Cataloging-in-Publication (CIP) Program

Publisher Guide to PrePub Book Link (PPBL)
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The Cataloging in Publication (CIP) Program

The purpose of the Cataloging in Publication (CIP) Program is to serve the nation's libraries by cataloging books in advance of publication. Publishers submit applications via the Library of Congress Web site, now called PrePub Book Link (PPBL). The Library creates a bibliographic record for each publication and sends it to the publisher.

The publisher prints the record (known as CIP data) on the verso of the title page. The CIP data is thereby available to each library that acquires a copy of the book. The Library of Congress also distributes these records weekly in machine readable (MARC) form to large libraries, bibliographic services, and book vendors around the world. Many of these organizations redistribute these records in products and services designed to alert the library community to forthcoming publications and to facilitate acquisition.
Joining the Cataloging-in-Publication (CIP) Program

Only U.S. publishers who publish titles that are likely to be widely acquired by U.S. libraries are eligible to participate in the CIP Program. Every publisher/imprint must have already published a minimum of three titles by three different authors. Each of the three titles must have been acquired by at least 1,000 U.S. libraries, either in print or e-book format. CIP Program staff search in WorldCat to determine how many libraries hold a copy of the titles.

Publishers must apply for separate membership for each new imprint. Every new imprint must meet all membership eligibility requirements to be a CIP Publisher, otherwise the new imprint will be a PCN Publisher until it can meet the CIP requirements.

**If you are New to CIP and PCN, you must first create a Publisher Account in https://loc.gov/publish/prepubbooklink/. Once that account has been approved, you can select the Apply to CIP application on the Publisher Portal homepage.**

**If you are already a Current CIP Publisher, with account(s) in the former CIP system, you must first create an individual account to link to their publisher's account. See page 4 of this guide for specific instructions on this process.**

All other publishers are ineligible for the CIP Program but may be eligible for the Preassigned Control Number (PCN) Program. For more information about the PCN Program visit https://www.loc.gov/publish/pcn/.

Book vendors, distributors, printers, production houses and other intermediaries are ineligible. Publishers who have published the works of fewer than three different authors are ineligible. Fee-for-service publishers are ineligible for the CIP Program but may create a PCN Publisher account at https://locexternal.servicenowservices.com/pub.

Self-publishers (i.e. authors and editors who pay for or subsidize publication of their own works; who often do not publish the works of more than three different authors; and whose works are rarely widely acquired by the nation's libraries) are ineligible for the CIP Program but may create an Author/Self-Publisher PCN Account at https://locexternal.servicenowservices.com/auth.

There is no charge for CIP processing. However, participating publishers are obligated to send a complimentary copy of all books for which CIP Data was provided immediately upon publication. These complimentary books are subject to claiming. Publishers failing to meet this obligation may be suspended from the program. All books and materials sent to the Library of Congress are nonreturnable.
PrePub Book Link System Requirements

The ServiceNow platform that PPBL is built on is optimized for the following operating systems:

Browser support for each UI version (Madrid)

<table>
<thead>
<tr>
<th>UI Version</th>
<th>Chrome support</th>
<th>Firefox support</th>
<th>Internet Explorer support</th>
<th>Microsoft Edge support</th>
<th>Safari support</th>
<th>Tablet mobile browser*</th>
<th>Phone mobile browser**</th>
</tr>
</thead>
<tbody>
<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>
<td>Latest public release</td>
<td>9.1 and up</td>
<td>*some may be supported – some may not be</td>
<td>**NOT supported</td>
</tr>
<tr>
<td>UI15</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>
<td>Latest public release</td>
<td>9.1 and up</td>
<td>*some may be supported – some may not be</td>
<td>**NOT supported</td>
</tr>
</tbody>
</table>

**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.
Current CIP Publishers – linking to your Publisher in PPBL

To link your user and publishers accounts in the new PPBL system, you will need the publisher account code from the former CIP system. This is the number that starts with a c and ends with a number. It is generally 8 characters long, e.g. cdk70486.

You will create a linked account by going to https://locexternal.servicenowservices.com/pub.

Select “Create account” in the New Account section on the right.

You will see this “Welcome” screen and select “Get Started”.

Welcome to PrePub Book Link

We need a little more information from you so we can setup your PrePub Book Link account. We’ll need the following information.

