Preassigned Control Number (PCN) Program

Author/Self-Publisher Guide to PrePub Book Link (PPBL)
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The Preassigned Control Number (PCN) Program

The Preassigned Control Number (PCN) Program was established to preassign Library of Congress Control Numbers (LCCN) to titles most likely to be acquired by the Library of Congress as well as to some other categories of books. An LCCN is a unique identification number that the Library of Congress assigns to the catalog record created for each book in its cataloged collections. Librarians use it to locate a specific Library of Congress catalog record in the national databases and to order catalog cards from the Library of Congress or from commercial suppliers.

The purpose of the Preassigned Control Number (PCN) program is to enable the Library of Congress to allocate control numbers to authors and self-publishers in advance of publication to those titles that may be added to the Library's collections. The publisher prints the control number in the book and thereby facilitates cataloging and other book processing activities for libraries and book sellers who obtain copies. An initial bibliographic record is also created for many of these works when the number is assigned. The number links the book to any record which the Library of Congress, other libraries, bibliographic utilities, or book vendors may create.

The PCN program is administered by the Cataloging in Publication Division, which also oversees the Cataloging-in-Publication (CIP) Program. Titles processed in one program are not eligible for submission to the other program. Certain categories of books which are not in scope for CIP may be in scope for PCN.

More information may be obtained by visiting the Preassigned Control Number Program website at the following address https://loc.gov/publish/pcn/. If you are interested in learning more about the CIP Program please visit https://loc.gov/publish/cip/.
Joining the Preassigned Control Number (PCN) Program

To be eligible to join the PCN Program, authors and self-publishers must list a U.S. place of publication on the title page or copyright page of their books and have a U.S. address. If you meet these eligibility requirements, you can sign up for a PCN account in our online system, PrePub Book Link (PPBL).

PrePub Book Link (PPBL) is the automated system that the Library uses to allow authors and self-publishers to request a Library of Congress Control Number (LCCN) and to distribute the LCCN back to authors and self-publishers. Creating an account is fast and simple. For more information about PPBL go to https://loc.gov/publish/prepubbooklink/.

**Please note:** if you had a PCN account in the former PCN system, you will need to create a new Pre Pub Book Link account.
PrePub Book Link System Requirements

The ServiceNow platform that PPBL is built on is optimized for the following web browsers:

**Please note:** PPBL is **NOT** optimized for mobile phones — many features such as the password reset and the Application forms will not work properly on these devices. Also note - browser restrictions put in place by your company may affect how PPBL works with your browser.

<table>
<thead>
<tr>
<th>UI Version</th>
<th>Chrome support</th>
<th>Firefox support</th>
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<tr>
<td>UI16</td>
<td>Latest public release</td>
<td>Latest public release of Firefox or Firefox ESR</td>
<td>11 and up • Edge mode is supported</td>
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<td>UI15</td>
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<td>*some may be supported – some may not be</td>
<td>**NOT supported</td>
</tr>
</tbody>
</table>
Creating an Account in PPBL

To create your account go to:

https://locexternal.servicenowservices.com/auth

**Please note:** if you had a PCN account in the former PCN system, you will need to create a new Pre Pub Book Link account.

You should see this screen:

Author/Self-Publisher

Select “Create account”.
You will need a first name, last name, email address, and a 16 character password to apply. The password does not need to have specific characters; it can be all letters, all numbers, all capitals, etc. Click the “Create account” button and fill out the listed information.

**Please note:** You will need to create a password. The password must be at LEAST 16 characters long.

* e.g. Thisismypassword
Logging into Your Account

You will always login to PrePub Book Link (PPBL) using the PPBL Portal login screen pictured below, found at:

https://locexternal.servicenowservices.com/auth

Author/Self-Publisher

The PCN Program is open to authors and self-publishers. Creating an account is easy and will only take a few minutes.

More information about PCN Program
Resetting your Password:

To reset your account password click on the blue hyperlink that says “Forgot password?” You will need to know your User Name, which is your registered email address.

The system will require you to enter your registered email twice; once as Username, then click “Next”.

And again as Personal Data Verification. Then click “Next”.

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*Username*

Emma@Dragons.com

Next

*Email*

Emma@Dragons.com

Next
You will receive a screen letting you know your password has been reset and that an email was sent to you with instructions for logging back in. Click the “Done” button.

![An email has been sent to you providing instructions to reset your password](image)

You will receive an email similar to this with the finishing steps of the password reset.

![Password Reset](image)

++Troubleshooting Tip: If you receive an error message during this process please contact your Publisher Liaison with your Username – PPBL Account type, the browser and computer type you are using, and a screen shot of the error message (if possible).
Using the PPBL Author/Self-Publisher Portal

Below is the portal for PPBL. This will act as your home screen for all the work you will do in PPBL.

To return to this screen at any time just click the logo.

PPBL Account Features:

- Profile
- Check Status of Request
- Request LCCN
- My Requests
Profile

Entering your Profile page: Click on the blue circle in the upper right hand corner. You can access your Profile or logout of PPBL.

