



# 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.

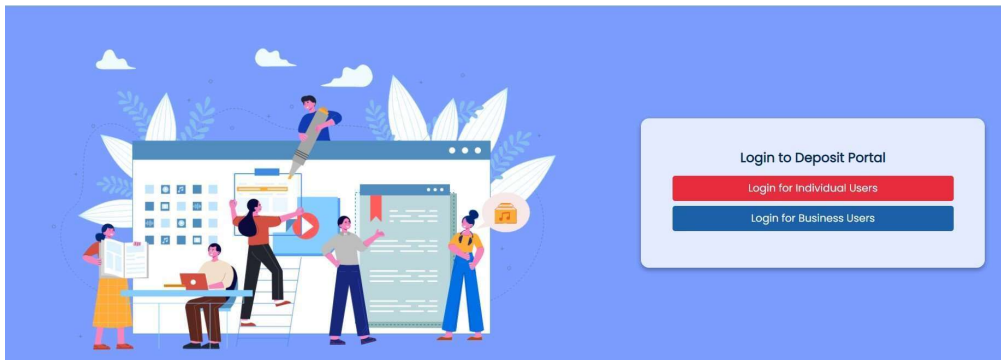
To navigate away from a page, click on the designated ‘Back’ buttons if available, or you can click on any of the links in the page.

- Navigating the different modules in Deposit Portal

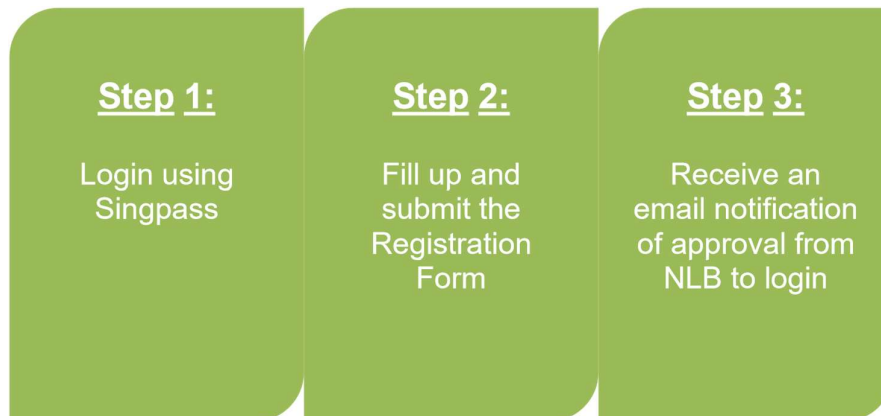
Click on the Menu button  on the top-left corner of your screen to select the selected module in Deposit Portal.

## 2 REGISTRATION AND LOGIN

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



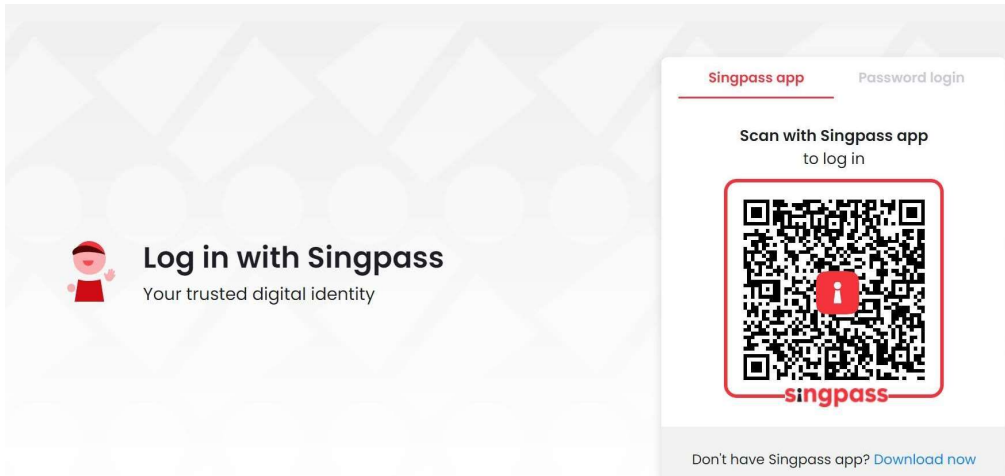
### 2.1 Register for a New Account in Deposit Portal



### 2.2 Registration using Singpass

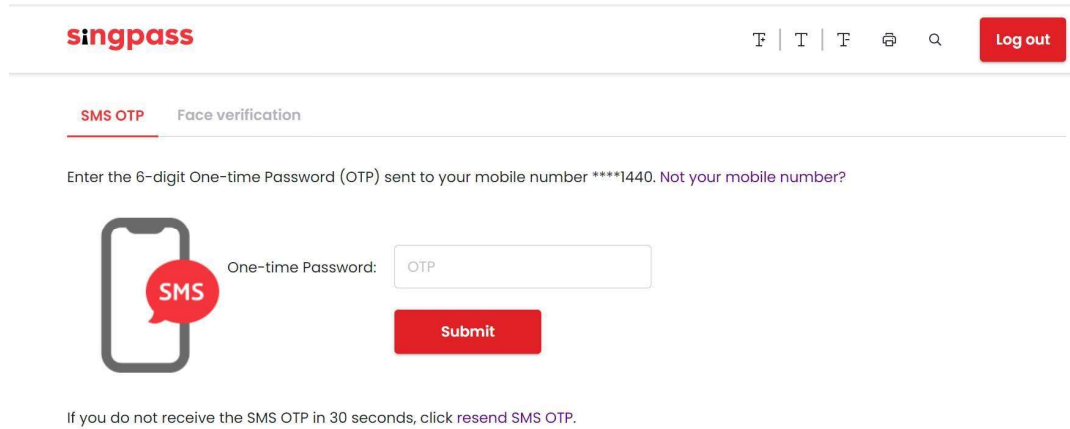
The Deposit Portal allows registration of new publisher account using Singpass

- Login either with your Singpass App or using Password Login



Contact Singpass Helpdesk at +65 6643 0555 or email [support@singpass.gov.sg](mailto:support@singpass.gov.sg)

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

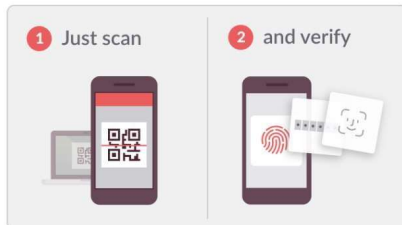


- Click on 'Continue' to login to Deposit Portal

✓ You have logged in successfully.

Continue

Use Singpass app to log in next time, it's easy!



## Welcome to Deposit Portal

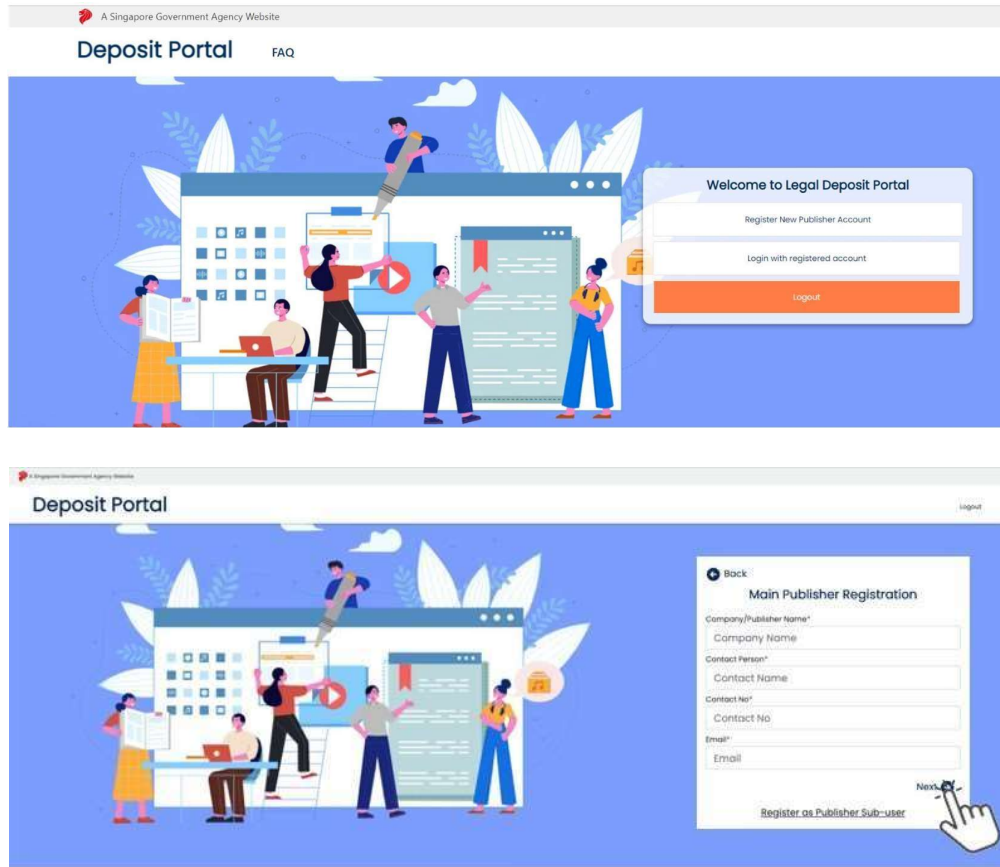
International Standard  
Number (ISN)

Cataloguing in  
Publication (CIP)

Legal  
Deposit

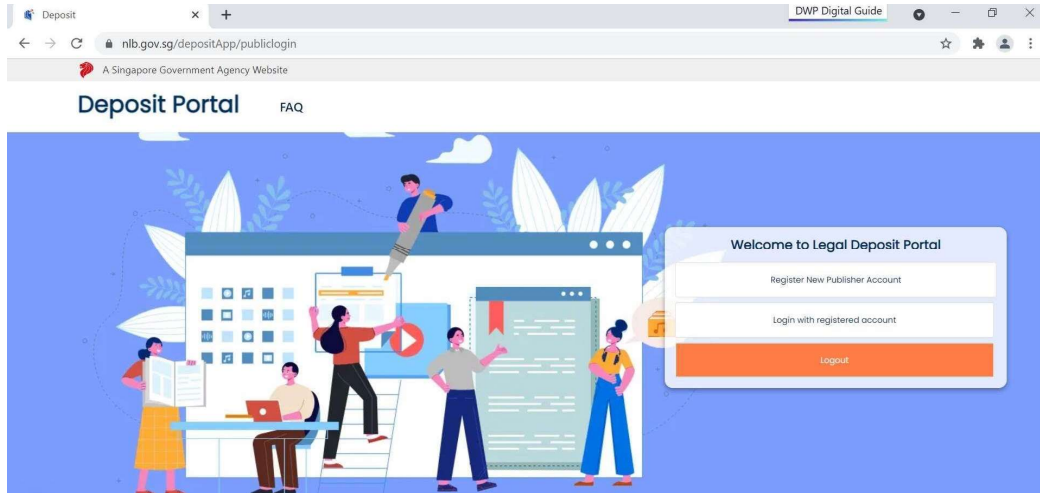
### 2.3 Registration for new publisher account

- 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 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](mailto: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.





Welcome to Legal Deposit Portal

[Register New Publisher Account](#)

[Login with registered account](#)

[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](#)



[Back](#)

**Publisher Sub-User Registration**

UIN\*

R88SS9915G

Department\*

Select a Department

Contact Person\*

Contact Name

Contact No\*

Contact No

Designation\*

Designation

Email\*

Email


[Confirm](#)

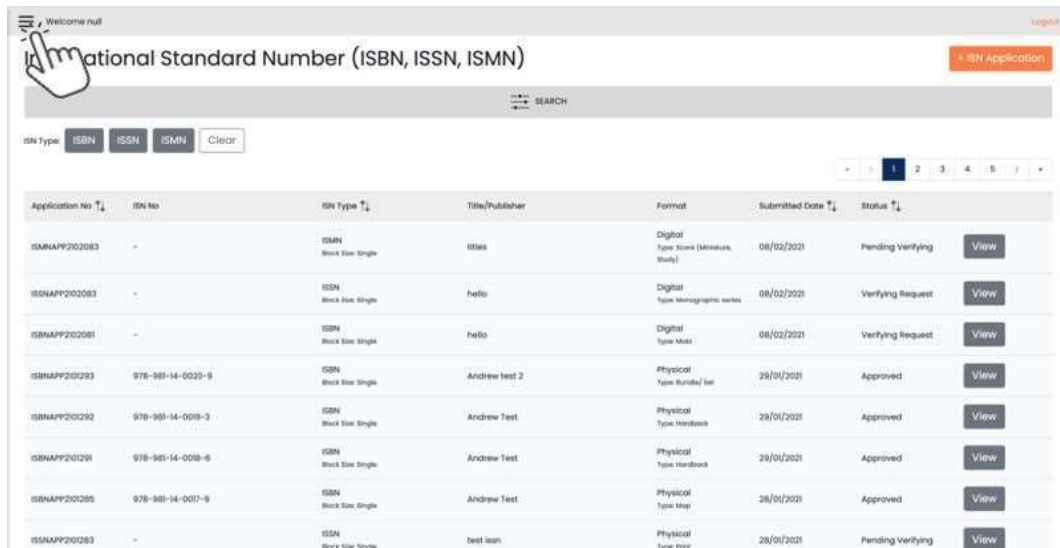
[Register as Main Publisher](#)