• Your publisher’s name and address.
• The name and contact information of someone we should contact if we have questions about your publisher.
• The name and contact information of a senior level person responsible for the organization’s compliance with PCN and CIP program policies.
• If you wish to join the CIP Program you will also need to provide three books published by your publisher that were written by different authors and have been widely acquired by libraries.

Get Started
Go to the Publisher Name text box and start typing in the name of the publisher.

Select the publisher from the list. You are taken to the Publisher Contact Registration page.
Your selected publisher’s name, city, state are prepopulated. Enter your former account code in the Registration Code box. After completing the form, click “Submit”.

You will see the following green pop-up message.

To complete the registration process, close this page and check your email. The registration process must be completed from the email you receive.
Accessing your account in PBBL

Approval email

Once your CIP Publisher account has been linked by the system, or by your publisher’s Account Admin, you will receive an email telling you how to access your new account. The email will look similar to this:

Library of Congress PrePub Book Link Account Approved

HarperCollins Publishers LLC

Your Library of Congress PrePub Book Link account was approved. You can now access PrePub Book Link (PPBL) using the following credentials:

https://locexternal.service-now.com

User ID: Carole-Brady@Harper-Collins.com
Temporary Password: jOS9Y04P

When you enter PPBL, you will see several options:

- Request LCCN Click to request a preassigned Library of Congress Control Number (LCCN).
- Apply to CIP Click to apply to the CIP Program. (PCN publishers only)
- Request CIP Data Click to request CIP data. (CIP publishers only)
- My Requests Click to view the status of your requests and to submit changes to previous submitted requests.
- My Publishers Click to update information about your publisher.
- Initials in a Blue Circle Click this option to update your personal PPBL profile information.

For security reasons, if you access the system and leave it unattended for an extended period of time, the system will time out and you will have to reenter your user ID and password.

Thank you for creating your new PrePub Book Link account. For more information about the PPBL system please visit https://loc.gov/publish/prepubbooklink.

*Do not reply to this email.*

**Please note:** You will need to use the following link to reset your temporary password:

https://locexternal.servicenowservices.com

After you reset your password, do not use this link. TIP: Copy and paste the User ID and the Temporary password. Please see the next page for more information.
Logging in to your account -

**Initial Login** - The link in the Approval email will take you to the following screen. Here you will enter your registered email address as the User name, and you will use the temporary password provided for you in the email. Again, you will only use this URL to change your temporary password. After you change your password, you will no longer use this URL to login!

Once you have logged into the screen above you will see this appear:

**Please note:** You will need to create a password. The password must be 16 characters long and include 1 upper case letter, 1 lowercase letter, 1 symbol, and 1 number.

*e.g.* Thisismypassword@7
Standard Login – Once you have reset your temporary password, you will only login to PrePub Book Link (PPBL) using the PPBL Portal login screen pictured below, found at:


**Please note:** Unlike the former CIP system where there was just one account per publisher, each PPBL user has an individual account that is linked to a Publisher Account.
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”.

```plaintext
Username
Emma@Dragons.com

Email
Emma@Dragons.com
```
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**

Hello Emma,

A password reset was requested for your account.

[Click here to reset your password](link).

If you do not want to reset your password, please disregard this email. The link will expire in 12 hours.

Please do not reply to this email as we are not able to respond to messages sent to this address.

---

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

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

PPBL Account Features:

- Profile
- My Publishers
- Users (Account Admins only)
- Approvals (Account Admins only – and only if an Approval is requested)
- Request LCCN
- My Requests
- Request CIP Data
Profile

Entering your Profile Page: Click on the blue circle in the upper right hand corner. Two options will appear. Click on Profile to select it. You can also logout from PPBL with this blue button.

Your Profile Information: Most of your profile will have been prefilled from the information you originally supplied to create your account. You can also add a profile picture, your language preference, your time zone, and a second phone number. You can opt in or out of account notifications and enable accessibility features. If your account was set up for you by someone else, please make sure to check and update your profile information as it may be incomplete.
Your Profile Picture: To upload a profile picture, click the “Upload Picture” button and browse from the image files saved on your computer.

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.

Legacy CIP Publishers – Please note: You may have to update your company’s information and add your own information to this section as much of that old data was not migrated to PPBL.
My Publishers: this tab lists any publisher accounts that you are tied to. **Each PPBL user has an individual account that is linked to a Publisher Account.** One user may need to be associated to more than one publisher or imprint. If so, then you would use this section to manage the Publisher Accounts to which you belong. To add additional publishers or to be added to another account, please see Chapter 9- *Multiple Publishers.*

To see information about a specific publisher that you are linked to, click on the publisher’s name. See below for account examples.

