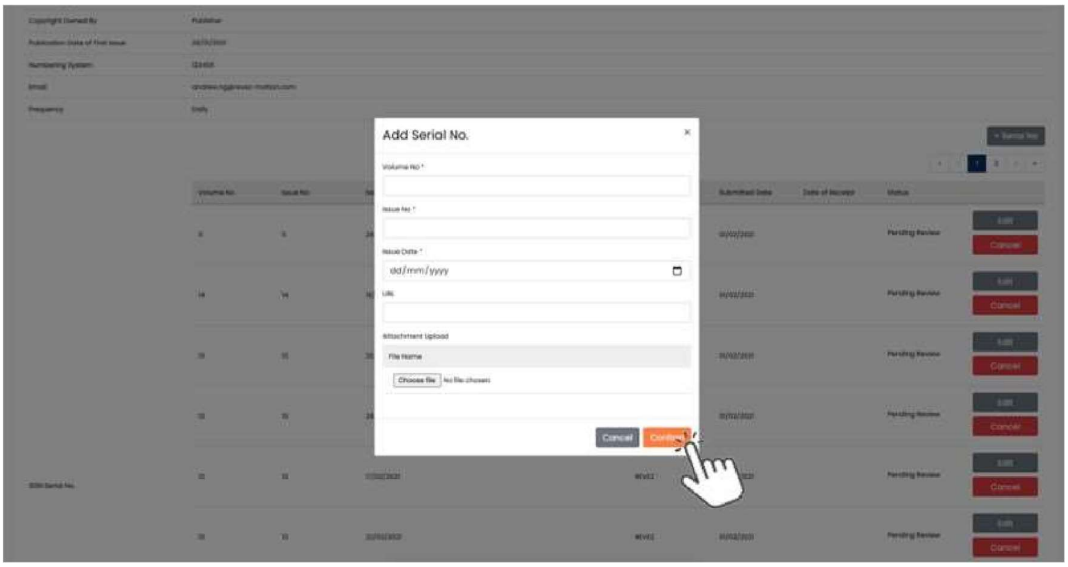
- Review the information in the application form after clicking ‘Proceed’. Click ‘Submit’ to complete the application. To save your application as a draft, click ‘Save as draft’. To go back to the previous page, click ‘Back’ on the top-right hand corner of the screen.



- To deposit subsequent issues for serial publications (materials with ISSN), click '+ Serial No'.

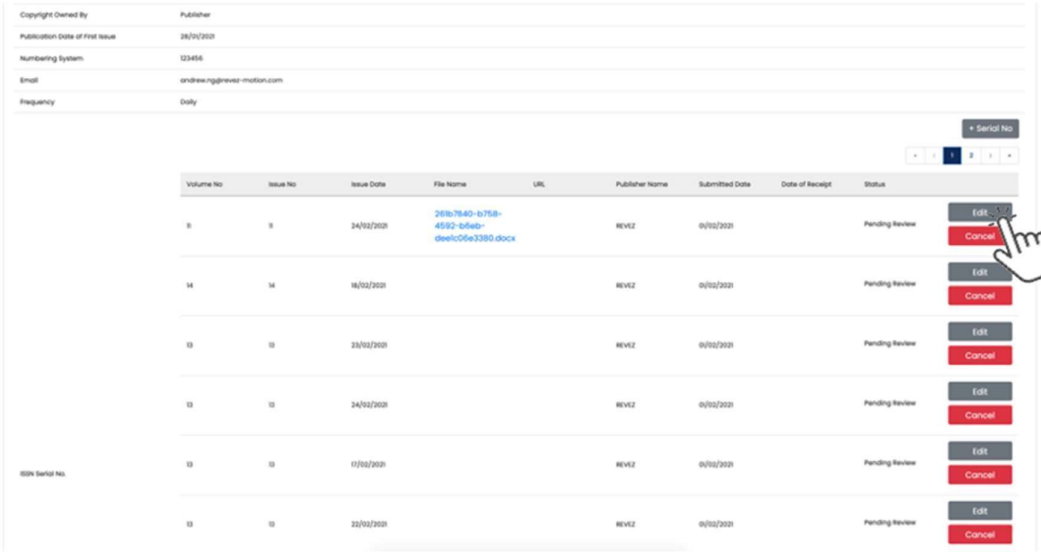


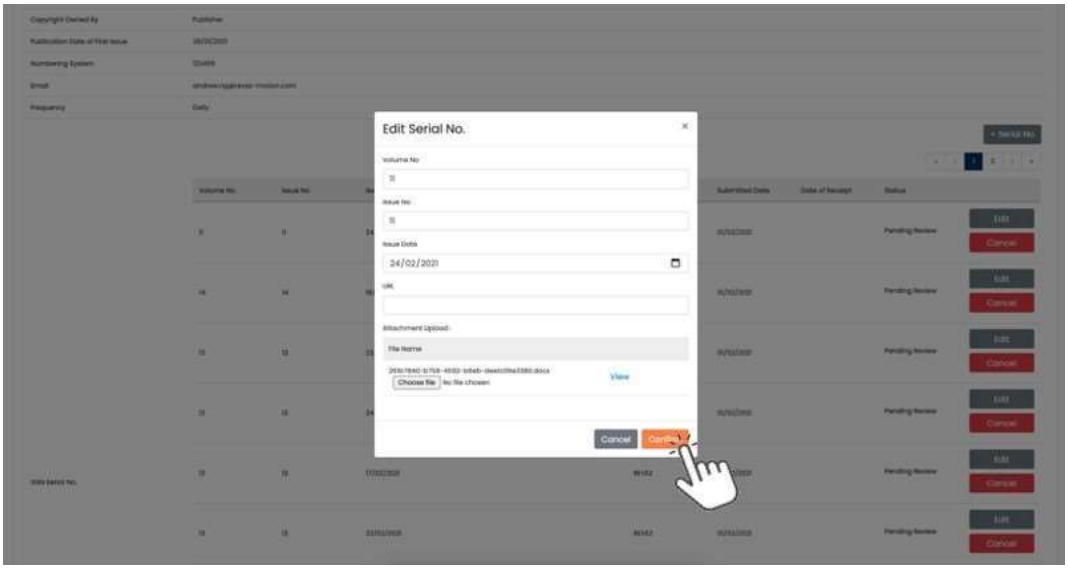
- Fill in the necessary information in the form.



- The application can be edited based on the status of the submission (see 5.2). Click on ‘Edit’ and update the information in the pop-up box.

- Click ‘Confirm’ to proceed with the edited information.