### 3 MANAGE YOUR PUBLISHER ACCOUNT

#### 3.1 Updating information of your publisher account

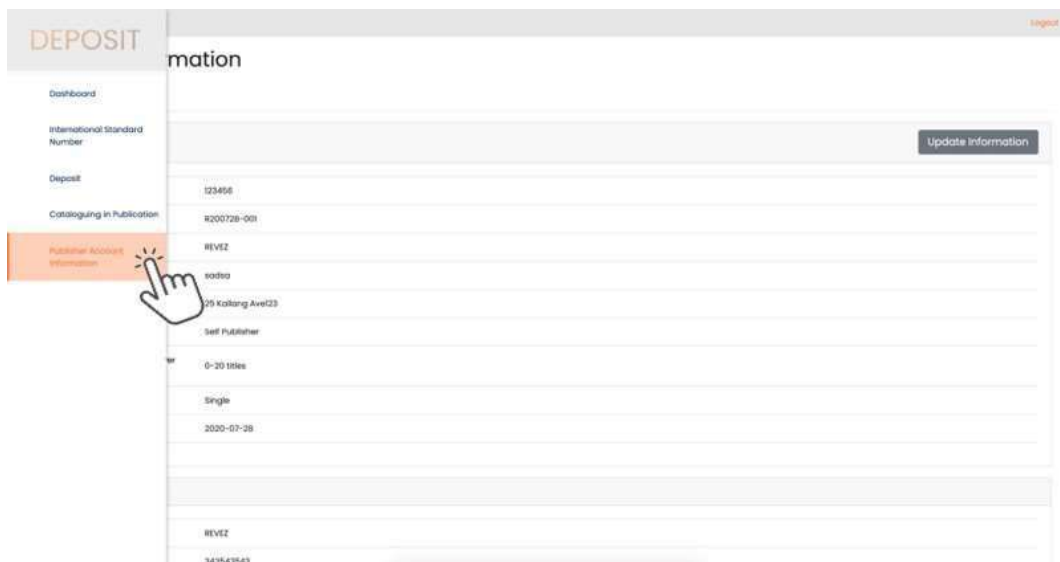
To manage and update/edit the information of your publisher account:

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



Application No	ISN No	ISN Type	Title/Publisher	Format	Submitted Date	Status	
ISBNAPP202083	-	ISSN Book Size Single	title	Digital Type score (literature, study)	08/02/2021	Pending Verifying	<a href="#">View</a>
ISBNAPP202083	-	ISSN Book Size Single	hello	Digital Type Monographic series	08/02/2021	Verifying Request	<a href="#">View</a>
ISBNAPP202081	-	ISSN Book Size Single	hello	Digital Type Misc	08/02/2021	Verifying Request	<a href="#">View</a>
ISBNAPP202093	978-981-14-0020-9	ISSN Book Size Single	Andrew test 2	Physical Type Journals/ser	29/01/2021	Approved	<a href="#">View</a>
ISBNAPP202092	978-981-14-0019-3	ISSN Book Size Single	Andrew Test	Physical Type Hardback	29/01/2021	Approved	<a href="#">View</a>
ISBNAPP202091	978-981-14-0018-6	ISSN Book Size Single	Andrew Test	Physical Type Hardback	29/01/2021	Approved	<a href="#">View</a>
ISBNAPP202085	978-981-14-0017-9	ISSN Book Size Single	Andrew Test	Physical Type Map	28/01/2021	Approved	<a href="#">View</a>
ISBNAPP202083	-	ISSN Book Size Single	test test	Physical Type Misc	28/01/2021	Pending Verifying	<a href="#">View</a>

- Select ‘Publisher Account Information’.



**DEPOSIT Information**

Dashboard

International Standard Number

Deposit

Cataloguing in Publication

**Publisher Account Information**

Update Information

123456

1200728-001

BEVEZ

soetra

29 Kalkang Avel23

Self Publisher

0-20 titles

Single

2020-07-28

BEVEZ

343543543

- Click on ‘Update Information’.

Welcome null Logout

### Publisher Information

Main Publisher Account

Details Update Information

UEN	123456
Publisher Registration No.	8200728-001
Publisher Name	REVEZ
Department	sadsa
Address	25 Kallang Ave#23
Category	Self Publisher
Estimated Publishing Output Per Year	0-20 titles
Approved Block Size	Single
Created Date	2020-07-28

Primary User

Contact Person	REVEZ
Contact Number	343543543

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

Welcome null Logout

### Publisher Information

Main Publisher Account

Details Update Information

#### Update Information

Contact Person \*

Contact Number \*

Email \*

Address


Cancel Confirm

Primary User

Contact Person	REVEZ
Contact Number	343543543

### 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'.



**Publisher Details Management**

Back

Publisher Account | User Account Management

Update Information | Refresh

UEN: 102599231  
 Status: **Approved**  
 Activation: Inactive  
 Username: User1  
 Publisher Registration No: 420120-003  
 Publisher Name: Nanyang  
 Department: NA  
 Address: 25 Kallang Road 202310  
 Category: Company Registered  
 Web Address:  
 Estimated Publishing Output Per Year: 0-20 titles  
 Approved Book Size: Single  
 Staff Name:  
 Status Remarks:  
 Created Date: 2020-9-20

- Click 'User Account Management'.



**Publisher Details Management**

Back

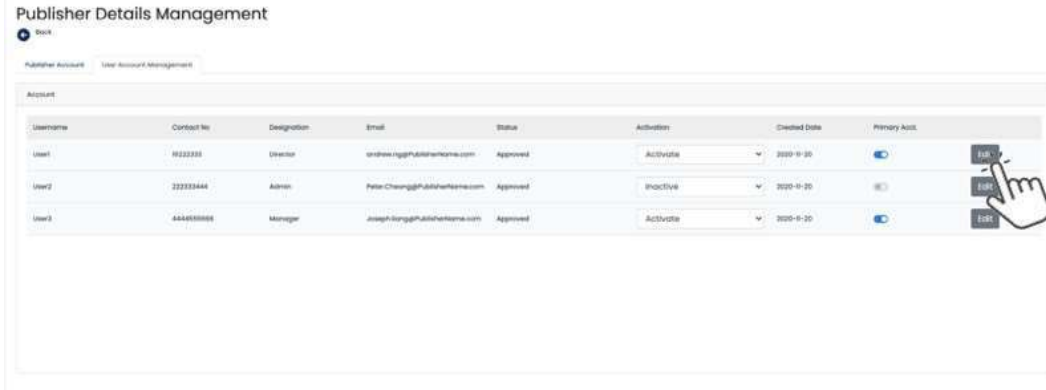
Publisher Account | User Account Management

Account

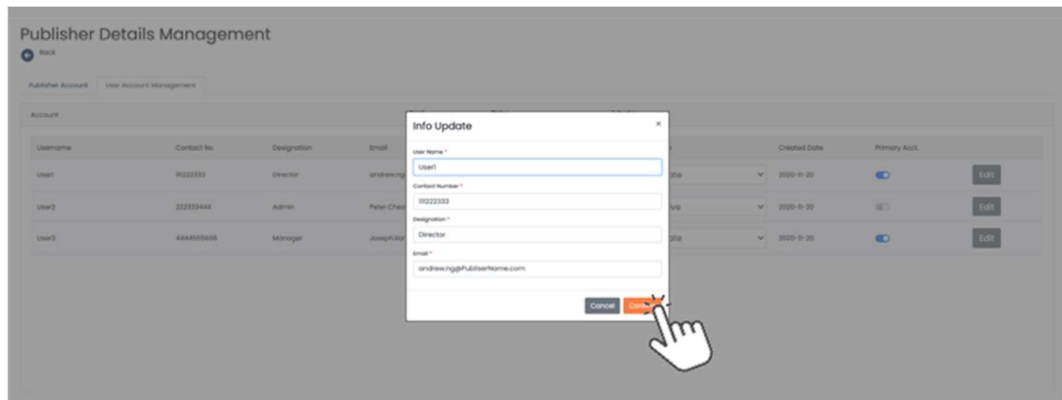
Username	Contact	Designation	Email	Status	Activation	Created Date	Primary Acct.	
User1	8222222	Director	andrew.ng@publibantern.com	Approved	Activate	2020-9-20	<input checked="" type="checkbox"/>	Edit
User2	222222244	Admin	Peter.Chong@publibantern.com	Approved	Inactive	2020-9-20	<input type="checkbox"/>	Edit
User3	444455555	Manager	Joseph.Liang@publibantern.com	Approved	Activate	2020-9-20	<input checked="" type="checkbox"/>	Edit

- Primary user of the publisher account can manage the sub-user accounts by activating or deactivating 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.



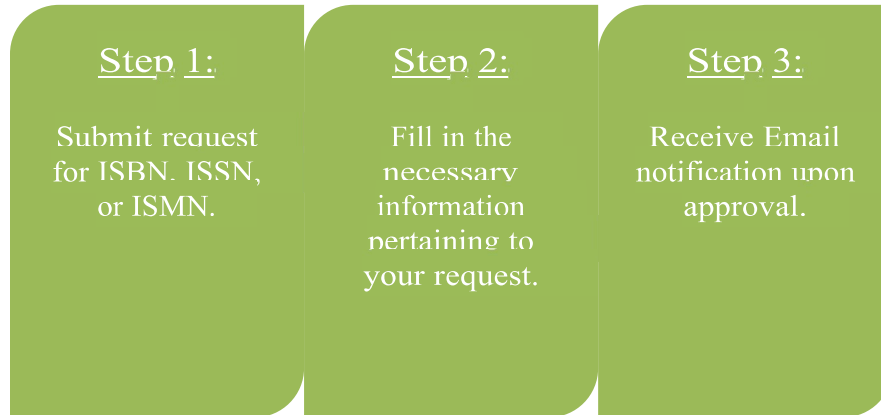
- Update the information in the pop-up screen and click on 'Confirm' to proceed.



## 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

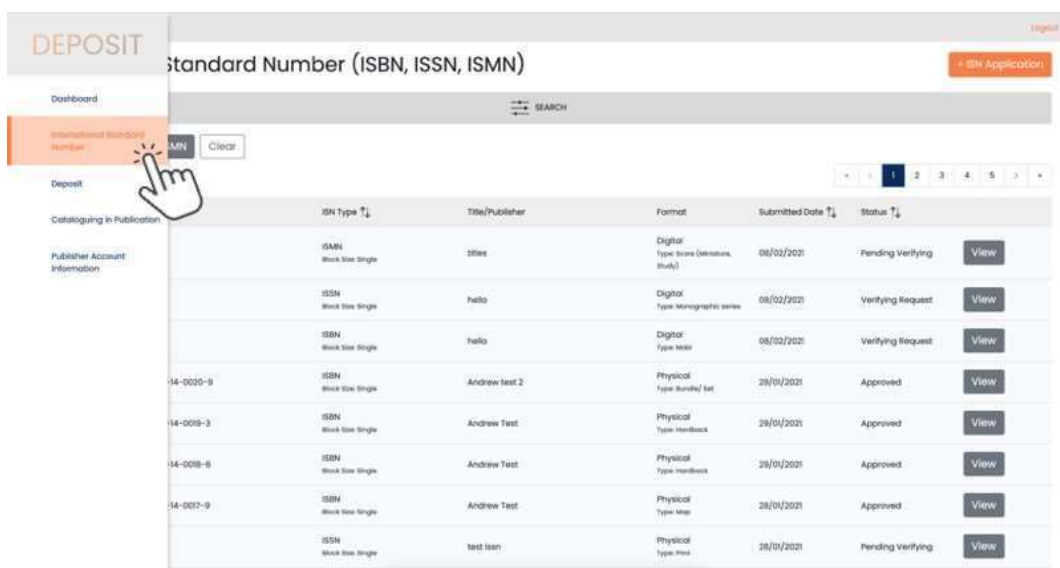
- **Draft**  
Application form is saved as a draft. Publishers can edit the information in the application form.
- **Pending Verification**  
Application form is submitted and is pending verification. Publishers can edit the information or cancel the application.
- **Verifying Request**  
Application 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.

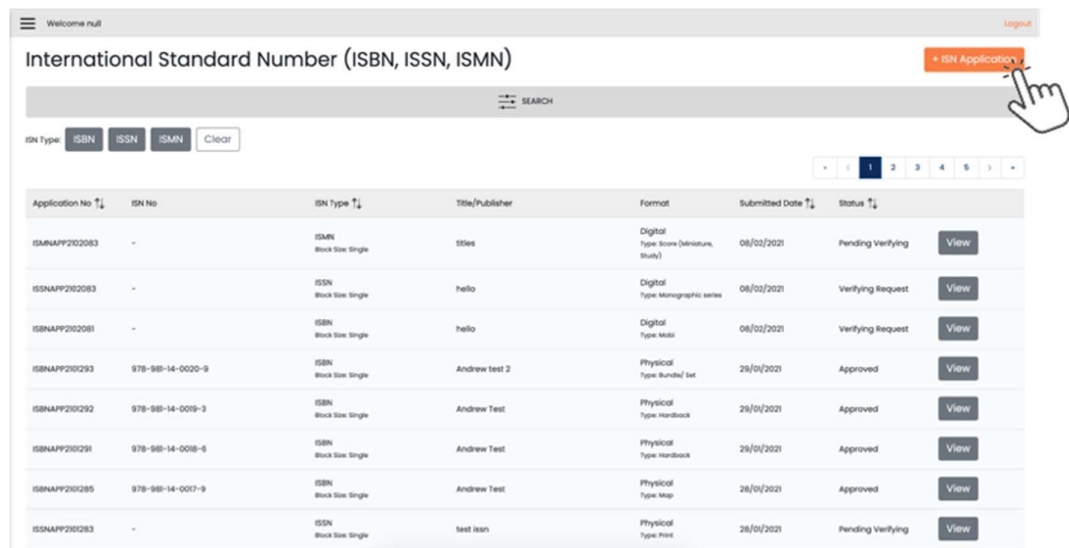
### 4.3 Create an application for International Standard Number

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

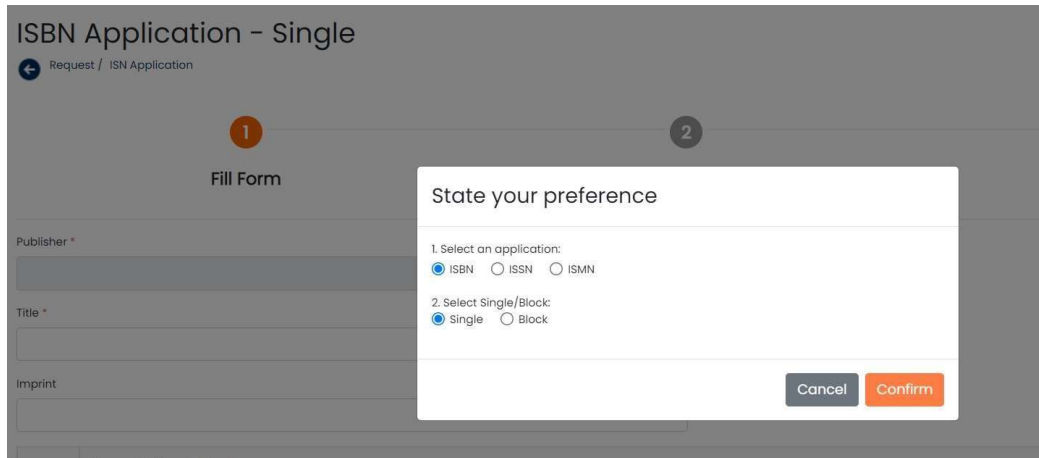
- Click on the Menu button  on the top-left corner of your screen.
- Select ‘International Standard Number’.