**Publisher example 1** – linked to only 1 publisher account – there is only the My Primary Publisher:

<table>
<thead>
<tr>
<th>My Primary Publisher</th>
</tr>
</thead>
<tbody>
<tr>
<td>CQ Press</td>
</tr>
<tr>
<td>1255 22nd Street NW, Suite 400, Washington, 20037</td>
</tr>
</tbody>
</table>

**Publisher example 2** – linked to only 2 other publisher accounts as an Additional User – there is a My Primary Publisher and My Additional Publishers:

<table>
<thead>
<tr>
<th>My Primary Publisher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sage Publications, Inc.</td>
</tr>
<tr>
<td>2455 Teller Road, Thousand Oaks, 91320</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>My Additional Publishers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corwin Press</td>
</tr>
<tr>
<td>CQ Press</td>
</tr>
</tbody>
</table>
Publisher example 3 – linked to MANY other publisher accounts as an Additional User – there is a My Primary Publisher and My Additional Publishers:

The account information for the publisher(s) includes information such as the Account Number, the Registration Code that other users will need to associate themselves with this publisher, the main contacts for this publisher, the account admins, and a “Leave Publisher” button if you need to disassociate yourself from a particular publisher or imprint.

**Please note:** There can be multiple Account Admins but only if they are listed as a Primary account user. A user may only be an Account Administrator for their “My Primary Publisher”. For more information, please see the note on the next page.
Publisher Account example:

Legacy CIP Publishers – Please note: You may have to update your company’s information in this section as much of that old data was not migrated to PPBL.

++Troubleshooting Tip: Do NOT use the “Leave Publisher” button unless you want to be REMOVED from a Publisher Account.

**Please note:** If you need to change/update your publisher’s name please send an email to your Publisher Liaison and to have it changed for you.
**Users (Account Admin only)**

**Users**: You will see this tab **only** if you are an **Account Admin** for your publisher. This tab shows all of the users associated with a particular Publisher Account. You can also add new users and additional contacts on this page. For more information about adding new users and additional contacts, please see the *Account Administration* section of the guide (Chapter 8).

---

- **Accounts**
  - **Crown & Swan Publishing House**
    - 310 North Warren Street, Suite 24, Salem, MA 01970, (209) 876-5309

- **My Publisher Users**
  - **Name** | **Title** | **Email**
  - Madeleine Chene | Editor-in-Chief | MadChene@crown-swan.com
  - Catharina Eik | Editor | CatEik@crown-swan.com
  - Kihan Kim | VP of Publishing | KihKim@crown-swan.com

- **My Publishers Additional Contacts**
  - No records in Additional Contacts using that filter

---
Approvals (Account Admin only)

My Approvals: This button will take you to any requests that have been made to join the Publisher account. The My Approvals tab will appear if you are an Account Admin for the Publisher Account. This tab will ONLY appear when there are approvals pending.

Once you click the tab button you will see a dropdown menu:

You can view all Approvals or just one at a time. If you click on the name of the person asking to be approved you will see the following:

Click on the hyperlink at “Registration Request”. You will be taken to the request information:
You can approve the request or reject it. Most likely you will be approving the request. Once you click on the green “Approve” button you will see this:

The green messages just mean that a user account is being created for the approved person. You will then see the newly approved user in the Users tab list (see below).

The approved user will receive and Approval email with their User name and Temporary password.
“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 (Chapter 4).

My Requests: This tab is where you will find information about the LCCN(s) and CIP Data that you have requested. If you have not yet entered any LCCN or CIP Data requests, your page will look like this:

There are no requests with this criteria to view.
My Requests: After you have submitted requests in PPBL, your My Requests page will look like 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:

**Work In Progress** – your request is being processed. You will not be able to submit a Change Request for this title until the state is “Closed Complete”. Your request will have an LCCN assigned to it in this state. If you want to see the LCCN for a title in this state you can click into the case record to see it. (See the next section for more information on this.)