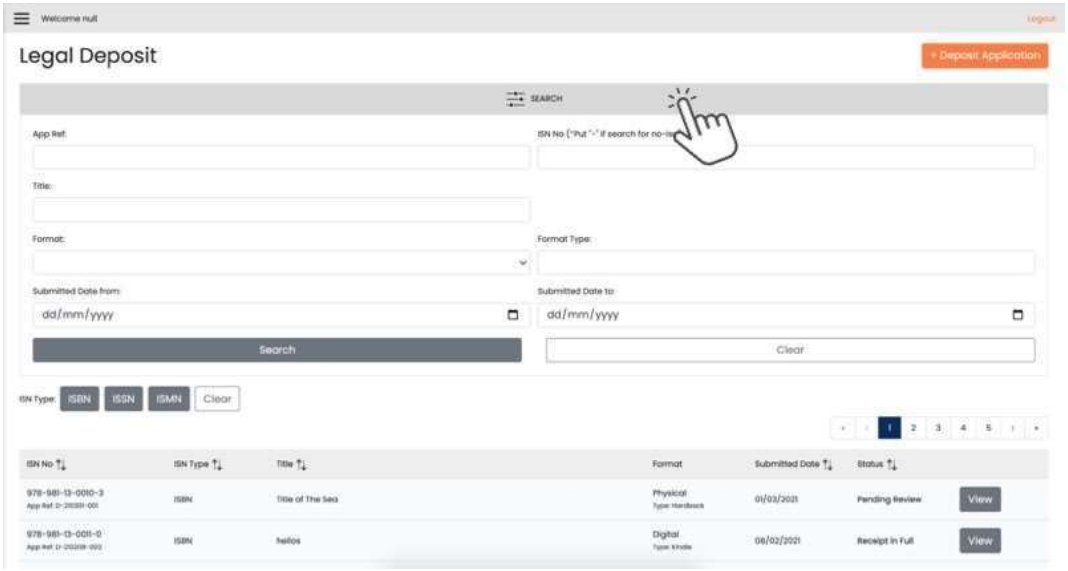

Copyright Owned By
Publisher
Publication Date of First Issue
Numbering System
Email
Frequency
Daily
+ Serial No
Volume No
Issue No
Issue Date
File Name
URL
Publisher Name
Submitted Date
Date of Receipt
Status
Pending Review
Edit
Cancel
ISSN Serial No.


Edit Serial No.
Volume No
Issue No
Issue Date
24/02/2021
URL
Attachment Upload
File Name
Choose file
No file chosen
View
Cancel

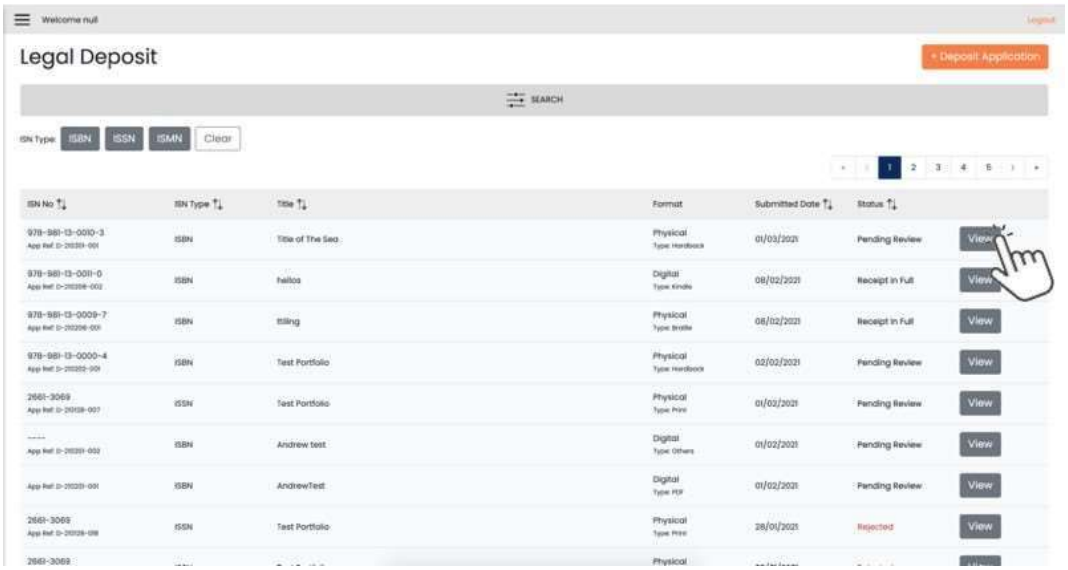
5.4 View submissions for Legal Deposit

All created deposit forms can be searched and viewed in the ‘Legal Deposit’ module.

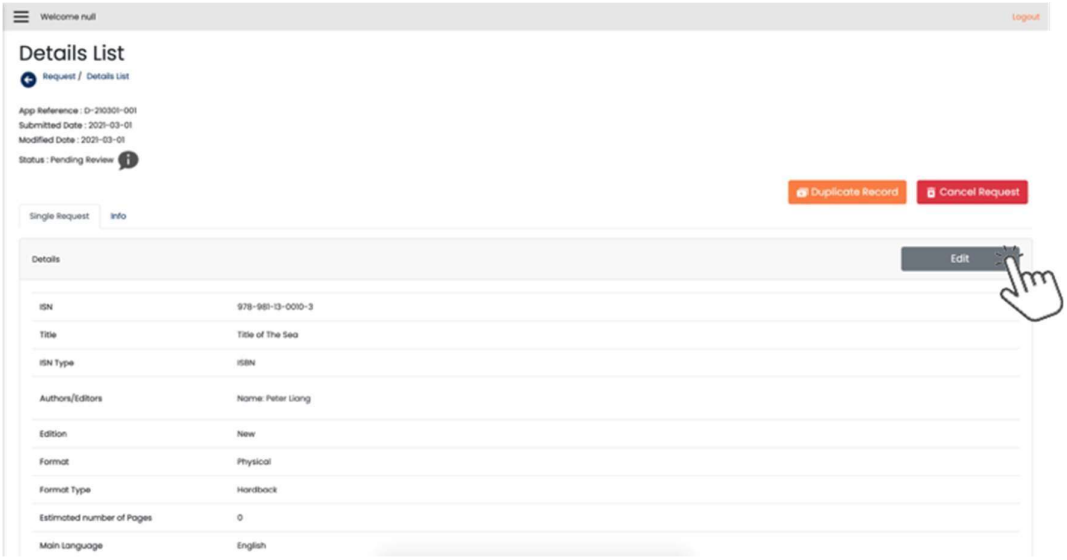
- Click on the grey search bar to launch the search menu. You can input either the ‘Application No.’, ‘ISN No.’ or any other relevant search parameter from the search menu. Click ‘Search’ to perform the search. Your search results will be populated beneath the search menu.

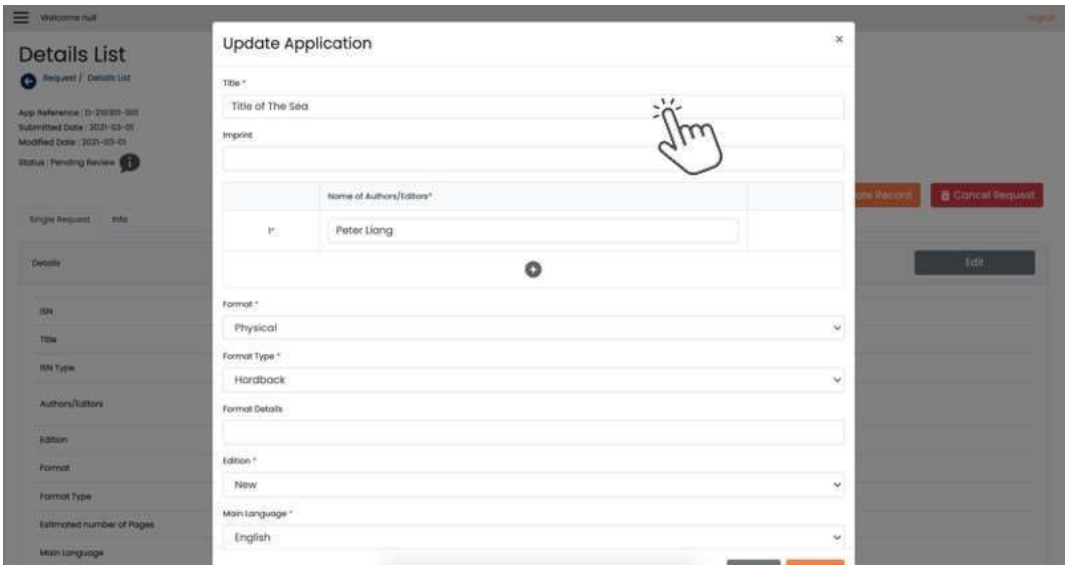


- Click ‘View’ to view the details of the selected deposit form.