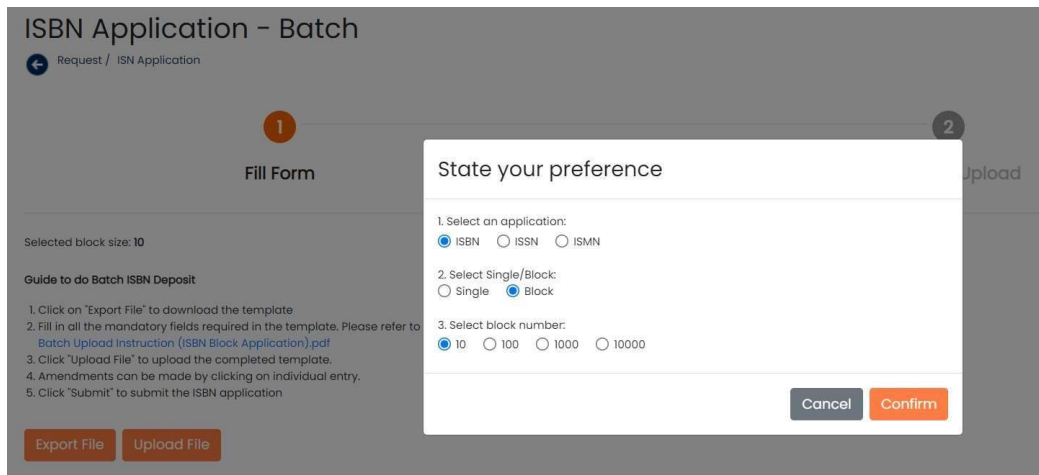
- Click on ‘+ ISN Application’.



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

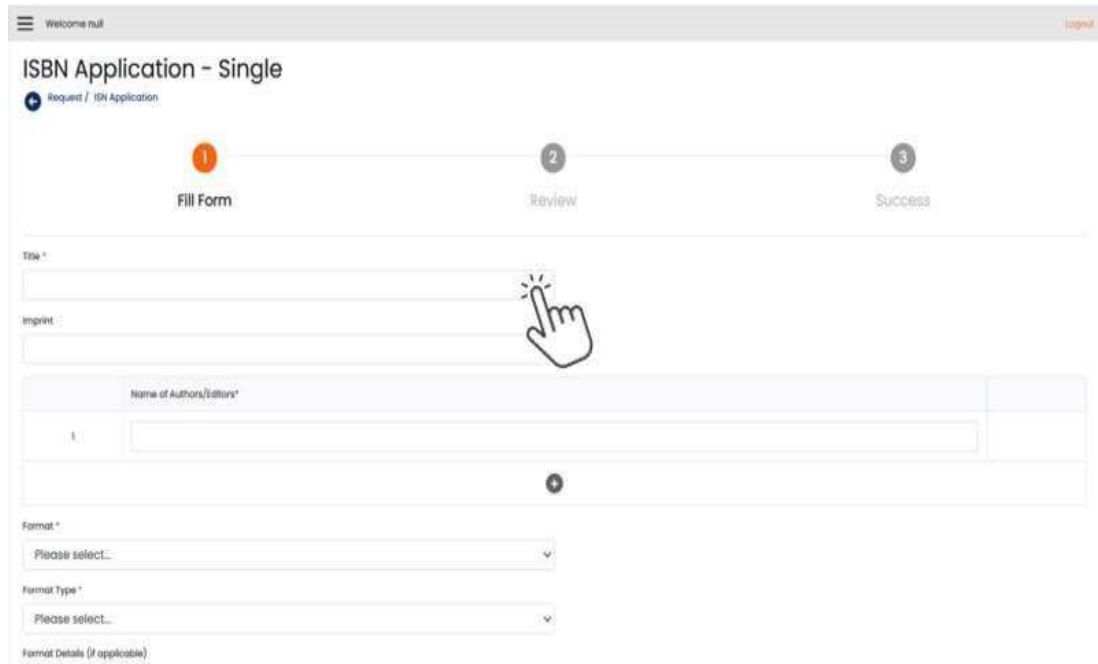


- For block ISBN application, please refer to the batch upload instructions guide



- 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.





Welcome null login

## ISBN Application - Single

Request / ISBN Application

1 **Fill Form**      2 Review      3 Success

Title \*

Imprint

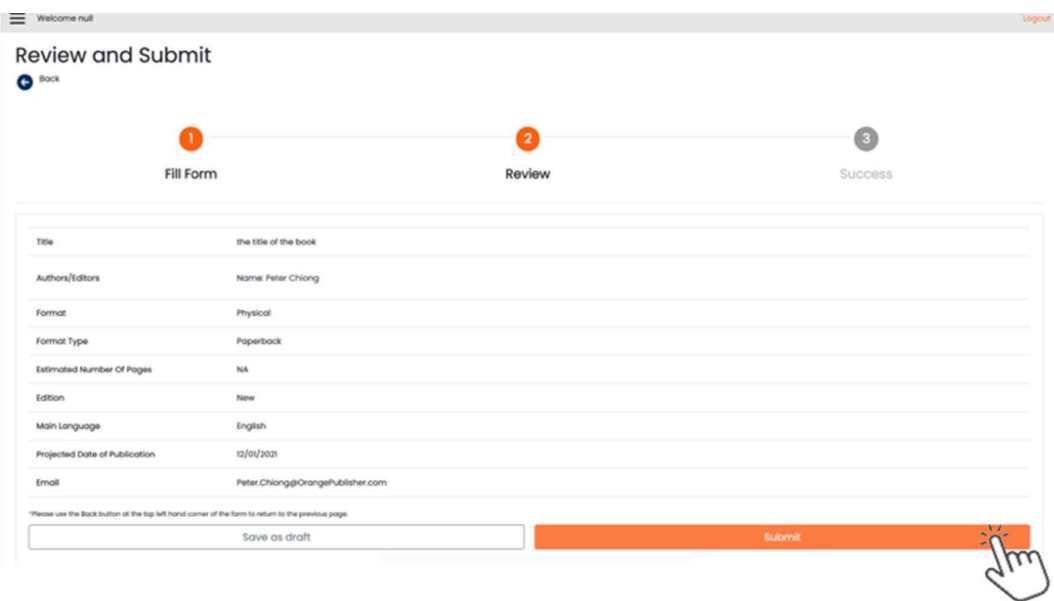
Name of Authors/Editors\*

Format \*

Format Type \*

Format Details (if applicable)

- 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.



Welcome null Logout

## Review and Submit

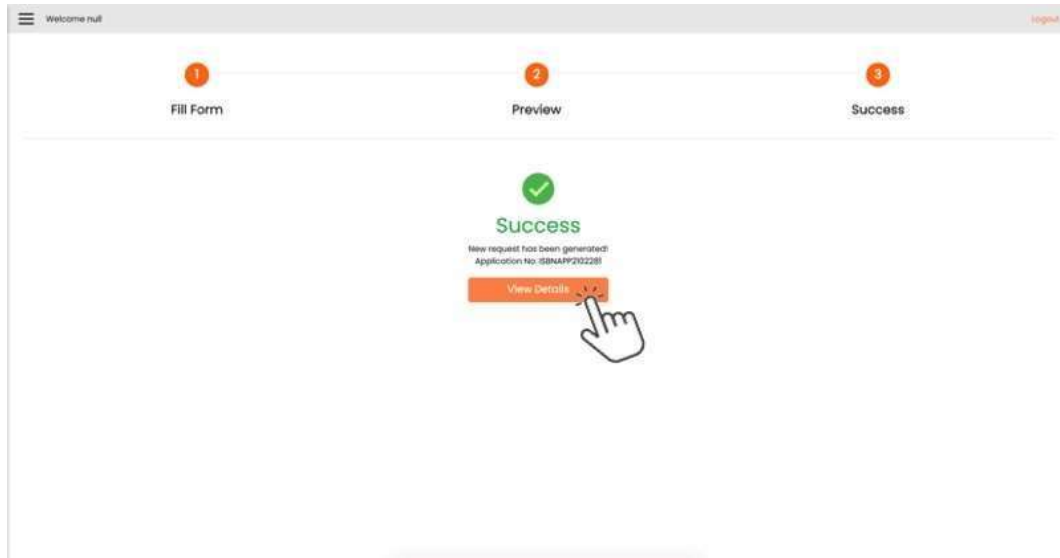
Back

1 Fill Form      2 **Review**      3 Success

Title	the title of the book
Authors/Editors	Name: Peter Chiong
Format	Physical
Format Type	Paperback
Estimated Number Of Pages	NA
Edition	New
Main Language	English
Projected Date of Publication	12/01/2021
Email	Peter.Chiong@OrangePublisher.com

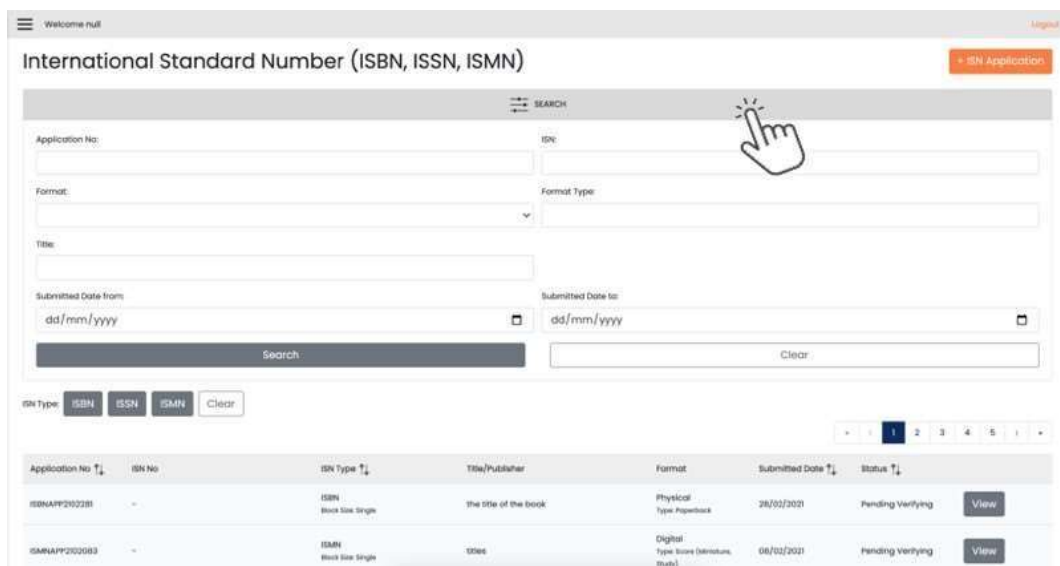
\*Please use the Back button at the top left hand corner of the form to return to the previous page.

Save as draft      **Submit**



#### 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.

Welcome null Logout

## International Standard Number (ISBN, ISSN, ISMN)

[+ ISBN Application](#)

SEARCH

ISBN Type: ISBN ISSN ISMN Clear

1 2 3 4 5 >

Application No	ISBN No	ISBN Type	Title/Publisher	Format	Submitted Date	Status	
ISBNAPP202281	-	ISBN Book Size Single	the title of the book	Physical Type Paperback	28/02/2021	Pending Verifying	<a href="#">View</a>
ISBNAPP202083	-	ISMN Book Size Single	title	Digital Type Score (Detachable, Book)	06/02/2021	Pending Verifying	<a href="#">View</a>
ISSNAPP202083	-	ISSN Book Size Single	hello	Digital Type Monographic series	06/02/2021	Verifying Request	<a href="#">View</a>
ISBNAPP202081	-	ISBN Book Size Single	hello	Digital Type Note	08/02/2021	Verifying Request	<a href="#">View</a>
ISBNAPP202083	978-981-14-0020-9	ISBN Book Size Single	Andrew last 2	Physical Type Bundle/ set	28/01/2021	Approved	<a href="#">View</a>
ISBNAPP202082	978-981-14-0018-3	ISBN Book Size Single	Andrew Test	Physical Type Hardback	28/01/2021	Approved	<a href="#">View</a>
ISBNAPP202081	978-981-14-0018-6	ISBN Book Size Single	Andrew Test	Physical Type Hardback	28/01/2021	Approved	<a href="#">View</a>
ISBNAPP202085	978-981-14-0037-9	ISBN Book Size Single	Andrew Test	Physical Type Map	28/01/2021	Approved	<a href="#">View</a>

- 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.