**Pending** – this state requires a response from the publisher’s primary contact for this title. The primary contact will receive an email from a Library of Congress staff member asking a question about a specific submission. The request cannot be processed further until a response is received from the primary contact. Once you have responded, the request can move forward. You will have 7 days to respond before your request is canceled. If your request is canceled, you will have to submit a new request. **To get the request back into the Work in Progress state, please respond to the email and attach any requested documents to your response.**

*Example:* Pending Response email:
Open – your request was received but has not yet been assigned to a specific cataloger. You will not be able to submit a Change Request for this title until the state is **Closed Complete**.

Closed Complete – your request was completed and you have been sent an email with the LCCN or CIP Data, your request is now eligible for a Change Request. For more information about Change Requests see the *Change Request* section of this guide.

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

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

In this section you will see the Title in the blue area, the Publisher Account used to request the LCCN, the “State” that the request is currently in, the LCCN if it has been assigned, and the “Create A Change Request” button, if the request is *Closed Complete*. Below is an example of an LCCN request.

If the title is for a CIP Data request, you would see this. Since this request has a “State” of *Closed Complete*, it is eligible for a change request. The CIP Data Block been created and can be viewed via the “*Go To CIP Data Block*” button. If a Change Request was submitted for this title it would appear in the “Change Request” list below.
Specific Examples:

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

This title, *Masters of disguise*, has a state of *Closed Complete*, so it IS eligible for a Change Request.

If a Change Request was submitted for the title, information on that Change Request is also found here.
Legacy CIP Publishers – Please note: You may see a CIP Data Block area note that says “The CIP Data Block is not available at this time” – even though the “State” is Closed Complete. That is because the CIP Data Block for that title was originally requested and sent via the former CIP system. Please email us at CIP@loc.gov if you need access to the CIP Data Block for a specific title that falls into this category (see example below).

For more information about creating Change Requests see the Change Request sections of this guide (Chapter 5 for LCCN and Chapter 7 for CIP Data).
Request CIP Data

“Request CIP Data”: This button will take you to the application for requesting CIP Data from the Library of Congress. For more information on filling out the form, please see Chapter 6- Applying for CIP Data.

Once your CIP Data Block is available, you will see the notification in the My Requests tab. Click on the green “Go To CIP Data Block” to see the data block for this title.
Chapter 4

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 Application:

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- Summary, Contacts, & Additional Info
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
- If the client you are submitting the book for is paying to publish. This question is for internal purposes and does not otherwise affect the application.
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](https://www.loc.gov) 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.

*e.g.* 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 20, 2019, the CIP and PCN Programs 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.
Summary, Contacts, & Additional Info:

Information you will need for this section:

An English-language summary, specific Publisher Contacts, and any additional information about the book, authors, etc. that you would like to include are in this section.

Below, you will see all the contacts associated with your publisher. If you need to add a new contact at your publisher for this specific title, you can add that contact here. If you want this LCCN emailed to a generic account, you can also add that here. **If added in this area, the additional contract will only be associated with this particular submission.**
In this section, you can add recipients for the LCCN email once it has been assigned to the book. You can select one user or several users from your contact list. Please click the “Add Recipient” button after selecting the name.

**Please note:** You MUST click the blue “Add Recipient” button after you select the recipient’s name from the dropdown menu to add it to the list. Even if you have only one name, you MUST still click the button.

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.
Confirm & Submit:

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

Once you have submitted your application, you will receive the following message, assuming there were no errors. Then you will be taken back to the Publisher Portal homepage where you can submit your next LCCN or CIP Request.

You will receive an email, similar to this, notifying you that Library of Congress received your request.
Submitting an LCCN Change Request

Start the Change Request Process:

From the Publisher Portal homepage select *My Requests* from the links at the top of the page.

You will see the list of all the LCCNs and CIP Data that you have requested. The example publisher below has four pages worth of submissions.

<table>
<thead>
<tr>
<th>Book Title</th>
<th>Primary ISBN</th>
<th>Date Submitted</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Red Caddy</td>
<td>9781534404235</td>
<td>2019-05-13 12:00:23</td>
<td>Open</td>
</tr>
<tr>
<td>Sound it out</td>
<td>9781534403392</td>
<td>2019-05-13 12:04:01</td>
<td>Open</td>
</tr>
<tr>
<td>Idk and Crud first day of school</td>
<td>9781534403961</td>
<td>2019-05-13 12:07:21</td>
<td>Closed Complete</td>
</tr>
<tr>
<td>Long vowels</td>
<td>9781534403999</td>
<td>2019-05-13 12:11:00</td>
<td>Open</td>
</tr>
</tbody>
</table>
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 enter the specific LCCN case.