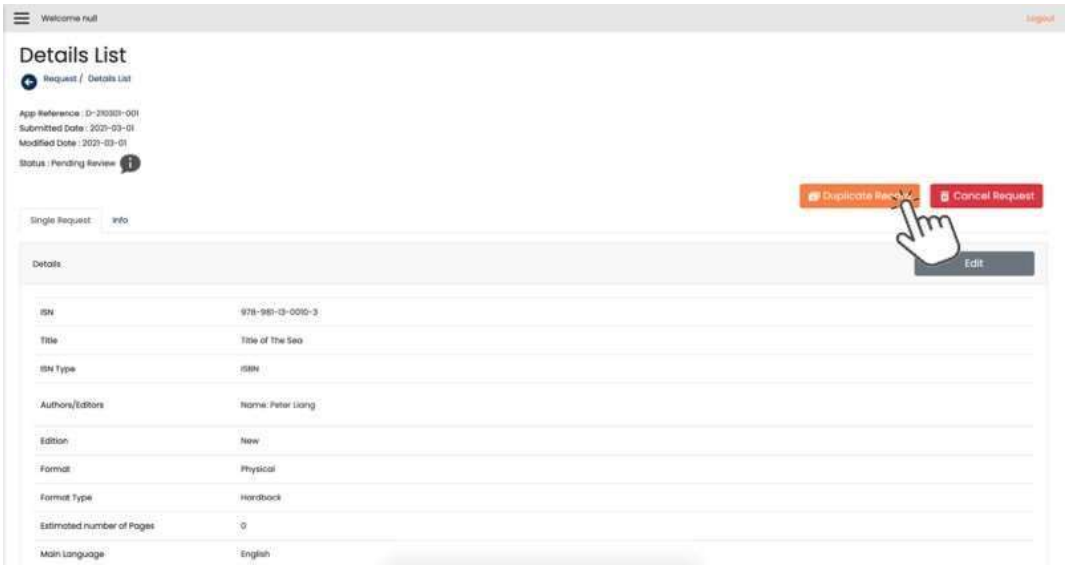
- The application can be edited based on the status of the submission (see 5.2). Click on 'Edit' and update the information in the pop-up box.





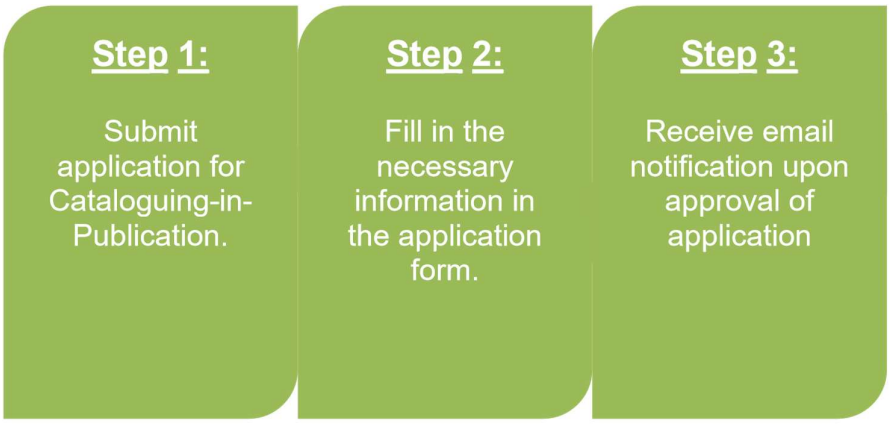
- The application can be cancelled based on the status of the submission (see 5.2). Click 'Cancel Application' to cancel your deposit form.

- Click 'Duplicate' to reuse the information in the submission in a new deposit form.



6 APPLICATION OF CATALOGUING-IN-PUBLICATION

6.1 Application of Cataloguing-in-Publication



6.2 Statuses used for application of Cataloguing-in-Publication

- Draft
  Application form is saved as a draft. Publishers can edit the information in the application form.

- Pending Review
  Application form is submitted and is pending verification. Publishers can edit the information or cancel the application.

- Verifying Request
  Application is currently being reviewed. Publishers are not allowed to edit the information or cancel the application.

- Approved
  Application has been approved. Publishers can edit the submitted information, but the application cannot be cancelled.

- Rejected
  Application has been rejected. The reason for rejection is indicated in the email sent to the registered email address.

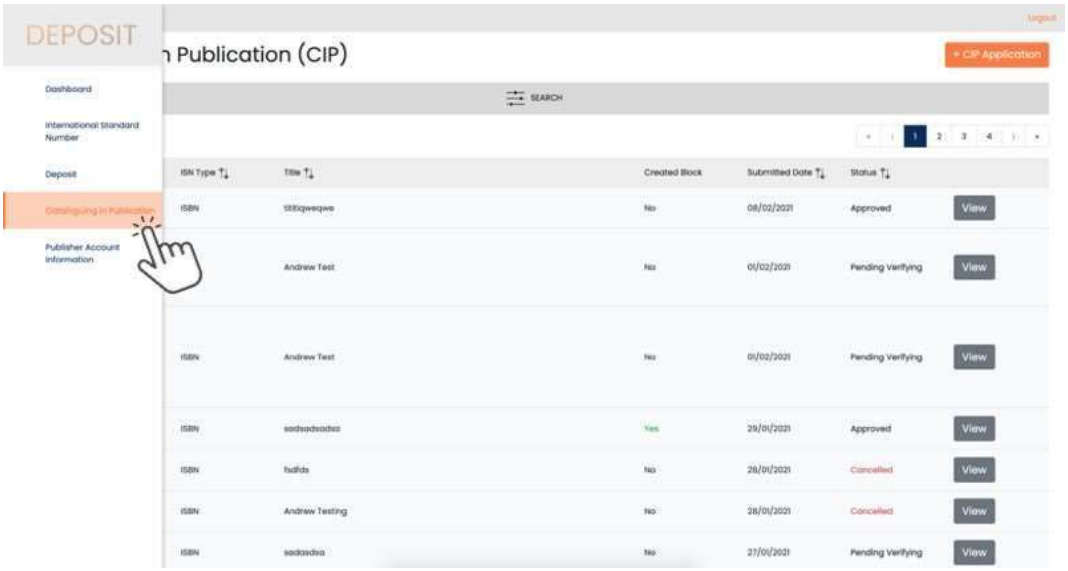
- Cancelled
  Application has been cancelled by publisher.