Welcome null Logout

### Details List

[Request](#) / [Details List](#)

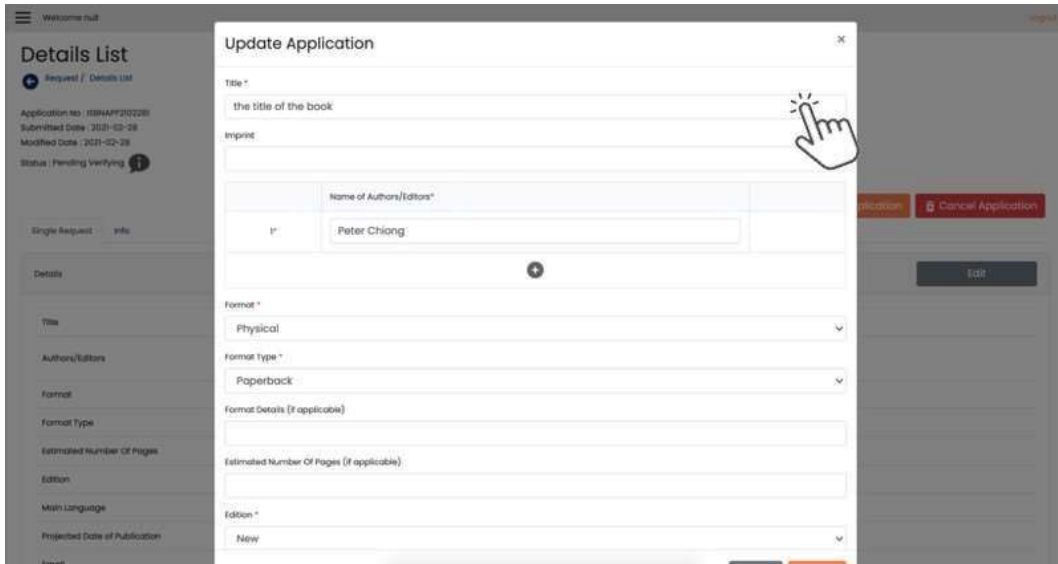
Application No : ISBNAPP202281  
 Submitted Date : 2021-02-28  
 Modified Date : 2021-02-28  
 Status : Pending Verifying

[Duplicate application](#) [Cancel Application](#)

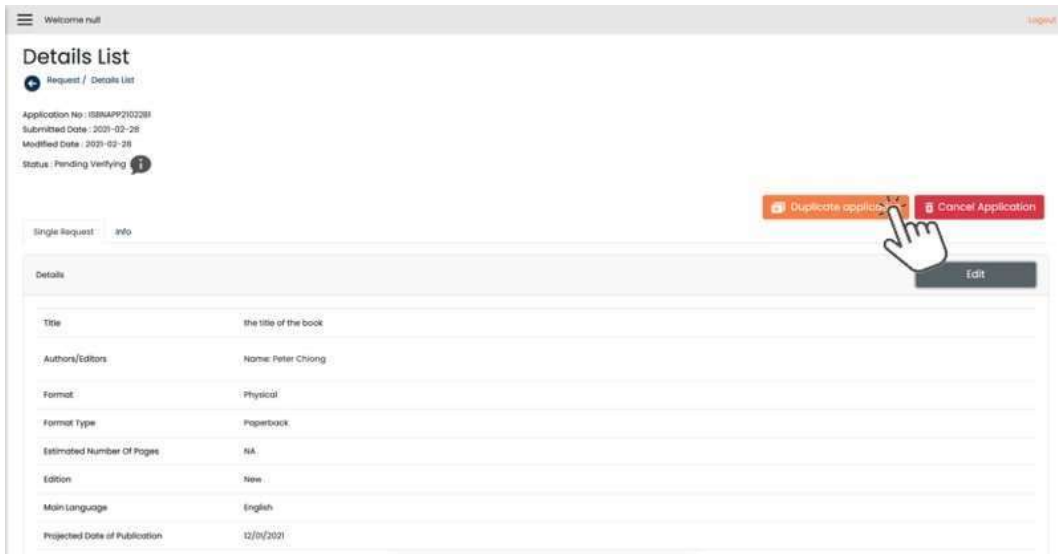
Single Request Info

[Edit](#)

Title	the title of the book
Authors/Editors	Name: Peter Chiong
Format	Physical
Format Type	Paperback
Estimated Number Of Pages	NA
Edition	New
Main Language	English
Projected Date of Publication	12/09/2021

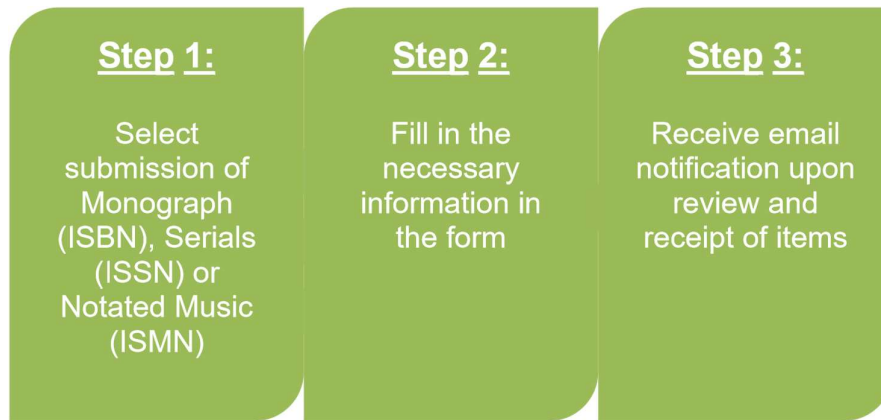


- The application can be cancelled based on the status of the application (see 4.2). Click 'Cancel Application' to cancel your ISN application.
- Click 'Duplicate' to reuse the information in the current application in a new application.



## 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

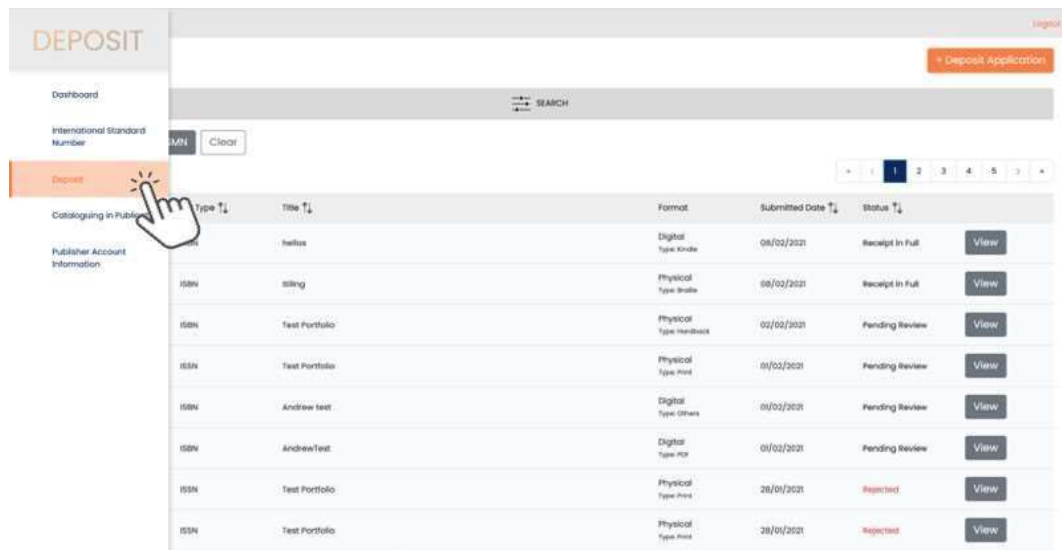
- **Draft**  
Submission form is saved as a draft. Publishers can edit the information in the submission form.
- **Pending Review**  
Submission form is submitted and is pending review. Publishers can edit the information or cancel the submission.
- **Verifying Request**  
Submission is currently being 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'.



The screenshot displays the NLB DEPOSIT application interface. The sidebar menu on the left includes options for Dashboard, International Standard Number, Deposit (highlighted with a hand cursor), Cataloguing in Public, and Publisher Account Information. The main content area features a search bar and a table of deposit applications. The table has columns for Type, Title, Format, Submitted Date, and Status, with a 'View' button for each row.

Type	Title	Format	Submitted Date	Status	Action
ISSN	helios	Digital Type Kindle	08/02/2021	Receipt In Full	View
ISSN	idling	Physical Type Trade	08/02/2021	Receipt In Full	View
ISSN	Test Portfolio	Physical Type Handbook	02/02/2021	Pending Review	View
ISSN	Test Portfolio	Physical Type Print	01/02/2021	Pending Review	View
ISSN	Andrew test	Digital Type Other	01/02/2021	Pending Review	View
ISSN	AndrewTest	Digital Type PDF	01/02/2021	Pending Review	View
ISSN	Test Portfolio	Physical Type Print	28/01/2021	Rejected	View
ISSN	Test Portfolio	Physical Type Print	28/01/2021	Rejected	View

- Click on '+ Deposit application'.

Welcome null Logout

## Legal Deposit

[Deposit Application](#)

SEARCH

ISN Type: ISBN ISSN ISMN Clear

1 2 3 4 5

ISN No	ISN Type	Title	Format	Submitted Date	Status	
978-981-13-0011-0 App Ref ID: 20208-002	ISBN	hellos	Digital Type Kindle	08/02/2021	Receipt in Full	<a href="#">View</a>
978-981-13-0009-7 App Ref ID: 20208-001	ISBN	stiling	Physical Type Braille	08/02/2021	Receipt in Full	<a href="#">View</a>
978-981-13-0000-4 App Ref ID: 20202-009	ISBN	Test Portfolio	Physical Type Handbook	02/02/2021	Pending Review	<a href="#">View</a>
2661-3069 App Ref ID: 20208-007	ISSN	Test Portfolio	Physical Type Print	01/02/2021	Pending Review	<a href="#">View</a>
----- App Ref ID: 20208-002	ISBN	Andrew test	Digital Type Others	01/02/2021	Pending Review	<a href="#">View</a>
App Ref ID: 20208-001	ISBN	AndrewTest	Digital Type PDF	01/02/2021	Pending Review	<a href="#">View</a>
2661-3069 App Ref ID: 20208-008	ISSN	Test Portfolio	Physical Type Print	28/01/2021	Rejected	<a href="#">View</a>
2661-3069 App Ref ID: 20208-007	ISSN	Test Portfolio	Physical Type Print	28/01/2021	Rejected	<a href="#">View</a>

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

Welcome null Logout

## Deposit (ISBN/Monograph)

Request / Deposit Application

1 Fill Form      2 Review      3 Success

ISBN \*

Title \*

Original

Name of Author/Editor \*

Format \*

Format Type \*

State your preference

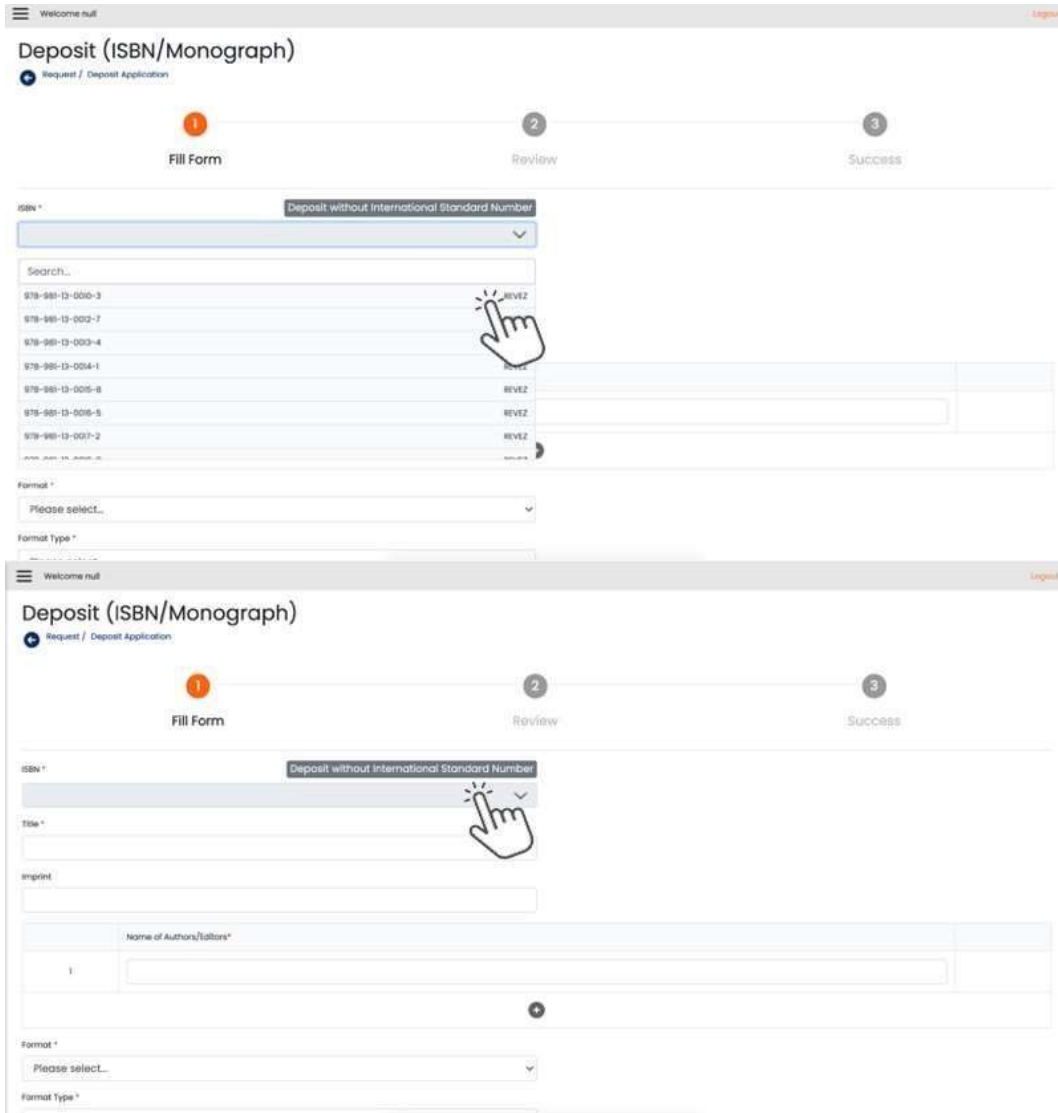
Select an application:

ISBN    ISSN    ISMN

[Cancel](#) [Confirm](#)

- To submit material with a registered International Standard Number: Select the ISN that you wish to deposit. Fill in the rest of the necessary information in the submission form.
- To submit material without a registered International Standard Number: Click on 'Deposit without International Standard Number. Fill in the rest of the necessary information in the submission form.