** 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 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.
LCCN 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:

For example- 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. Cataloger always prefer more information to less.

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 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.*
Applying for CIP Data

To apply for a CIP Data 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 CIP Data Application:

The application is broken up into 7 sections, each asking for different types of information. Any question or area with an asterisk* is required field 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 7 Sections of the application:

1 – General Information
2- Contributor Information
3- Title Page
4- Series & Volume Info
5- Galley
6- Additional Info & Summary
7- 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:

You are now able to use ONIX data that your publisher has sent to the Library of Congress to prefill certain fields in your application. To do this, click the “Prefill with ONIX” button and enter in the ISBN for this title. The application will let you know if it found ONIX data for the title and will show the areas that were prefilled and marked with orange.

- 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.
- The projected print date month, day and year
- Subject Area – This is not an exhaustive list. It assists with routing your request to the appropriate cataloging team.
- Geographical Focus – This is also not an exhaustive list. It assists with routing your request to the appropriate cataloging team.
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.

*Example:*
- 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.

If your publisher is part of the Online Author Questionnaire (OAQ) program you can also give us the link to the author’s information there.

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.

**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).

Required questions – is this book a translation of another work, is the book based on a thesis or dissertation with a different title, is this a reprint, will the book have any bibliographic references such as endnotes, citations, etc., and will the book have an index?

Additional fields (not required) – Subtitle and Edition.

Title Page Contributors - 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.

Edited to:
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.

If you want to request a Combined CIP Data Block, please check the box under the question “Will the book also be published in electronic format?”

Please note that the international standard is the 13-digit ISBN. Effective May 20, 2019, the CIP and PCN Programs 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.
Galley:

Please attach a single pdf with AT LEAST the following information. We encourage publishers to submit as much of the galley as possible. This ensures more accurate CIP Data. Use the “Browse” button to select the correct file. If you have files saved as Word documents, please save as a pdf.

**Please note:** You no longer need to submit a galley with marked up ASCII text. You can simply attach a regular pdf of the galley!

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++Troubleshooting Tip: If you receive an error message during this process please log out of your PPBL account, clear your browser’s cache, and then close the browser completely. Then reopen the browser, login to your PPBL account, and reapply for CIP Data. This should fix your galley upload issue. If it does not resolve the issue please email your Publisher Liaison with your User name, Publisher Account name, the browser and computer type you are using, and a screen shot of the error message (if possible).
Additional Info & Summary:

**Information you will need for this section:**

An English-language summary, specific Publisher Contacts, and any additional information about the book, authors, etc. that you would like to include are in this section.

Below, you will see all the contacts associated with your publisher. If you need to add a new contact at your publisher for this specific title, you can add that contact here. If you want notification about the CIP Data Block emailed to a generic account, you can also add that here. **If added in this area, the additional contract will be associated only with this particular submission.**

<table>
<thead>
<tr>
<th>NAME</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catharina Eik</td>
<td><a href="mailto:CatEik@crown-swan.com">CatEik@crown-swan.com</a></td>
</tr>
<tr>
<td>Kihan Kim</td>
<td><a href="mailto:KihKim@crown-swan.com">KihKim@crown-swan.com</a></td>
</tr>
<tr>
<td>Madeleine Chene</td>
<td><a href="mailto:MadChene@crown-swan.com">MadChene@crown-swan.com</a></td>
</tr>
</tbody>
</table>

To add additional publisher contacts, please click the button below

[Add New Contact]
In this area you can add recipients for the CIP Data Block email once it has been created for the book. You can select one user or several from your contact list. Please click the “Add Recipient” button after selecting the name.

**Please note:** You MUST click the blue “Add Recipient” button after you select the recipient’s name from the dropdown menu to add it to the list. Even if you have only one name, you MUST still click the button!

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

You will receive an email, similar to this, notifying you that Library of Congress received your request.
Submitting a CIP Change Request

Starting the Change Request Process:

From the Publisher Portal homepage select **My Requests** from the links at the top of the page.

You will see the list of all the LCCNs and CIP Data 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.

Then click the hyperlink on the book title to retrieve the specific CIP 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 CIP 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.
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 CIP Request was cancelled.

CIP request cancelled for: The government is everywhere

Based on information you recently submitted, the application request for *The government is everywhere* has been cancelled.