6.3 Create an application for Cataloguing-in-Publication

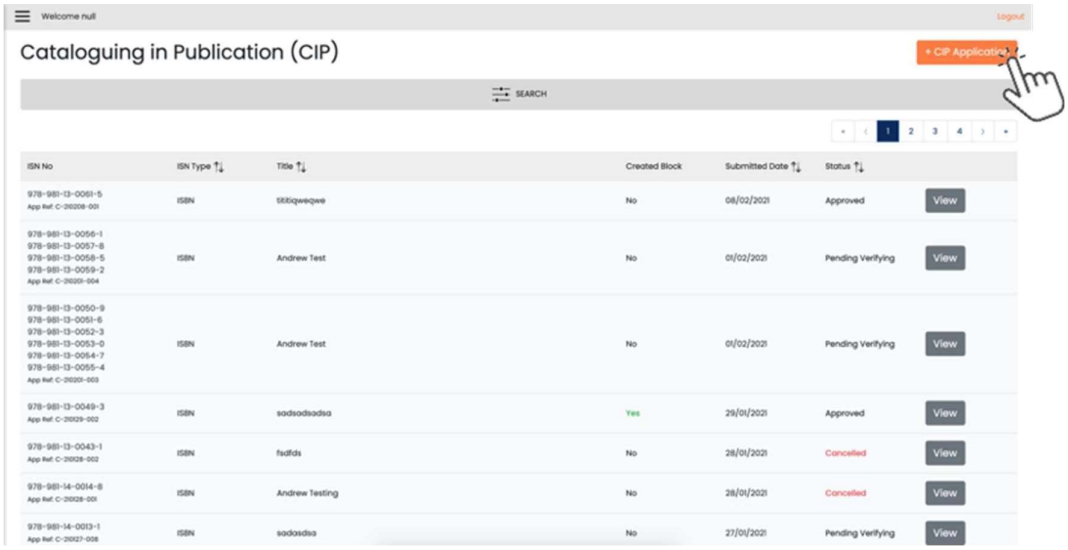
To apply for Cataloguing-in-Publication

- Click on the Menu button ☰ on the top-left corner of your screen.

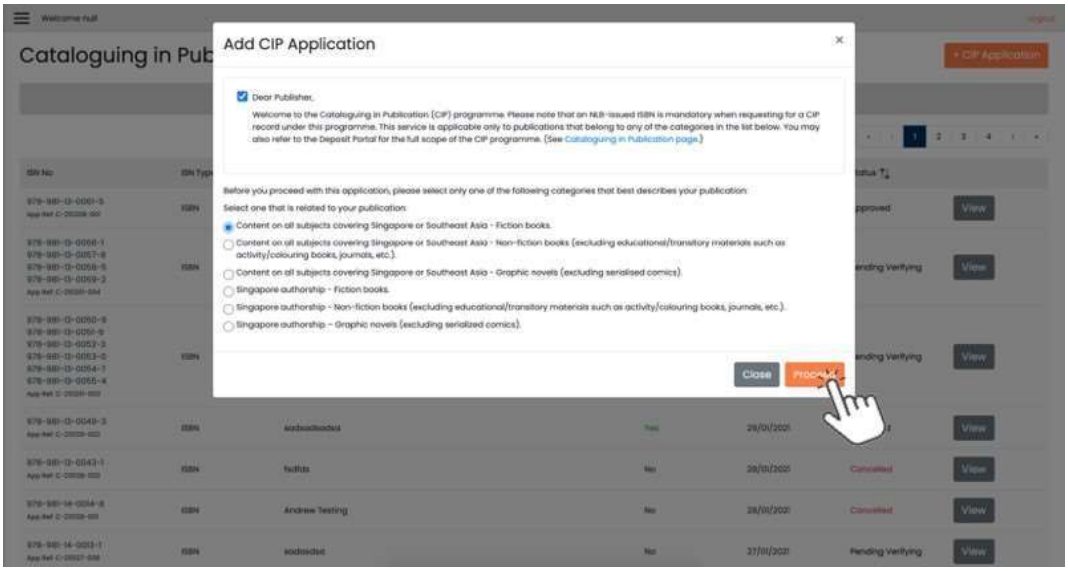
- Select ‘Cataloguing-in-Publication’.



- Click '+ CIP Application'.

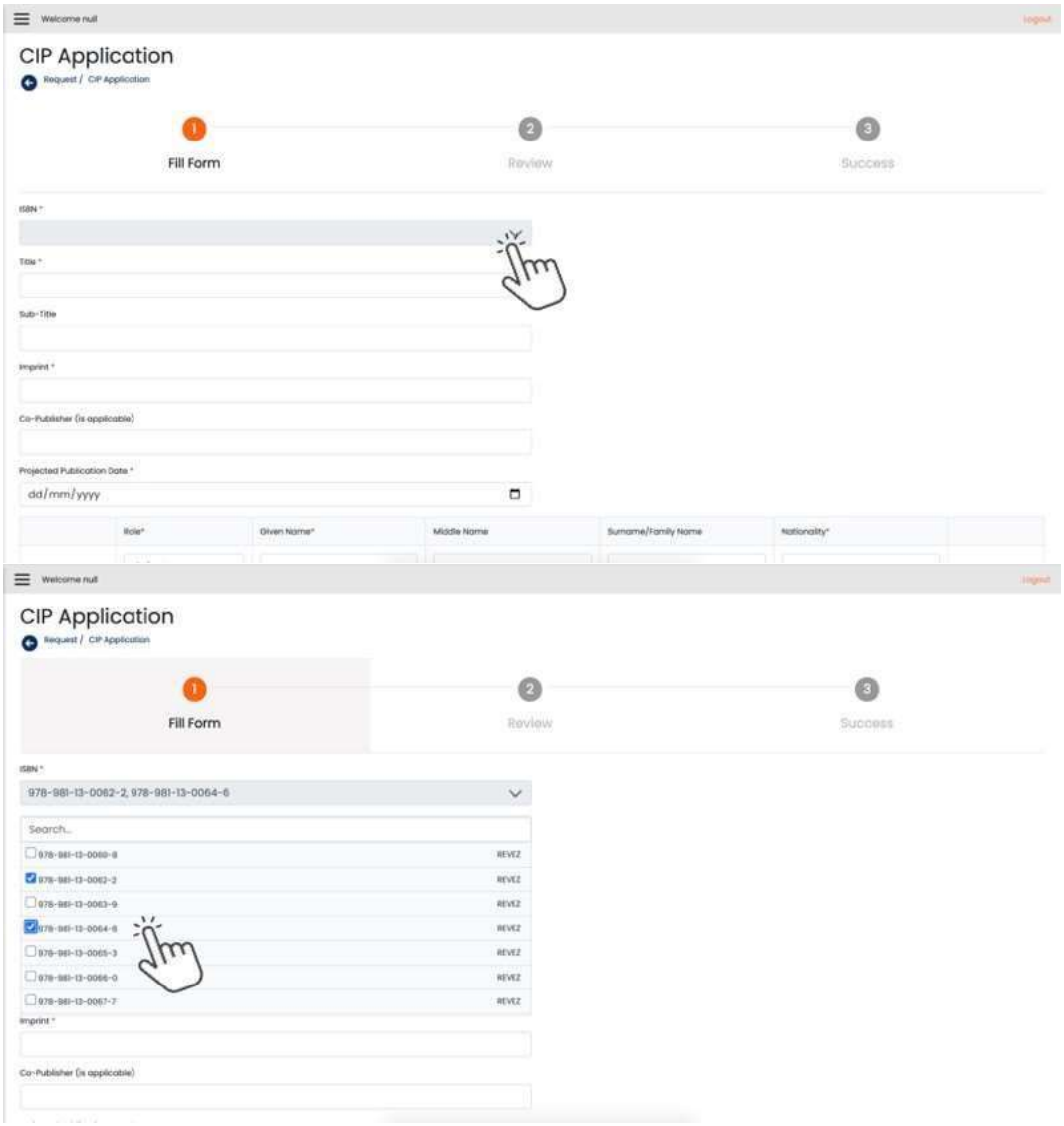


- Select the option that applies to your publication. Click Proceed to continue with the application.