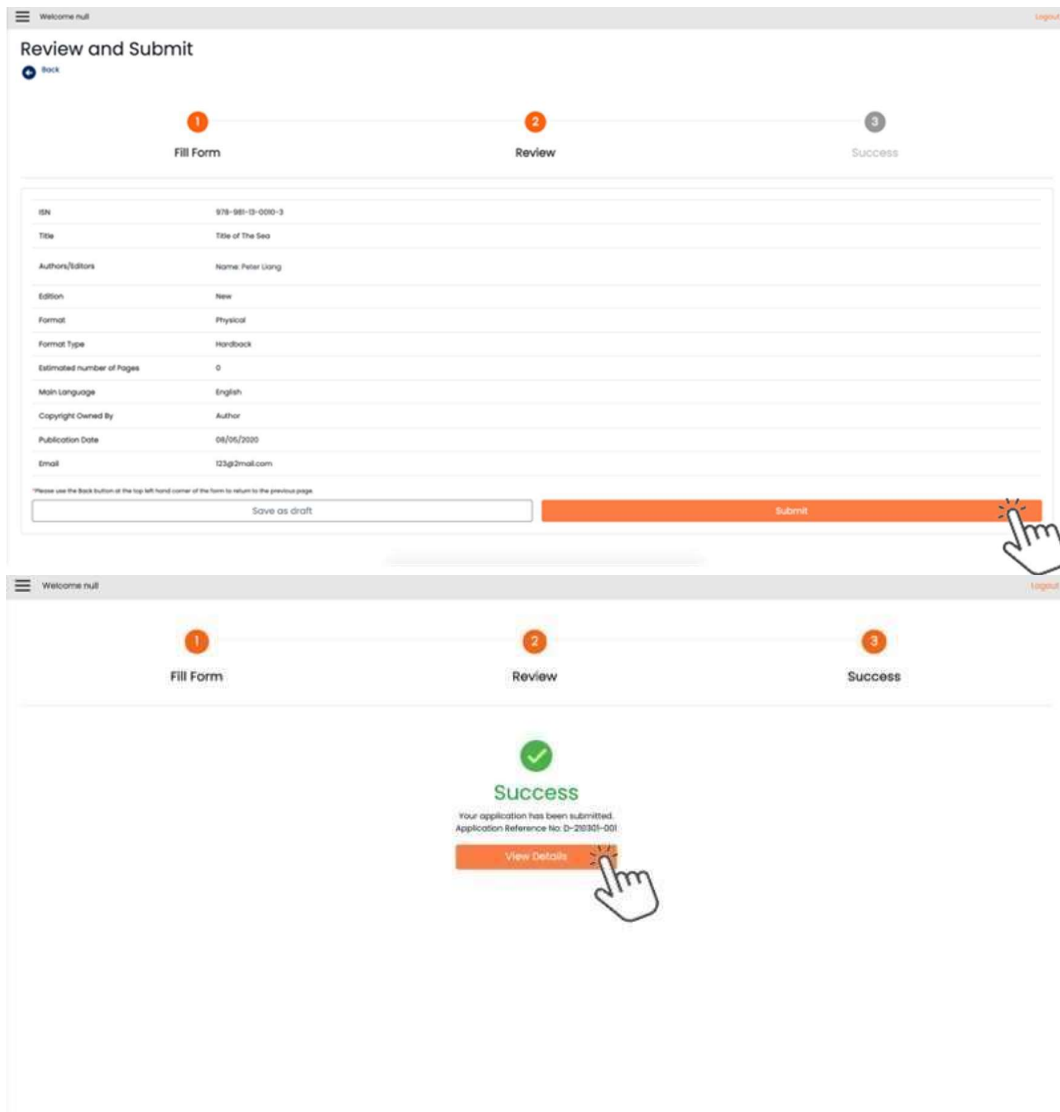
- All mandatory fields (marked with an \* asterisk) must be filled before the form can be submitted.
- Please attached your content file in the form if you are submitting a digital material for Legal Deposit.



The image displays two screenshots of the 'Deposit (ISBN/Monograph)' form. The top screenshot shows the 'ISBN' field with a dropdown menu open, displaying a list of ISBNs. A hand icon points to the 'REVEZ' button next to the selected ISBN. The bottom screenshot shows the 'Title' field with a hand icon pointing to the 'REVEZ' button next to the selected ISBN.

- 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.





Welcome null Logout

## Review and Submit

[Back](#)

1 **Fill Form**      2 **Review**      3 **Success**

ISSN	978-981-13-020-3
Title	Title of The Sea
Author(s)/Editors	Name: Peter Liang
Edition	New
Format	Physical
Format Type	Hardback
Estimated number of pages	0
Main Language	English
Copyright Owned By	Author
Publication Date	06/06/2020
Email	l23@gmail.com

\*Please use the Back button at the top left hand corner of the form to return to the previous page.

Welcome null Logout

1 **Fill Form**      2 **Review**      3 **Success**

**Success**

Your application has been submitted.  
Application Reference No. D-202021-001

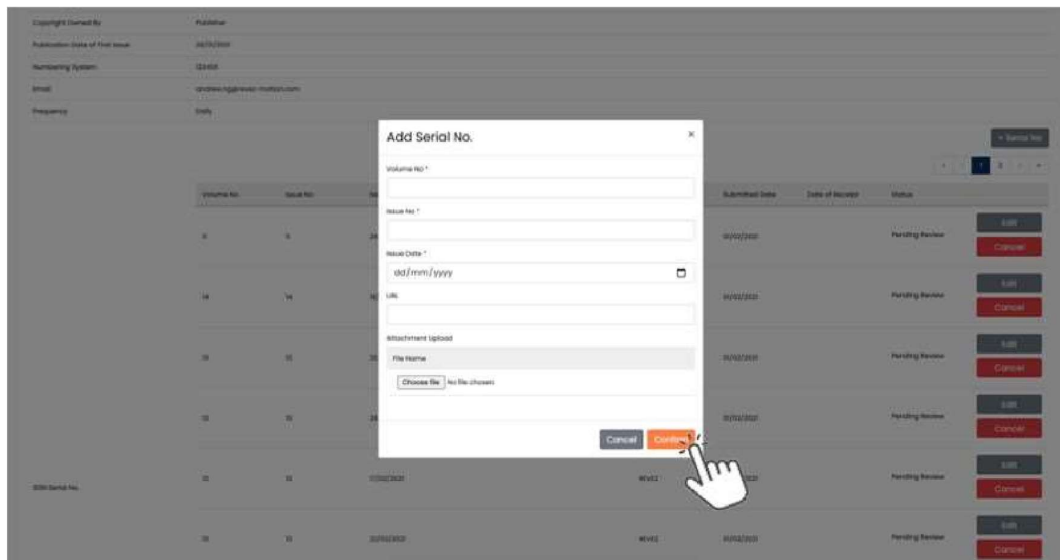
- To deposit subsequent issues for serial publications (materials with ISSN), click ‘+ Serial No’.

Copyright Owned By	Publisher							
Publication Date of First Issue	28/02/2021							
Numbering System	Q3456							
Email	andrew.ng@news-motion.com							
Frequency	Daily							

Volume No	Issue No	Issue Date	File Name	URL	Publisher Name	Submitted Date	Date of Receipt	Status	
8	8	24/02/2021	265b7940-b758-4532-a566-d8e1c05e3380.docx		NEWS	01/02/2021		Pending Review	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>
14	14	18/02/2021			NEWS	01/02/2021		Pending Review	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>
13	13	23/02/2021			NEWS	01/02/2021		Pending Review	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>
13	13	24/02/2021			NEWS	01/02/2021		Pending Review	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>
ISSN Serial No.	13	13	17/02/2021		NEWS	01/02/2021		Pending Review	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>
	13	13	22/02/2021		NEWS	01/02/2021		Pending Review	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>

- Fill in the necessary information in the form.



**Add Serial No.**

Volume No \*

Issue No \*

Issue Date \*  
dd/mm/yyyy

URL

Attachment Upload  
 No file chosen

- 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: 28/09/2020

Numbering System: 023456

Email: andrew.ng@revista-malaya.com

Frequency: Daily

+ Serial No

Volume No	Issue No	Issue Date	File Name	URL	Publisher Name	Submitted Date	Date of Receipt	Status	
8	8	24/02/2020	261b7640-b758-4832-b04b-d6efc06e3380.docx		REVIZ	09/02/2020		Pending Review	Edit Cancel
14	14	16/02/2020			REVIZ	09/02/2020		Pending Review	Edit Cancel
10	10	25/02/2020			REVIZ	09/02/2020		Pending Review	Edit Cancel
10	10	24/02/2020			REVIZ	09/02/2020		Pending Review	Edit Cancel
10	10	17/02/2020			REVIZ	09/02/2020		Pending Review	Edit Cancel
10	10	22/02/2020			REVIZ	09/02/2020		Pending Review	Edit Cancel

Copyright Owned By: Publisher

Publication Date of First Issue: 28/09/2020

Numbering System: 023456

Email: andrew.ng@revista-malaya.com

Frequency: Daily

+ Serial No

Volume No	Issue No	Issue Date	File Name	URL	Publisher Name	Submitted Date	Date of Receipt	Status	
8	8	24/02/2020			REVIZ	09/02/2020		Pending Review	Edit Cancel
14	14	16/02/2020			REVIZ	09/02/2020		Pending Review	Edit Cancel
10	10	25/02/2020			REVIZ	09/02/2020		Pending Review	Edit Cancel
10	10	24/02/2020			REVIZ	09/02/2020		Pending Review	Edit Cancel
10	10	17/02/2020			REVIZ	09/02/2020		Pending Review	Edit Cancel
10	10	22/02/2020			REVIZ	09/02/2020		Pending Review	Edit Cancel

**Edit Serial No.**

Volume No:

Issue No:

Issue Date:

URL:

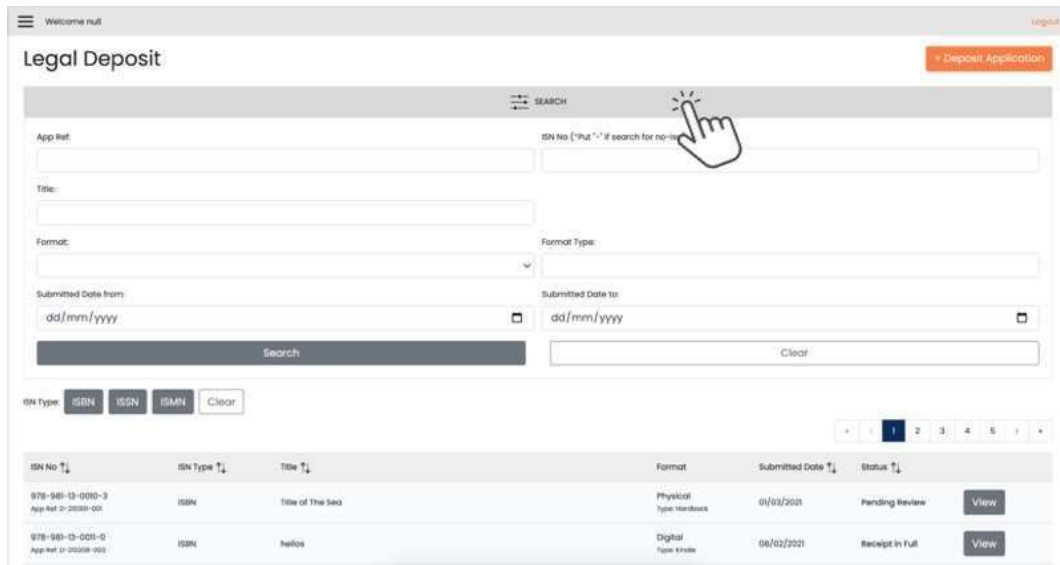
Attachment Upload:

File Name:

## 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.



Legal Deposit

SEARCH

App Ref:

ISN No (\*put '-' if search for no-):

Title:

Format:

Format Type:

Submitted Date from:

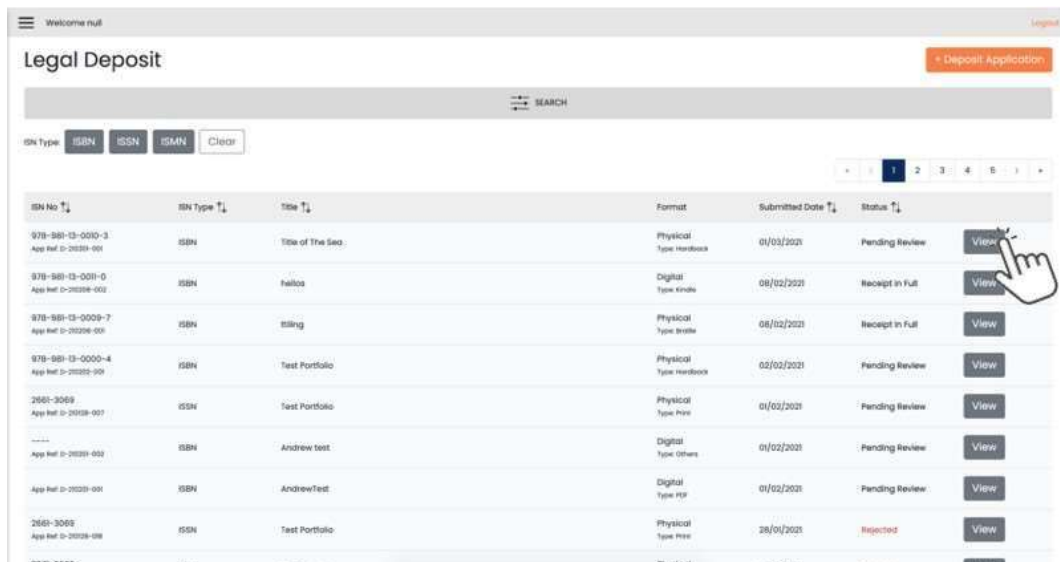
Submitted Date to:

Search

ISN Type:

ISN No	ISN Type	Title	Format	Submitted Date	Status	
978-981-13-0010-3 App Ref ID: 20208-001	ISBN	Title of the Sec.	Physical Type: Hardback	01/01/2021	Pending Review	<input type="button" value="View"/>
978-981-13-0011-0 App Ref ID: 20208-002	ISBN	hello	Digital Type: Kindle	08/02/2021	Receipt in Full	<input type="button" value="View"/>

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



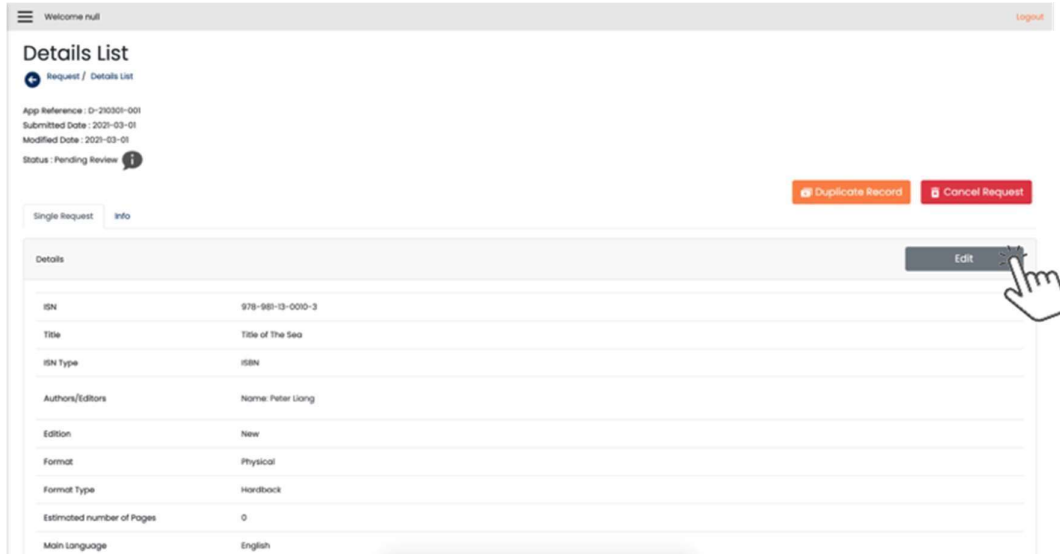
Legal Deposit

SEARCH

ISN Type:

ISN No	ISN Type	Title	Format	Submitted Date	Status	
978-981-13-0010-3 App Ref ID: 20208-001	ISBN	Title of the Sec.	Physical Type: Hardback	01/01/2021	Pending Review	<input type="button" value="View"/>
978-981-13-0011-0 App Ref ID: 20208-002	ISBN	hello	Digital Type: Kindle	08/02/2021	Receipt in Full	<input type="button" value="View"/>
978-981-13-0009-7 App Ref ID: 20208-003	ISBN	testing	Physical Type: Trade	08/02/2021	Receipt in Full	<input type="button" value="View"/>
978-981-13-0000-4 App Ref ID: 20208-004	ISBN	Test Portfolio	Physical Type: Hardback	02/02/2021	Pending Review	<input type="button" value="View"/>
2661-3069 App Ref ID: 20208-005	ISSN	Test Portfolio	Physical Type: Print	01/02/2021	Pending Review	<input type="button" value="View"/>
---- App Ref ID: 20208-006	ISBN	Andrew test	Digital Type: Others	01/02/2021	Pending Review	<input type="button" value="View"/>
App Ref ID: 20208-007	ISBN	AndrewTest	Digital Type: PDF	01/02/2021	Pending Review	<input type="button" value="View"/>
2661-3069 App Ref ID: 20208-008	ISSN	Test Portfolio	Physical Type: Print	28/01/2021	Rejected	<input type="button" value="View"/>
2661-3069 App Ref ID: 20208-009	ISSN	Test Portfolio	Physical Type: Print	28/01/2021	Rejected	<input type="button" value="View"/>

- 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.



Details List

Request / Details List

App Reference: D-210301-001  
Submitted Date: 2021-03-01  
Modified Date: 2021-03-01  
Status: Pending Review

Single Request Info

Duplicate Record Cancel Request

Details

ISBN: 978-961-13-0010-3

Title: Title of The Sea

ISBN Type: ISBN

Authors/Editors: Name: Peter Liang

Edition: New

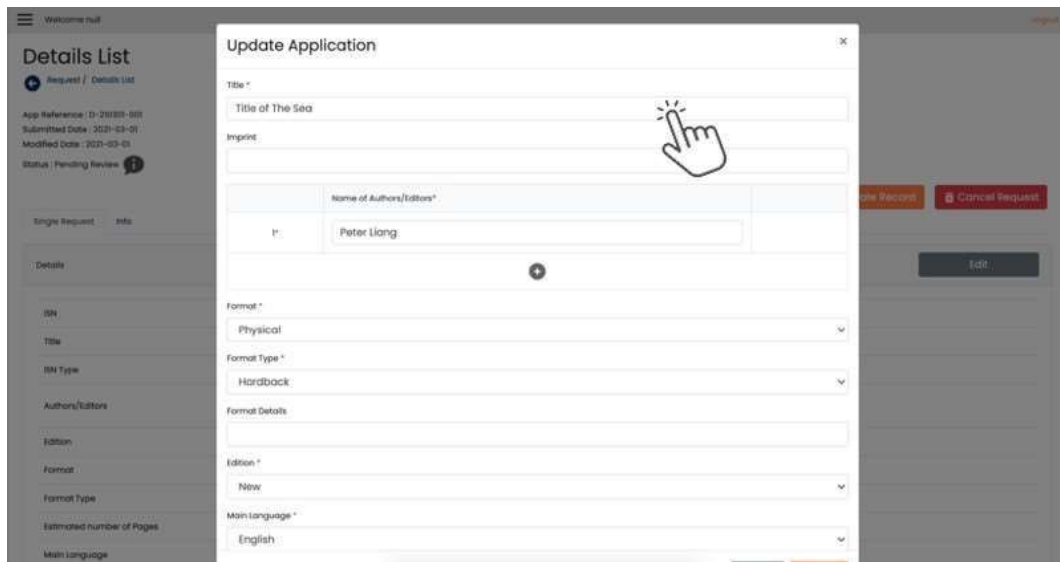
Format: Physical

Format Type: Hardback

Estimated number of Pages: 0

Main Language: English

Edit



Update Application

Title: Title of The Sea

Imprint:

Name of Authors/Editors:

It: Peter Liang

Format: Physical

Format Type: Hardback

Format Details:

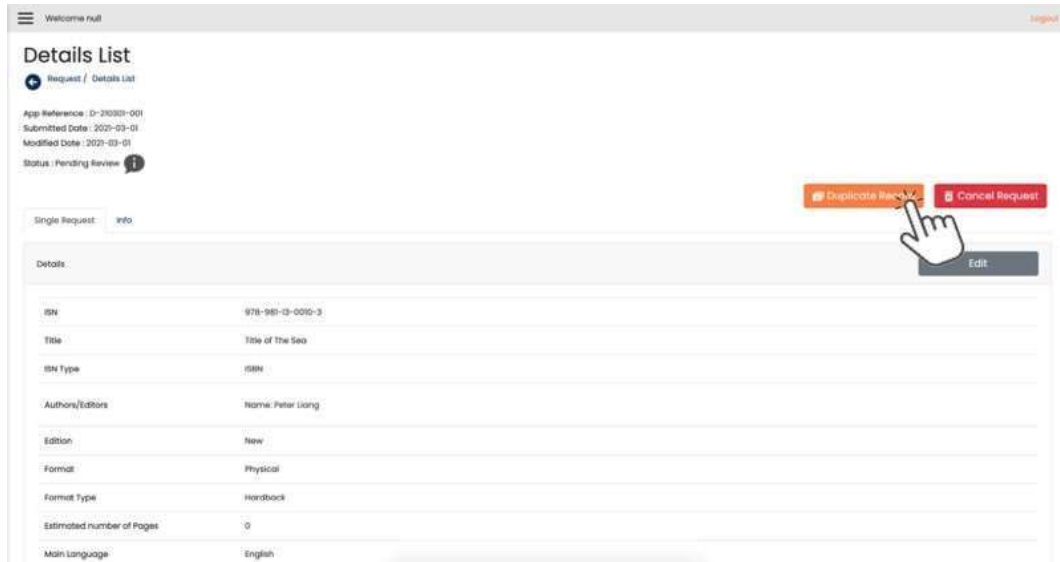
Edition: New

Main Language: English

Cancel Request

Edit

- 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.



Welcome null Logout

### Details List

Request / Details List

App Reference: D-210301-001  
Submitted Date: 2021-03-01  
Modified Date: 2021-03-01  
Status: Pending Review

Single Request: info

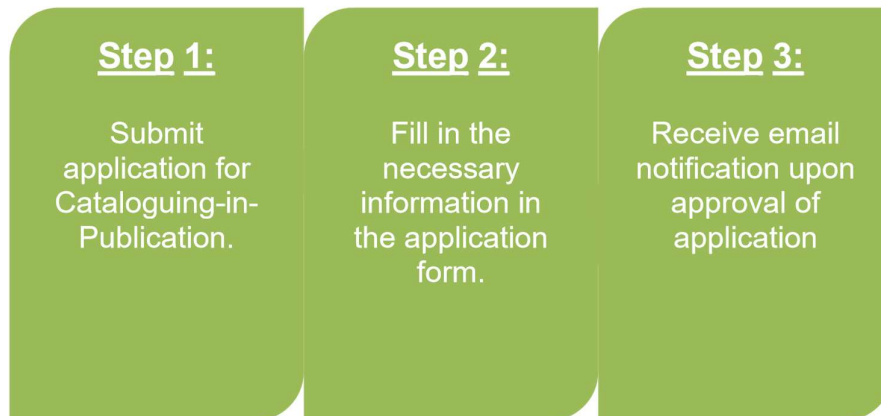
Details

ISBN	978-961-3-0010-3
Title	Title of The Sea
ISBN Type	ISBN
Author/Editors	Name: Peter Liang
Edition	New
Format	Physical
Format Type	Hardback
Estimated number of Pages	0
Main Language	English

[Duplicate Request](#) [Cancel Request](#) [Edit](#)

## 6 APPLICATION OF CATALOGUING-IN-PUBLICATION

### 6.1 Application of Cataloguing-in-Publication




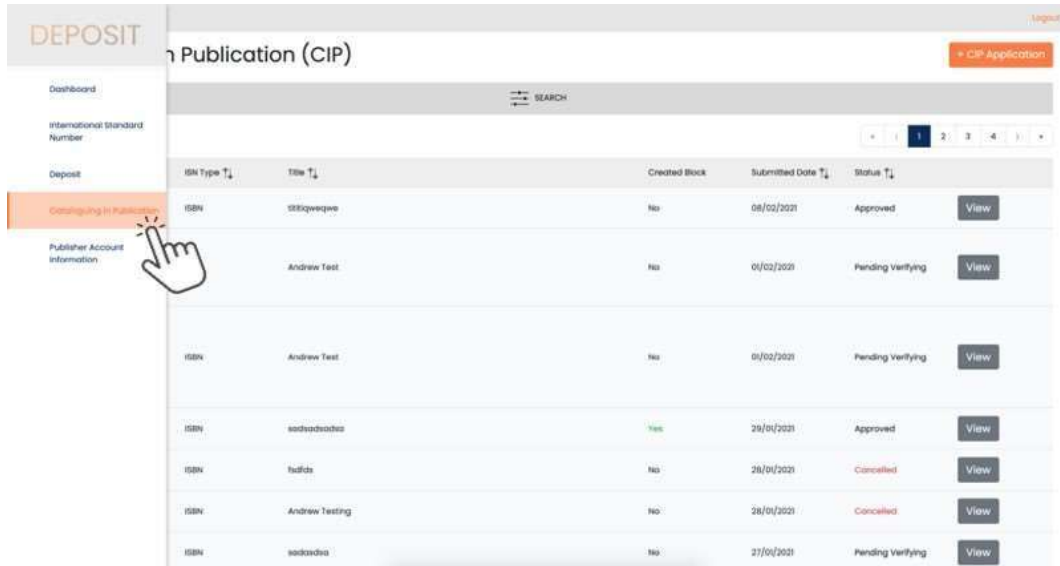
## 6.2 Statuses used for application of Cataloguing-in-Publication

- **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.

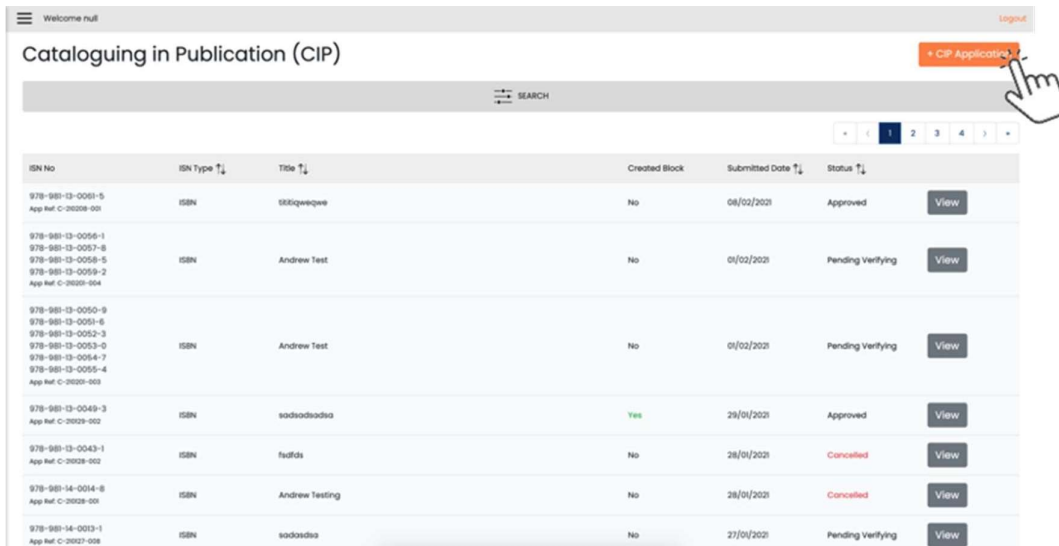
## 6.3 Create an application for Cataloguing-in-Publication

To apply for Cataloguing-in-Publication

- Click on the Menu button  on the top-left corner of your screen.
- Select 'Cataloguing-in-Publication'.