**Your Profile Information:** Fill out your profile with the requested information. You can change your password. The more information you provide, the easier it will be for us to contact you if we have any questions about your LCCN Request.
Adding or Updating the “About” information: To add or update information click on the word for the item you want to select. For example, to add your time zone click on those words and a text box will open up where you can select your zone from the dropdown list.

Your Profile Picture: To upload a profile picture, click the “Upload Picture” button and browse from the image files saved on your computer.
“Request LCCN”: This button will take you to the application for requesting an LCCN from the Library of Congress. For more information on filling out the form, please see the Applying for a Library of Congress Control Number (LCCN) section of the guide.

My Requests: This tab, at the top right of your homepage, is where you will find information about the LCCN(s) that you have requested. The “Check Status of Request” button will take you to the same place and clicking the My Requests tab.

If you have not yet entered any LCCN requests, your page will look like this:
My Requests: After you have submitted requests in PPBL, your My Requests page may similar to the following:

There are 4 information columns in this section: Book Title, Primary ISBN (if one was provided), Date the original request was submitted, and the “State” that the request is currently in.
Columns 1 - 4: You can search for any of the fields using the search box. To search, click this symbol found on the top right of the list.

The search box will open, so you can enter the title, ISBN, or date to find a specific request.
Column 4 – “State”: This column tells you the status, called “State” in PPBL. You will most often see the “State” listed as “Open” or “Closed Complete”.

“State” meanings:

**Open** – your request was received but has not yet been assigned an LCCN. You will not be able to submit a Change Request for this title until the state is “Closed Complete”.

**Pending Response** – a question about this request is waiting for a response before the request can be processed. Once you have responded, the request can move forward. You will have 7 days to respond before your request is cancelled; once the request is cancelled, you must submit a new LCCN request.

**Closed Skipped** – your request was not able to be processed due to a PCN Program policy. The primary contact for this title will receive an email explaining why the request could not be processed.

**Closed Complete** – your request was assigned an LCCN and you have been sent an email with the LCCN. If the publication date is in the future up to 60 days past the publication date in the LCCN Request, you may submit a Change Request. If the original publication date was more than 60 days in the past, it is no longer eligible for a Change Request. For more information about Change Requests see the Change Request section of this guide.

To look at specific title’s information click on the title link.
You will see the following screen with the information about the specific title.

In this section you will see the Title in the blue area, the “State” that the request is currently in, the LCCN if it has been assigned, and the “Create A Change Request” button. Any Change Request you make for a specific title would show up here in the light blue Change Requests area.

This title, *Sound it out*, has a state of *Open*, so it is NOT currently eligible for a Change Request.

For more information about creating Change Requests see the Change Request section of this guide.
Chapter 5
Applying for a Library of Congress Control Number (LCCN)

To apply for a Library of Congress Control Number (LCCN), click the button shown above on the main page in the Publisher Portal. You will be taken to the request application.

Before you enter information into the application, you will always encounter the following screen.

The pop-up warns the user not to use the back button, the refresh button, or to go to any of your tabs, such as My Requests or your Profile, all of which will be visible at the top of the screen.

**Please note:** PPBL does NOT save your request – you must finish the request and submit it before using the tabs, logging-out of your account, closing your browser window, etc. Otherwise, anything you have entered will be lost.
Request LCCN

The application is broken up into 6 sections, each asking for different types of information. Any question or area with an asterisk* is required information. If you fail to provide information for these required fields, the application will give an error message. PPBL will not allow you to move on to the next section if there is an error message.

To move through the application, please use the “Previous Section” and “Next Section” buttons at the bottom of the page. Remember that using the browser back button, etc., will wipe all the data you have entered into this application.

The 6 Sections of the application:

1 – General Information
2- Contributor Information
3- Title Page
4- Series & Volume Info
5- Additional Info & Summary
6- Confirm & Submit

You will find important information about each part of the application in the following pages.

**Please note: PPBL does NOT save your request – you must finish the request and submit it before using the tabs, logging-out of your account, closing your browser window, etc. Otherwise, anything you have entered will be lost.
General Information:

Information you will need for this section:

- The intended audience of the book. Is the book for adults or children and young adults?
- If the book is for children and young adults, you can input the age and grade levels, but this is not required.
- The approximate number of pages
- Primary language of the book.
- The projected publication month and year
Contributor Information:

Information you will need for this section:

Any individual contributors to the book and the type of contribution they or the organization has made will be included in this section. You can list as many title page contributors as needed.

**Contributor examples:** Author, Editor, Illustrator, Translator, Complier, Other – this can include organizations, people, conferences, issuing body, etc.

*e.g.* American Association of Petroleum Geologists, issuing body.

AAPG Hedberg Research Conference (2013 : Reno, Nevada)

American Chemical Society. Committee on Chemists with Disabilities, editor.

13th AAATE (Conference) 2015 : Budapest, Hungary, author.