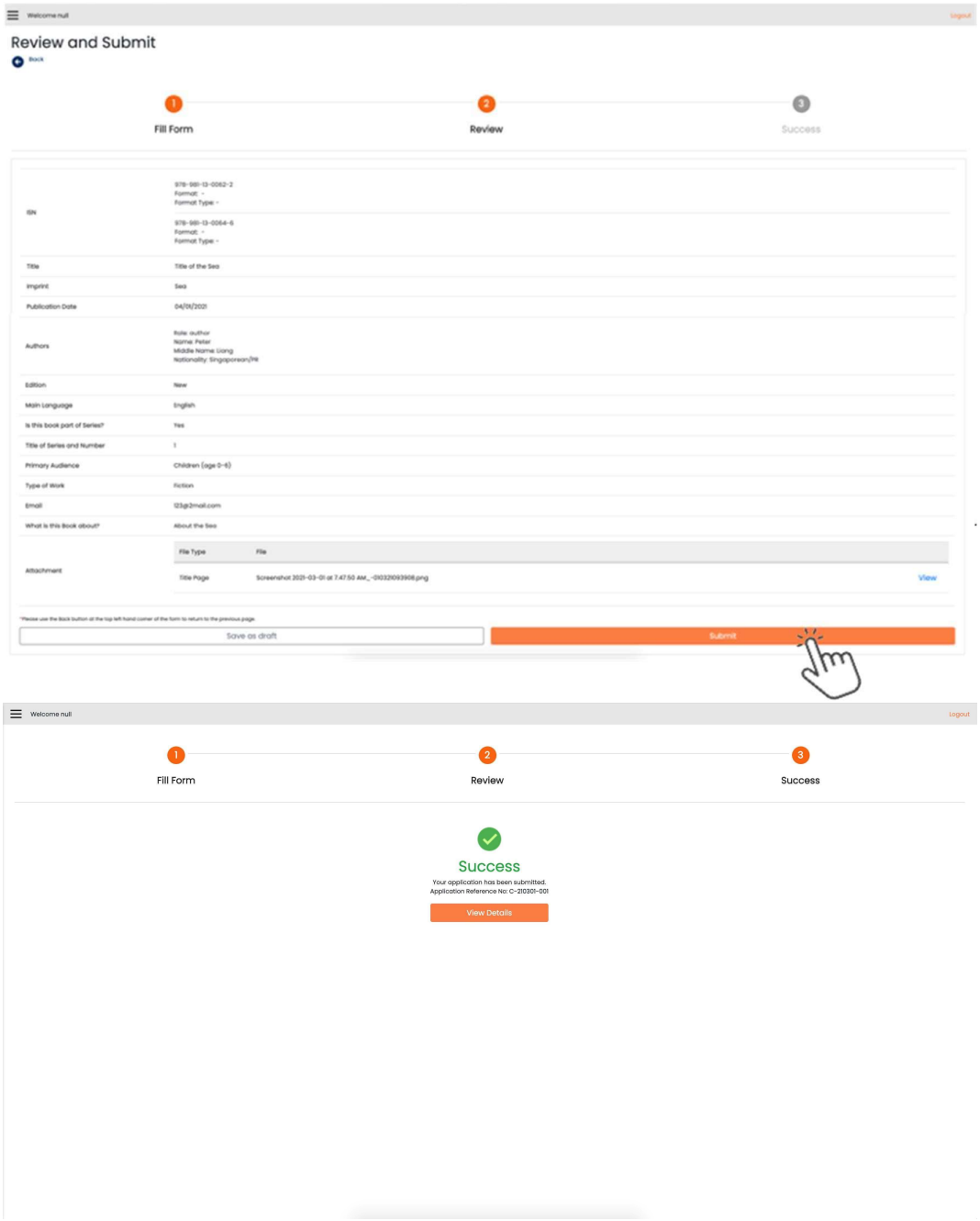


- Select the ISN that you wish to apply for Cataloguing-in-Publication. Fill in the rest of the necessary information in the submission form.

- All mandatory fields (marked with an * asterisk) must be filled before the form can be submitted.



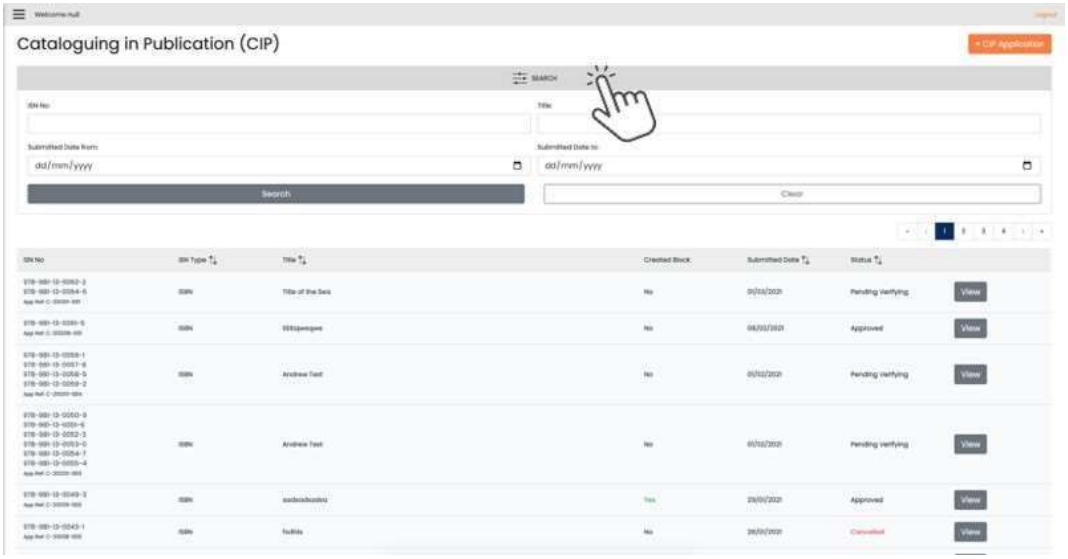
- Review the information in the application form after clicking 'Proceed'. Click 'Submit' to complete the application. To save your application as a draft, click 'Save as draft'. To go back to the previous page, click 'Back' on the top-right hand corner of the screen.