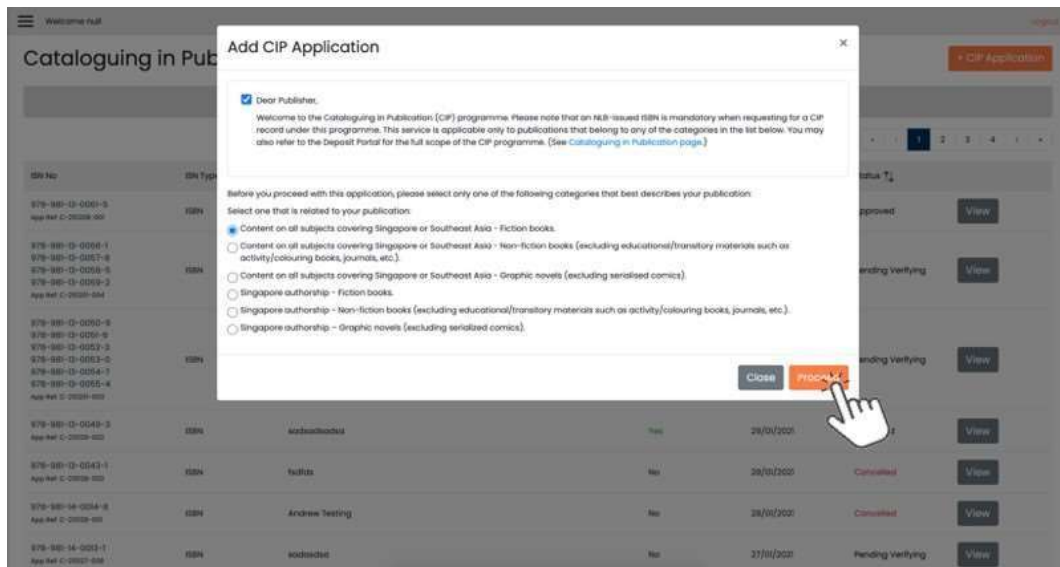


- Click '+ CIP Application'.

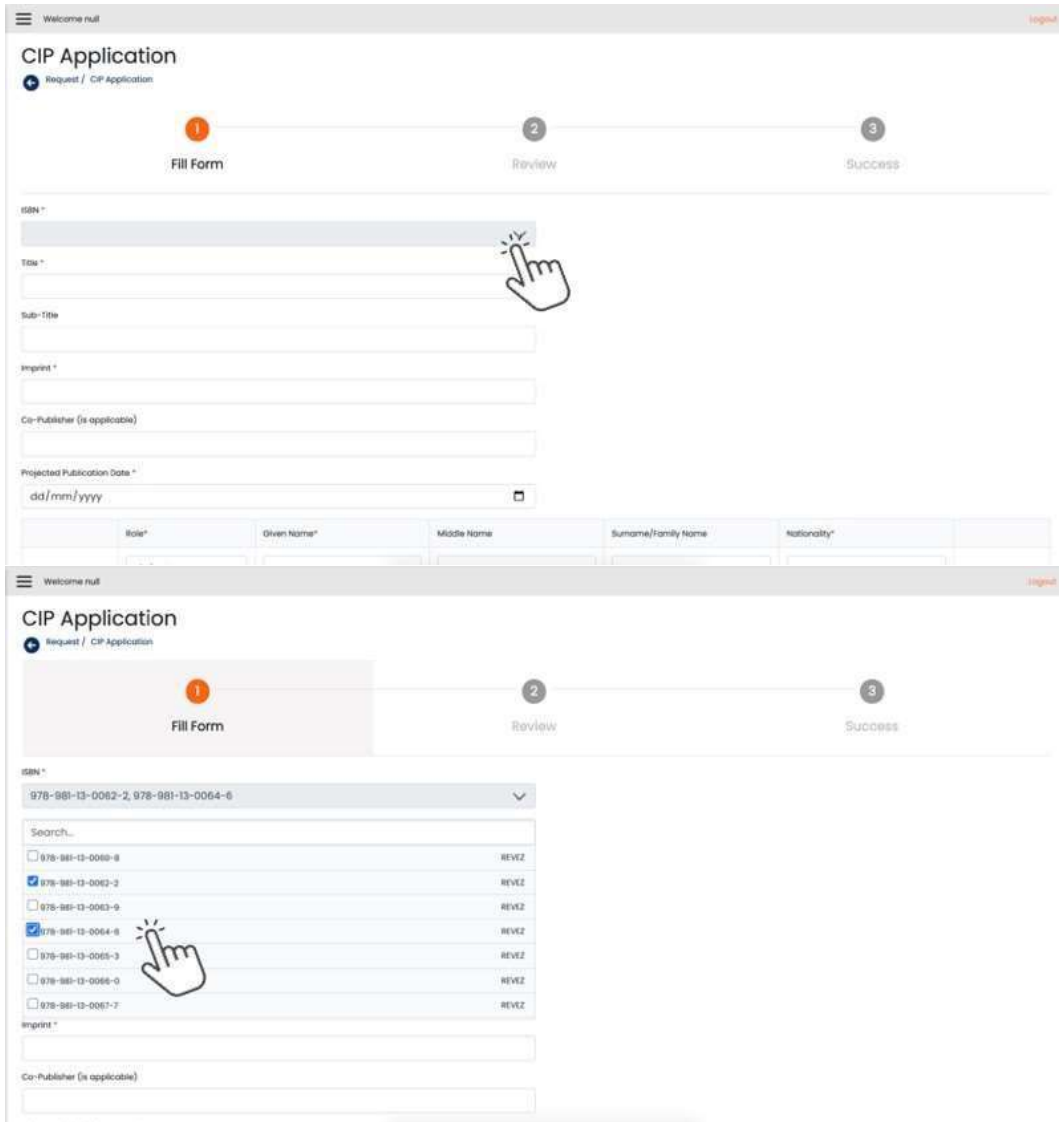


- Select the option that applies to your publication. Click Proceed to continue with the application.





- 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.



The image displays two screenshots of the CIP Application form. The top screenshot shows the 'Fill Form' step (1) of a three-step process (1: Fill Form, 2: Review, 3: Success). The form includes fields for ISBN, Title, Sub-Title, Imprint, Co-Publisher (if applicable), and Projected Publication Date (format: dd/mm/yyyy). A hand cursor is pointing to the Title field. The bottom screenshot shows the same 'Fill Form' step, but with a dropdown menu for ISBN selection. The dropdown shows a list of ISBNs with checkboxes, and a hand cursor is pointing to the selected option '978-981-13-0064-8'. Below the dropdown is a search bar and a table of ISBNs with checkboxes and 'REVZ' status.

- 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.

Welcome null Logout


## Review and Submit

[Book](#)

1 2 3  
**Fill Form** **Review** **Success**


ISBN	978-961-13-0062-2 Format: - Format Type: -				
	978-961-13-0064-6 Format: - Format Type: -				
Title	Title of the Sea				
Imprint	Sea				
Publication Date	04/04/2020				
Authors	Role author Name Peter Middle Name Using Nationality Singaporean/He				
Edition	New				
Main Language	English				
Is this book part of series?	Yes				
Title of Series and Number	1				
Primary Audience	Children (age 0-6)				
Type of work	Fiction				
Email	123@2mail.com				
What is this book about?	About the sea				
Attachment	<table border="1"> <thead> <tr> <th>File Type</th> <th>File</th> </tr> </thead> <tbody> <tr> <td>Title Page</td> <td>Screenshot 2020-03-01 at 7:47:55 AM_00320693968.png</td> </tr> </tbody> </table> <a href="#">View</a>	File Type	File	Title Page	Screenshot 2020-03-01 at 7:47:55 AM_00320693968.png
File Type	File				
Title Page	Screenshot 2020-03-01 at 7:47:55 AM_00320693968.png				

Please use the back button at the top left hand corner of the form to return to the previous page.



Welcome null Logout

1 2 3  
**Fill Form** **Review** **Success**



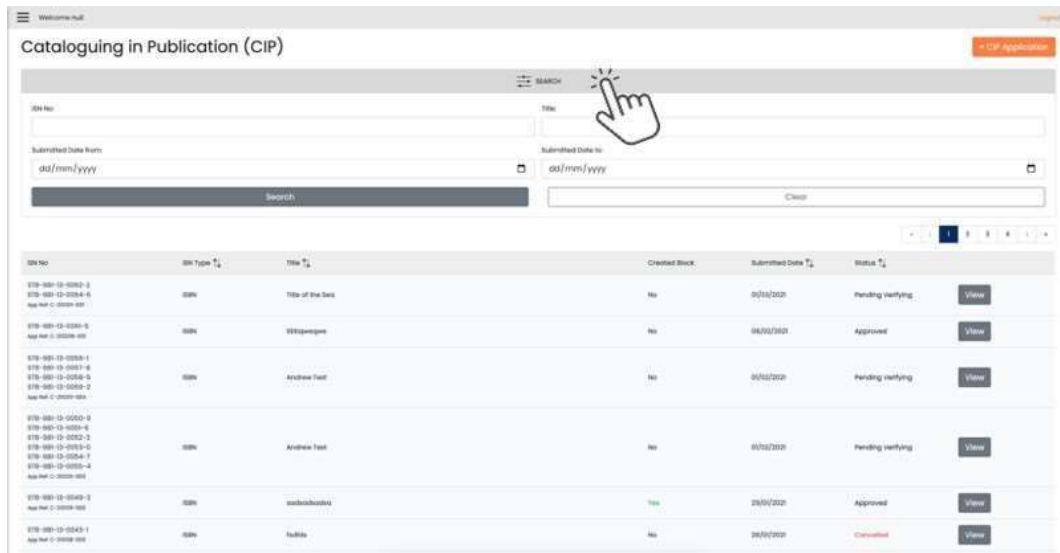
**Success**

Your application has been submitted.  
Application Reference No: C-210301-001

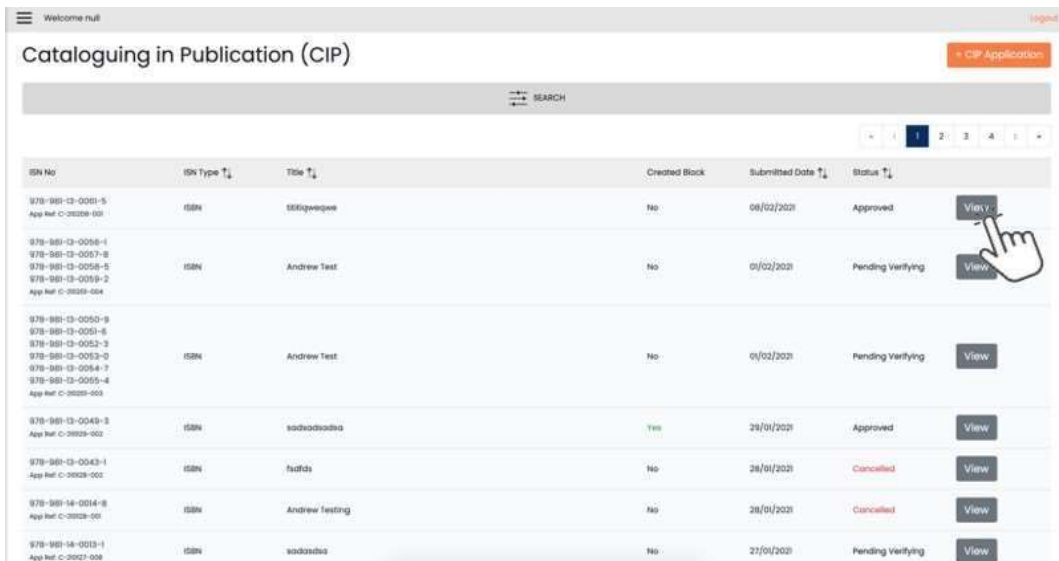
## 6.4 View Cataloguing-in-Publication applications

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

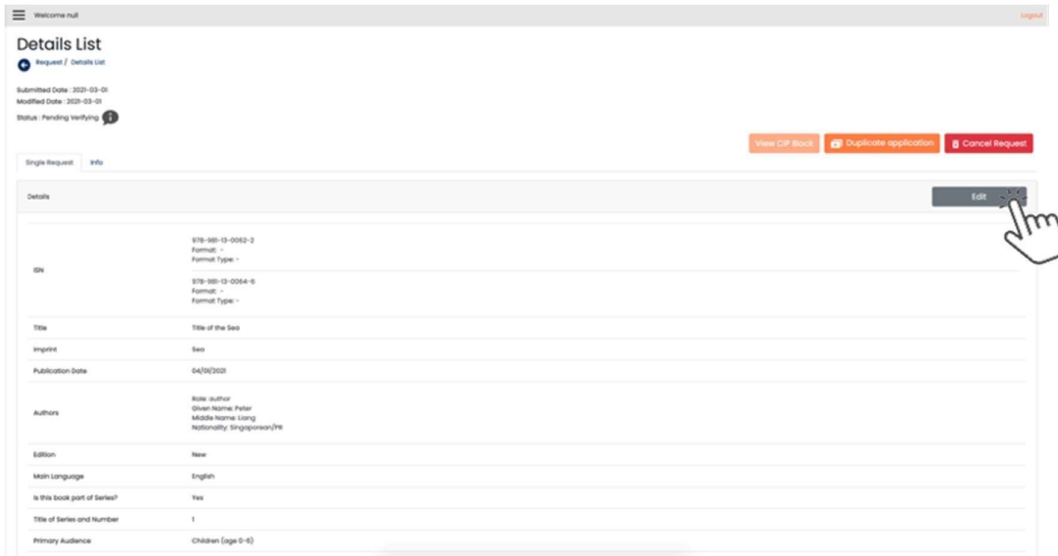
- Click on the grey search bar to launch the search menu. You can input 'ISN No.' or any other relevant search parameter from the search menu. Click 'Search' to perform the search. Your search results will be populated beneath the search menu.