Bentley, Jerry H., 1949-2012, honouree.

**Please note:** If a contributor has only one name, enter that name in the **First/Given Name** section and in the **Last/Family Name** section enter – “only one name” or “n/a”, etc.
Please enter the fullest form of a contributor’s name. This form of name may be different from what appears on the title page. For instance, the full name of an author could be Henry Charles Albert David Mountbatten-Windsor, but the name appears on the title page as Prince Harry, Duke of Sussex. The full name helps the cataloger establish a unique name for each contributor.

While birth dates are not required, they are very helpful for catalogers to differentiate between authors with the same name. For example, there are 424 different contributors in the Library of Congress’ Name Authority File with the name of Thomas Smith.

If you have additional information about a contributor such as death date, other works, etc., please enter it into the additional information box in section 5 – Summary, Contacts, & Additional Info.

Once you have entered the contributor’s information, please click the “Add Contributor” button to add the information to the applications contributor list. You must click the button, even if you have only one contributor; otherwise an error message will appear.

For example:

**Please note:** You MUST click the blue “Add Contributor” button after filling out the information for each contributor – if you do not click that button, the contributor has not actually been added to your request. Their name needs to appear in the list shown above.
Title Page:

Information you will need for this section:

**Required fields** - Title, Publisher Name (listed on the title or copyright page), U.S. City of Publication (listed on the title or copyright page), and the contributors names (as they appear on the title page).

Additional fields (not required) – Subtitle and Edition. You may also attach a copy of the title page in *pdf* format to the application for clarification purposes.

The contributor names will auto-populate in the text box in this section under the heading “Title page Contributors”. **You will then need to edit the name until it matches the name listed on the title page.**

For example:

The fullest form of the author’s name is Henry Charles Albert David Mountbatten-Windsor, but on the title page the name is listed as Prince Harry, Duke of Sussex.
Series & Volume Info:

Information you will need for this section:

Series titles, volume information, ISBNs, and the formats they are associated with, as well as any electronic ISBNS and their specific formats are included in this section.

ISBNs are not required. If you enter an ISBN, please select the relevant format.

Please note that the international standard is the 13-digit ISBN. Effective May 20th, 2019, the PCN Program will no longer accept a 10-digit ISBN.

**Please note:** You MUST click the blue “Add ISBN” button after you enter the ISBN information to add it to the list. Even if you have only one ISBN, you MUST still click the button. The same is true for the Electronic Format ISBN section also.
Additional Info & Summary:

Information you will need for this section:

Including an English-language summary will assist the cataloging of the book. This is not required.

The Additional Info area is where you would add anything of note that you would like the Library of Congress to know about this publication, such as author/contributor information, timeframe, etc.
Confirm & Submit:

In this section, you will review all of the information that you entered in the first five pages. Once you have reviewed the information for accuracy, click the “Submit” button at the bottom of the page.

After you submit the LCCN Request, you will receive the following message, assuming there were no errors. Then you will be automatically directed back to the Portal homepage where you can then submit your next LCCN request.

You will receive an email notifying you that Library of Congress received your request.
Submitting a Change Request

Start the Change Request Process:

From the Author Self-Publisher Portal homepage select My Requests from the links at the top of the page.

You will see the list of all the LCCNs that you have requested. The example publisher below has four pages worth of submissions.
If you have only one page of submissions, you can skip using the search function. Select the search icon, and enter the ISBN or title into the search box.

Click the hyperlink on the book title to retrieve the specific LCCN Request.

**Please note that you will be able to submit a Change Request for a title only if the “State” is Closed Complete; otherwise you will see this:

If the LCCN request is Closed Complete, you will see the following message. Please select the green “Create A Change Request” button to begin the Change Request application.

**Please note:** if the publication date is in the future, or up to 60 days past the publication date you put in the request, then any title in this state can have a Change Request submitted for it. If the original publication date was more than 60 days in the past then it is no longer eligible for a Change Request.
Change Request Application:

The first question in the Change Request is, “Is the publication cancelled?” If you answer “Yes” to this, click the “Submit” button. You will be redirected back to your My Request page.

You will also receive an email from the Library of Congress stating that the LCCN Request was cancelled.
If the publication is NOT canceled, select “No” and the rest of the form will appear.

Check the box next to the information you want to change.

For example: A change to the contributors:

CONTRIBUTOR INFORMATION (Check all that apply)

- Change to Author?

* What is the new author information?

The author order has changed. Please make Cathy B. Neal the first author name.
e.g. A change to the title:

If none the questions applies, you can select the box “OTHER”. You can also use this box if you need to give more information for changes listed above.
Once you have selected all the changes, click the blue “Submit” button. You will see another green pop-up message, letting you know that your submission was sent. You will then be redirected back to your My Requests page.

You will also receive an email stating that your Change Request was received.

Dear Catharina Eik,

Your change request for **Family Stories** has been received.

Your changes will be processed and the bibliographic record will be updated.

Thank you.

*Do not reply to this email.*