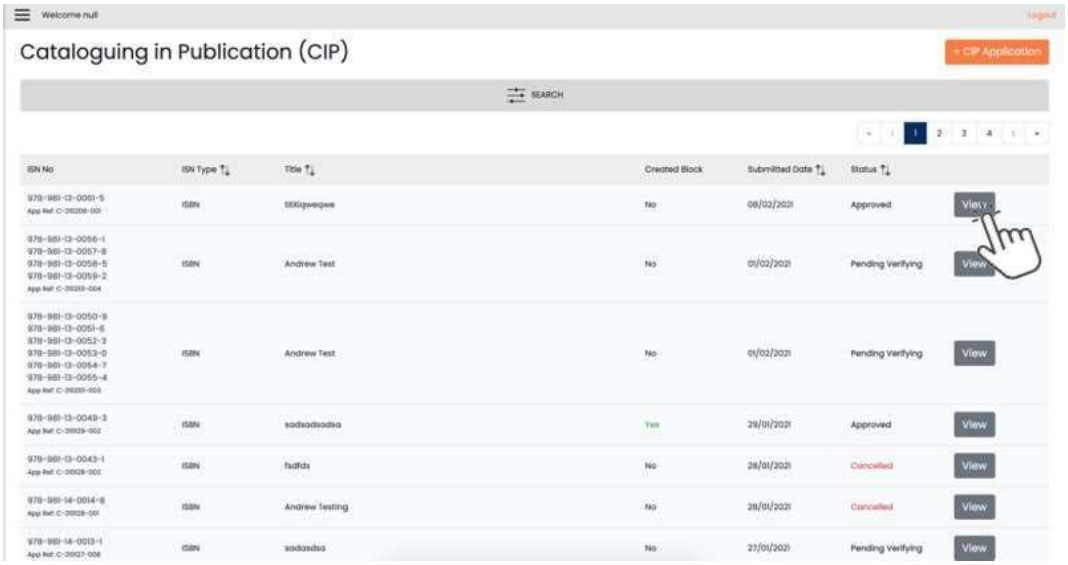
6.4 View Cataloguing-in-Publication applications

All Cataloguing-in-Publication applications can be searched and viewed in the 'Cataloguing-in-Publication' module.

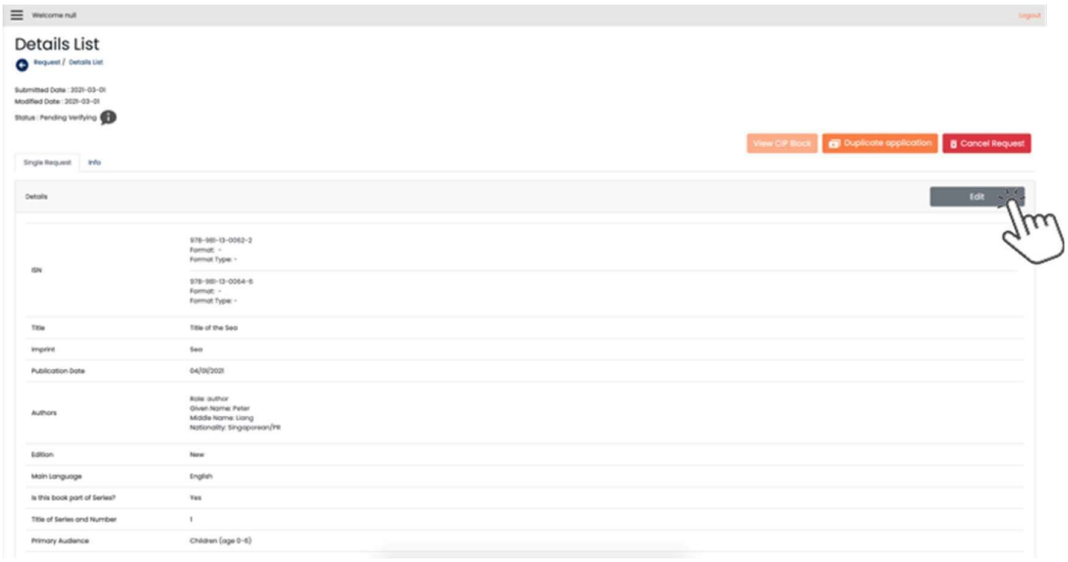
- Click on the grey search bar to launch the search menu. You can input 'ISN No.' or any other relavent search parameter from the search menu. Click 'Search' to perform the search. Your search results will be populated beneath the search menu.

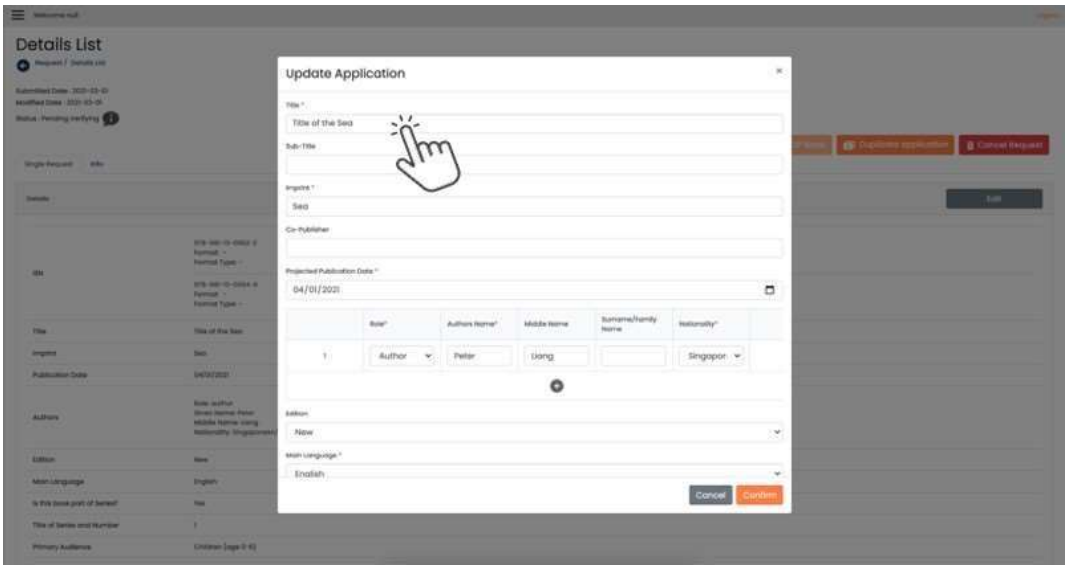


- Click 'View' to view the application details.



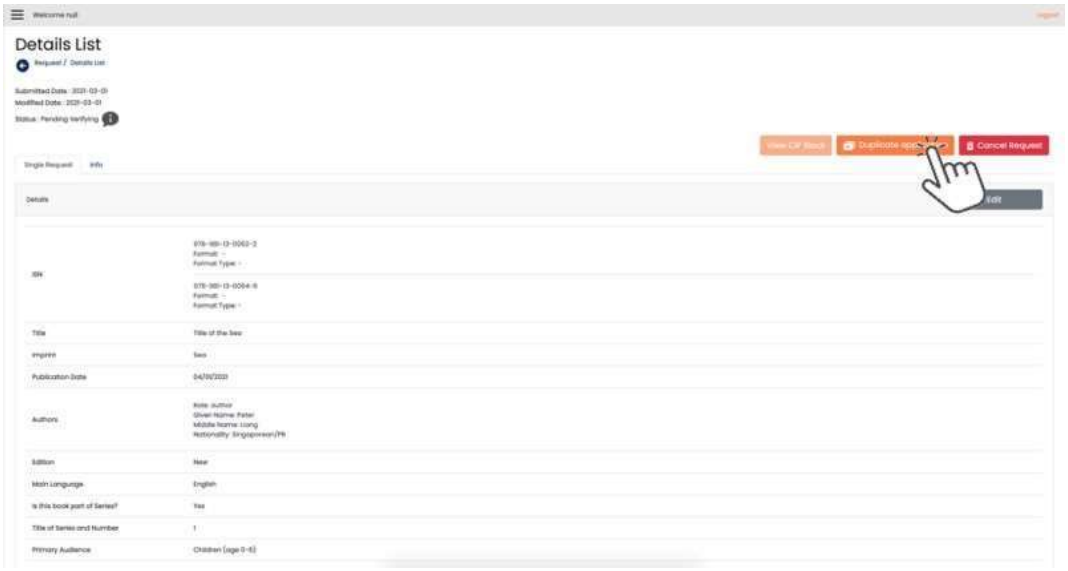
- The application can be edited based on the status of the application (see 6.2). Click on 'Edit' and update the information in the pop-up box.