- Click 'View' to view the application details.



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



Welcome null Logout  
**Details List**  
 Request / Details List  
 Submitted Date: 2021-03-01  
 Modified Date: 2021-03-01  
 Status: Pending verifying

[View CP Back](#) [Duplicate application](#) [Cancel Request](#)

Single Request Info

Details Edit

ISN	978-963-13-0062-2 Format: - Format Type: -
	978-963-13-0064-6 Format: - Format Type: -
Title	Title of the Book
Imprint	See
Publication Date	04/01/2021
Authors	Role: author Given Name: Peter Middle Name: Using Nationality: Singapore/PS
Edition	New
Main Language	English
Is this book part of series?	Yes
Title of Series and Number	1
Primary Audience	Children (Age 0-6)



Welcome null Logout  
**Details List**  
 Request / Details List  
 Submitted Date: 2021-03-01  
 Modified Date: 2021-03-01  
 Status: Pending verifying

[View CP Back](#) [Duplicate application](#) [Cancel Request](#)

Single Request Info

Details Edit

**Update Application**

Title \*

Title of the Book

Sub-Title

Imprint \*

See

Co-Publisher

Projected Publication Date \*\*

04/01/2021

Role*	Authors Name*	Middle Name	Surname/Family Name	Nationality*
1	Author	Peter	Using	Singapor

Edition

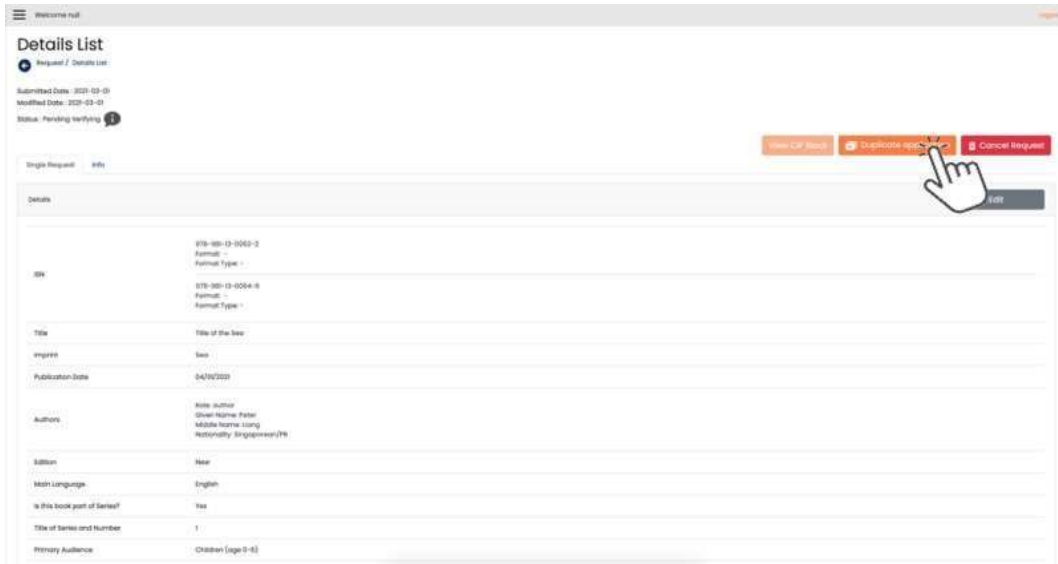
New

Main Language \*

English

[Cancel](#) [Continue](#)

- 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.



The screenshot shows the 'Details List' page for a request. At the top, there are three buttons: 'View CIP Block', 'Duplicate application', and 'Cancel Request'. A hand cursor is pointing at the 'Duplicate application' button. Below the buttons, there is a 'Details' section with a table of metadata.

Field	Value
ISBN	978-0613-0040-2 Format: Paperback Format Type: -
ISBN	978-0613-0040-8 Format: - Format Type: -
Title	Title of the book
Imprint	See
Publication Date	04/19/2023
Authors	Book Author: Oliver Reame, Peter Multiple Name: Long Nationality: Singaporeans/Pis
Editor	See
Work Language	English
Is this book part of a series?	Yes
Title of Series and Number	1
Primary Audience	Children (Age 0-12)

- 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.

Welcome null

## Details List

Request / Details List

Submitted Date: 2021-03-01  
Modified Date: 2021-03-01  
Status: Pending verifying

Single Request / Info

View CP Block Duplicate application Cancel Request

Edit

ISBN	978-981-03-0062-2 Format: - Format Type: -
ISBN	978-981-03-0064-8 Format: - Format Type: -
Title	Title of the Book
Imprint	Sea
Publication Date	04/19/2020
Authors	Role: author Given Name: Peter Middle Name: Long Nationality: Singaporean/In
Edition	New
Main Language	English
Is this book part of Series?	Yes
Title of Series and Number	1
Primary Audience	Children (Age 3-6)

Welcome null

## Details List

Request / Details List

Submitted Date: 2021-03-01  
Modified Date: 2021-03-01  
Status: Pending verifying

Single Request / Info

View CP Block Duplicate application Cancel Request

Edit

ISBN	978-981-03-0062-2 Format: - Format Type: -
ISBN	978-981-03-0064-8 Format: - Format Type: -
Title	Title of the Book
Imprint	Sea
Publication Date	04/19/2020
Authors	Role: author Given Name: Peter Middle Name: Long Nationality: Singaporean/In
Edition	New
Main Language	English
Is this book part of Series?	Yes
Title of Series and Number	1
Primary Audience	Children (Age 3-6)

Download as CSV

CP Block Deploy


National Library Board, Singapore Cataloguing In Publication Data

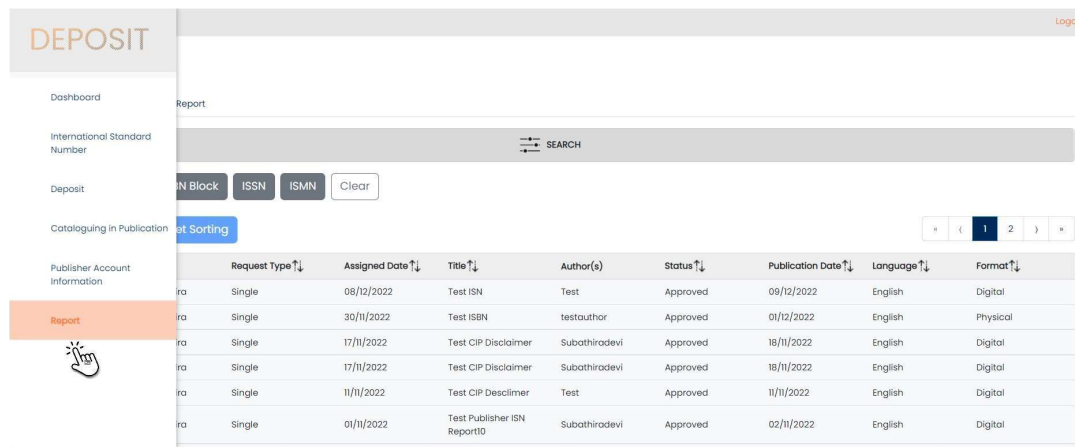
Name(s): Peter, author.  
Title: Title of the Sea Peter  
Other Title(s): [2222]  
Description Name: Sea 2020  
Identifier(s): isbn 978-981-03-0062-2 () | 978-981-03-0064-8 ()  
Classification: LOC, [2222]-[622]

Cancel

## 7 REPORTS

To View the reports

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



Request Type	Assigned Date	Title	Author(s)	Status	Publication Date	Language	Format
Single	08/12/2022	Test ISN	Test	Approved	09/12/2022	English	Digital
Single	30/11/2022	Test ISBN	testauthor	Approved	01/12/2022	English	Physical
Single	17/11/2022	Test CIP Disclaimer	Subathiradevi	Approved	18/11/2022	English	Digital
Single	17/11/2022	Test CIP Disclaimer	Subathiradevi	Approved	18/11/2022	English	Digital
Single	11/11/2022	Test CIP Disclaimer	Test	Approved	11/11/2022	English	Digital
Single	01/11/2022	Test Publisher ISN ReportID	Subathiradevi	Approved	02/11/2022	English	Digital

### 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.



Welcome Subathira Logout

### Report

ISBN With Title Report    Deposit Report

SEARCH

ISBN Assigned no:

Status:

Start date (Application created date):

End date (Application created date):

Search Clear

ISBN Type: ISBN Single ISBN Block ISSN ISMN Clear

[Download as CSV](#) [Reset Sorting](#)

ISBN Assigned	Publisher	Request Type	Assigned Date	Title	Author(s)	Status	Publication Date	Language	Format
978981805605	Test_Subathira	Single	08/12/2022	Test ISBN	Test	Approved	09/12/2022	English	Digital
978981805599	Test_Subathira	Single	30/11/2022	Test ISBN	testauthor	Approved	01/12/2022	English	Physical
978981805544	Test_Subathira	Single	17/11/2022	Test CIP Disclaimer	Subathiradevi	Approved	18/11/2022	English	Digital
978981805506	Test_Subathira	Single	17/11/2022	Test CIP Disclaimer	Subathiradevi	Approved	18/11/2022	English	Digital
978981805490	Test_Subathira	Single	11/11/2022	Test CIP Disclaimer	Test	Approved	11/11/2022	English	Digital

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

Welcome Subathira Logout

### Report

ISBN With Title Report    Deposit Report

SEARCH

ISBN Type: ISBN Single ISBN Block ISSN ISMN Clear

[Download as CSV](#) [Reset Sorting](#)

ISBN Ass	Publisher	Request Type	Assigned Date	Title	Author(s)	Status	Publication Date	Language	Format
978981805605	Test_Subathira	Single	08/12/2022	Test ISBN	Test	Approved	09/12/2022	English	Digital
978981805599	Test_Subathira	Single	30/11/2022	Test ISBN	testauthor	Approved	01/12/2022	English	Physical
978981805544	Test_Subathira	Single	17/11/2022	Test CIP Disclaimer	Subathiradevi	Approved	18/11/2022	English	Digital
978981805506	Test_Subathira	Single	17/11/2022	Test CIP Disclaimer	Subathiradevi	Approved	18/11/2022	English	Digital
978981805490	Test_Subathira	Single	11/11/2022	Test CIP Disclaimer	Test	Approved	11/11/2022	English	Digital
978981805407	Test_Subathira	Single	01/11/2022	Test Publisher ISBN Report10	Subathiradevi	Approved	02/11/2022	English	Digital
	Test_Subathira	Single	01/11/2022	Test Publisher ISBN Report9	Subathiradevi	Rejected	02/11/2022	English	Digital
	Test_Subathira	Single	01/11/2022	Test Publisher ISBN Report8	Subathiradevi	Cancelled	02/11/2022	English	Digital
978981805414	Test_Subathira	Single	01/11/2022	Test Publisher ISBN Report7	Subathiradevi	Approved	02/11/2022	English	Digital
978981805421	Test_Subathira	Single	01/11/2022	Test Publisher ISBN Report6	Subathiradevi	Approved	02/11/2022	English	Digital

## 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.

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Welcome Subathra

## Report

ISBN With Title Report    Deposit Report

SEARCH

ISBN No:

Status:

Start date (Report modified date):

End date (Report modified date):

Search    Clear

ISBN Type:

ISBN Assigned	Publisher	Deposit Status	Author Name	Assigned Date	Status
9789818063996	Test_Subathra	YES	testauthor	30/10/2022	Pending Review
9789818064000	Test_Subathra	YES	Enterprise Singapore	11/11/2022	Receipt In Full
9789818064452	Test_Subathra	YES	Subathradevi	01/11/2022	Partial Receipt
9789818064465	Test_Subathra	YES	Subathradevi	01/11/2022	Receipt In Full
9789818064438	Test_Subathra	YES	Subathradevi	01/11/2022	Partial Receipt
9789818064421	Test_Subathra	YES	Subathradevi	01/11/2022	Receipt In Full
9789818064414	Test_Subathra	YES	Subathradevi	01/11/2022	Receipt In Full

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

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## Report

ISBN With Title Report    Deposit Report

SEARCH

ISBN Type:

ISBN Assign	Publisher	Deposit Status	Author Name	Assigned Date	Status
9789818064180	Test_Subathra	YES	testauthor	30/10/2022	Pending Review
9789818064000	Test_Subathra	YES	Enterprise Singapore	11/11/2022	Receipt In Full
9789818064462	Test_Subathra	YES	Subathradevi	01/11/2022	Partial Receipt
9789818064465	Test_Subathra	YES	Subathradevi	01/11/2022	Receipt In Full
9789818064438	Test_Subathra	YES	Subathradevi	01/11/2022	Partial Receipt
9789818064421	Test_Subathra	YES	Subathradevi	01/11/2022	Receipt In Full
9789818064414	Test_Subathra	YES	Subathradevi	01/11/2022	Receipt In Full
978981806407	Test_Subathra	YES	Subathradevi	01/11/2022	Verifying Request
978981806398	Test_Subathra	YES	Subathradevi	01/11/2022	Receipt In Full
978981806384	Test_Subathra	YES	Dr Professor Chew Soon Beng, Dr Bing Suan Joo, Dr Associate Professor Ho Kong Weng, Miss Associate Professor Inan Azura Mohtar, Miss K Thanakotzini	24/10/2022	Cancelled