“Do not reply to this email”
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:**

The author order has changed. Please make Cathy B. Neal the first author name.
For example - 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. Remember –MORE information is better than too little! When you explain exactly what you want changed and where, you are more likely to get the correct change made.
If the change you selected has an asterisk* after it, it denotes that you are required to attach new text documenting the change. Failure to attach the relevant text may lead to rejection of your Change Request.

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.
Publisher Account Administration

If you are an Account Admin for your publisher, you are able to add users, approve users, and ask users to join your publisher. You will do this through the Users tab at the top of your Publisher Portal homepage. In this section, learn about the “Add New User” button, the accounts you are associated with, the current users, additional contacts, and the “Add Additional User” button.
Creating other Account Admins:

To create or to remove Account Admins, you will go to the My Publishers tab and click on the blue hyperlink for the appropriate publisher name. If you are associated with only one publisher, you will only have one option on this screen.

Once you have clicked on the hyperlink for the publisher, you will see that publisher’s account information. Scroll down to “*Customer admin”.

![Screenshot of the My Publishers tab with a blue hyperlink for Crown & Swan Publishing House and an option marked as *Customer admin.](image-url)
To add an Account Admin, click in the text box next to the names already listed.

Once you click inside the box, all available Users for this publisher will appear in a drop-down menu.

Select all the names you want to add and click the blue “Save” button at the bottom of the page.

To delete a name, click the “x” next to the name; then click the blue “Save” button.
Adding New Users:

To add a new user to your account, click the “Add New User” button. If you choose to add a user this way, you will need to know the first name, last name, and email address of the new user.

The alternative is to send the user an email with the Publisher Registration code found in the Publisher information in the My Publishers tab at the top of the Publisher Portal homepage. You would use this option for users who do NOT already have an account in PPBL with a different publisher or imprint but that you want to have included in your PPBL publisher account.
**Adding Additional Users:**

If your new user **already has an account in PPBL** with a different publisher, you will enter the email address. Once you add the new user as an Additional User, that new user will be able to submit request on behalf of your publisher.

All users added as an Additional User are available in drop-down lists found in the application when it asks you to select contacts at the end of the CIP Request.
Removing Users:

This can be done two ways:

1) You can have the user remove themselves from the account by having them select the "Leave Publisher" button in their PPBL account.
   a. To do this the person who is leaving would go into their PPBL account, then select the My Publishers tab.
   b. Then select the blue hyperlinked name listed under My Primary Publisher.
   c. Scroll to the bottom of the page and select the “Leave Publisher” button. And then click the blue “Save” button.
2) It currently appears like you can remove a user from the account as an Account Admin, however, this function is not working properly at the moment, therefore, if you want a user removed from the account please email us at ceic@loc.gov or cewi@loc.gov and we will remove the person from your account.

What is meant by this is: if you (as an account admin) go into the Users tab and click on a user’s name, there is an Action section at the bottom of the page that says Edit Roles - Disable login (see below). If you click on Disable login, that only locks that user out of the account, – it does not remove them from the account. So until we get this functionality fixed we ask that you email us with the user(s) you want removed from your account.
Multiple Publishers

If you need to submit CIP or LCCN Requests for multiple publishers or if you are an account administrator who was added as a new user to an existing account in PPBL, you will need to link the accounts in the following way.

Example Scenario #1:

Crown & Swan Publishing House have recently acquired Lion & Unicorn Publishing House, and the accounts and the users need to be linked. All of the users in both publishers have accounts in PPBL.

Catharina Eik, who is an Account Admin at Crown & Swan goes to her Users tab and selects “Add Additional Users”. She uses the registered email address to add three users from the Lion & Unicorn account. In the example below, she has added Benjamin Jared as a user.
Next she adds Christopher Guest and Cathryn Oak to the **Crown & Swan Account**. Catharina receives a green pop-up message stating that the user was submitted and added to the additional contacts.

Catharina now sees Benjamin, Cathryn, and Christopher as names in her Users tab under My Publishers Additional Contacts:
When Benjamin goes into his account, he sees an additional publisher listed in his My Publishers tab. Cathryn and Christopher will see this.

Now Benjamin, as senior officer and Account Admin at **Lion & Unicorn**, can go to his Users tab and select “Add Additional User”. He uses the “Add Additional Users” button to add the three users from the Crown & Swan account. In the example below, he has added Catharina Eik as a user. He does the same to add Madeleine Chene and Kihan Kim.