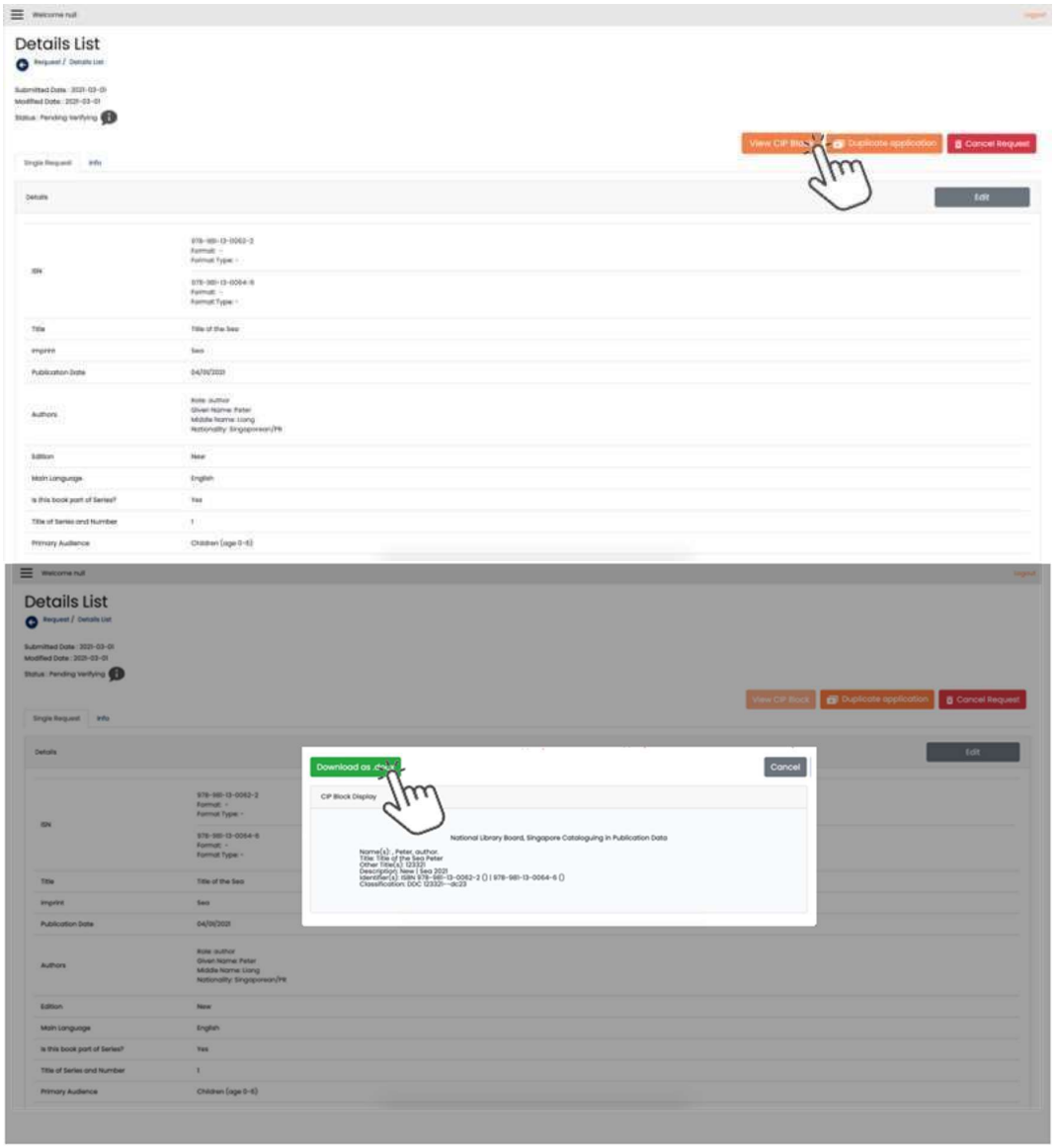


- The application can be cancelled based on the status of the application (see 6.2). Click ‘Cancel Application’ to cancel your ISN application.

- Click ‘Duplicate application’ to reuse the information from the existing application in a new application.



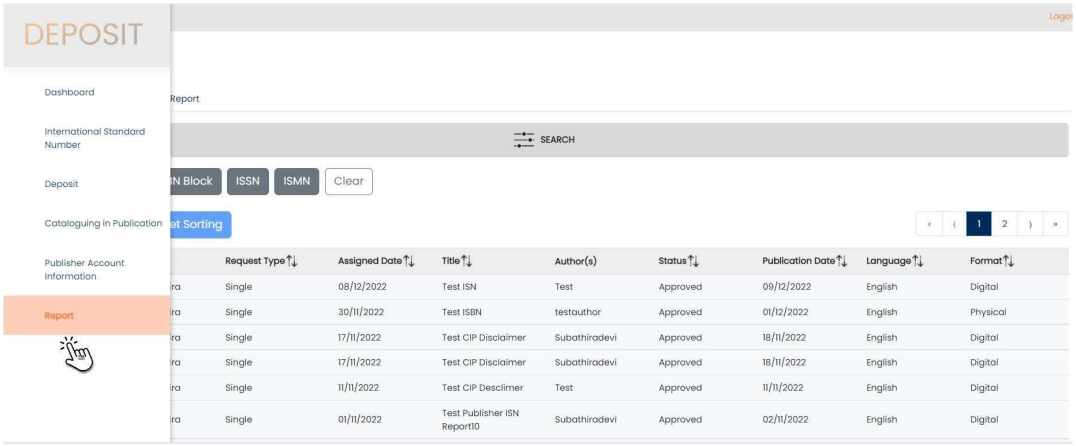
- Once your application is approved, an email will be sent to your registered email account. You can click on View CIP Block to download the CIP Data Block as a ‘docx’ file.


Details List
Request / Details List
Submitted Date : 2021-03-01
Modified Date : 2021-03-01
Status : Pending Verifying
View CIP Block
Duplicate application
Cancel Request
Single Request
Info
Details
Edit
ISN
Title
Imprint
Publication Date
Authors
Edition
Main Language
Is this book part of Series?
Title of Series and Number
Primary Audience
Download as .chip
Cancel
CIP Block Display
National Library Board, Singapore Cataloguing in Publication Data

7 REPORTS

To View the reports

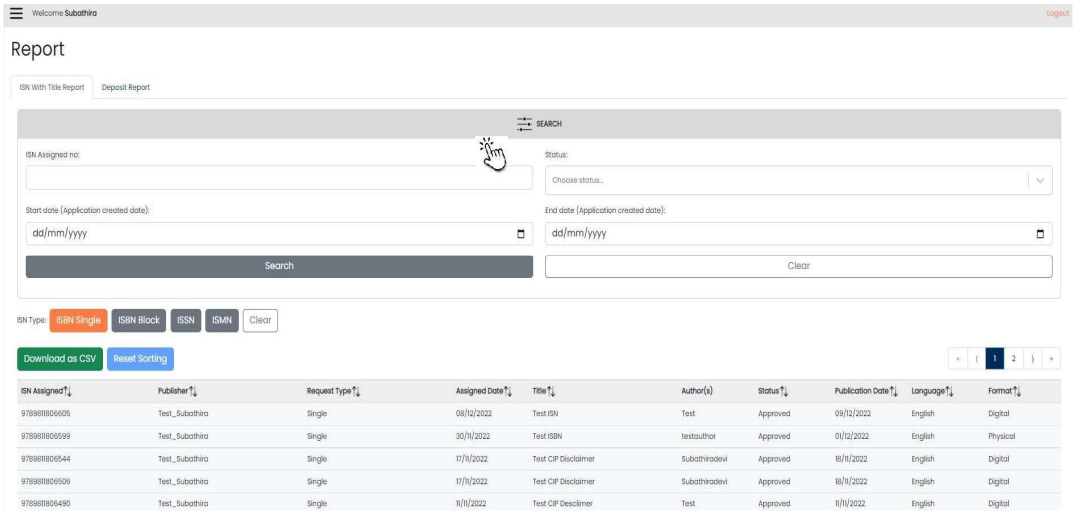
- Click on the Menu button ☰ on the top-left corner of your screen.
- Select ‘Reports’.



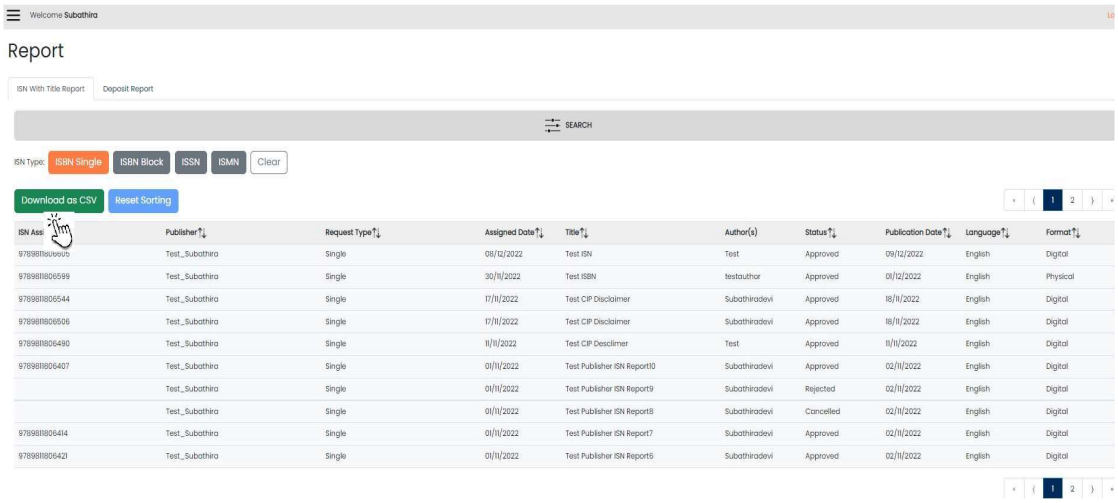
7.1 ISN with Title Report

All created ISN can be searched and viewed in the ‘ISN with Title Report’ report module.

- Click on the grey search bar to launch the search menu. You can input either the ‘ISN Assigned no.’, ‘Status’ or any other relevant search parameter from the search menu. Click ‘Search’ to perform the search. Your search results will be populated beneath the search menu.



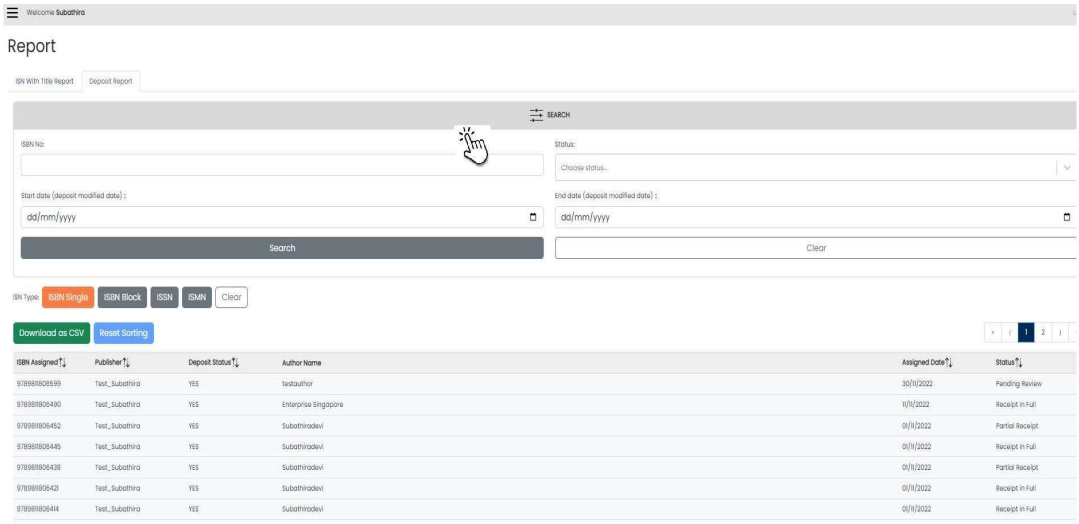
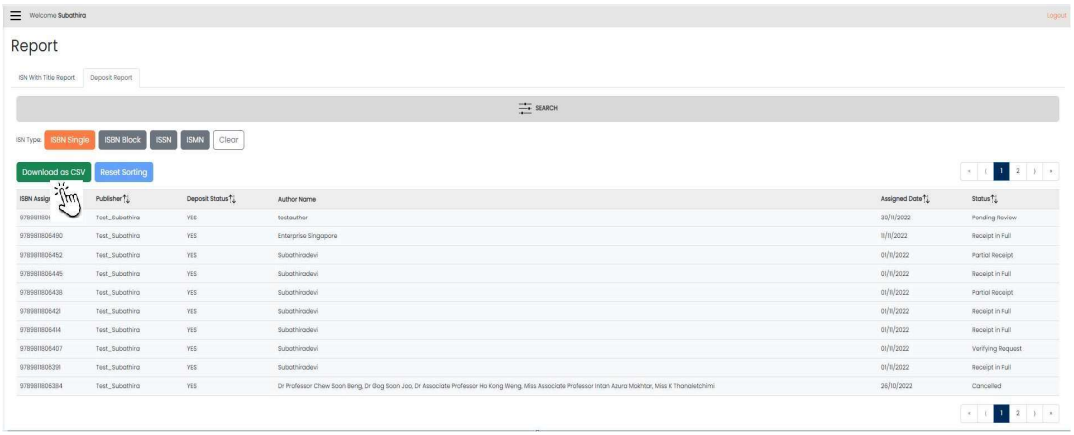
- Click on ‘Download as CSV’ to download the report in CSV format.



7.2 Deposit Report

All created Deposits can be searched and viewed in the ‘Deposit Report’ report module.

- Click on the grey search bar to launch the search menu. You can input either the ‘ISBN NO.’, ‘Status’ or any other relevant search parameter from the search menu. Click ‘Search’ to perform the search. Your search results will be populated beneath the search menu.



- Click on 'Download as CSV' to download the report in CSV format.