Now all six users are linked both to the Crown & Swan account and the Lion & Unicorn account. They are all able to submit LCCN requests for either publisher.
Example Scenario #2:


Because Estelle lives in France and her company has no U.S.-based office, she cannot create her own account. Estelle will have to be added to one of the publisher accounts in PPBL that she is contracted to submit for; she emails Catharina Eik at Crown & Swan and asks to be added as a new user to that publisher account.

Catharina Eik has two options. She could add Estelle as a new user, as shown on page 42. She could also email Estelle the Crown & Swan Registration Code, so Estelle can create her own account in PPBL.

Catharina is very busy with the merger of Crown & Swan and Lion & Unicorn, so she emails Estelle the registration code and the link to the PPBL login page.

Once Estelle has the registration code for Crown & Swan, she goes to https://locexternal.service-now.com/pub and clicks the “Create account” button. When she gets to the Your Information page, she starts typing Crown & Swan in the text box where it says Publisher Name. Estelle sees the following Publisher Names appear:
Estelle selects Crown & Swan Publishing House and lands on the following page:

<table>
<thead>
<tr>
<th>Publisher Contact Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Publisher Name</strong></td>
</tr>
<tr>
<td>Publisher City</td>
</tr>
<tr>
<td>Publisher State</td>
</tr>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>Business Email</td>
</tr>
<tr>
<td>Registration Code</td>
</tr>
</tbody>
</table>

Please enter the account ID used to access the former CIP system. Please use your CIP account ID as the registration code. If you have any questions, please contact your publisher liaison.

Submit
Estelle completes registration form. She enters the number given to her by Catharina Eik in the Registration Code box and clicks “Submit”.

Estelle sees the green confirmation message and knows to wait for an email letting her know that her account was either approved or rejected.
Catharina Eik and the two other Account Admins receive emails telling them that Estelle Trudeau has requested to join the Crown & Swan account.

Example email:

Registration Request: Estelle Trudeau requires your approval

Dear Catharina Eik,

A new user, Estelle Trudeau, has requested access to the account for Crown & Swan Publishing House.

Please log in to and use PrePub Book Link and use the “My Approvals” menu to see the details and take the appropriate action.

If you have any questions, please contact your publisher liaison.

*Do not reply to this email*

Catharina Eik, or one of the other Account Admins for Crown & Swan, need authorize Estelle in their PPBL account. When Catharina logs into her PPBL account, she sees a new tab at the top of the Publisher Portal homepage, alerting her that she has a new request to approve.

Catharina clicks the tab link to show the options. Catharina selects Estelle’s name:
Catharina is taken to the Approval page for Estelle, where she clicks the “Approve” button. If for some reason Catharina does not want Estelle to be added, she would select “Reject”.

Catharina knows that Estelle has been approved because the page updated to say Approved and it indicates when the approval occurred.
Estelle receives her PPBL Account Approval email and can login and finish setting up her own account.

If Estelle’s request were rejected, she would receive a rejection email similar to this:
Catharina now sees Estelle’s name listed with the other Crown & Swan users.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Madeline Chene</td>
<td>Editor-in-Chief</td>
<td><a href="mailto:MadChene@crown-swan.com">MadChene@crown-swan.com</a></td>
</tr>
<tr>
<td>Estelle Trudeau</td>
<td></td>
<td><a href="mailto:ETrudeau@tsll.com">ETrudeau@tsll.com</a></td>
</tr>
<tr>
<td>Catharina Elk</td>
<td>Editor</td>
<td><a href="mailto:CatElk@crown-swan.com">CatElk@crown-swan.com</a></td>
</tr>
<tr>
<td>Kihan Kim</td>
<td>VP of Publishing</td>
<td><a href="mailto:KihKim@crown-swan.com">KihKim@crown-swan.com</a></td>
</tr>
</tbody>
</table>

Catharina can click on Estelle’s name to update her information.

**Estelle Trudeau**

**Contact**

- **First name**: Estelle
- **Last name**: Trudeau
- **Title**: Contractor for Tout Sur Les Livres
- **Language**: -- None --
- **Time zone**: Europe/Paris

**Account**

- **Account**: Crown & Swan Publishing House
- **Email**: ETrudeau@tsll.com

**Business phone**

**Mobile phone**

**Notification**

- **Enable**
The other Publishers Account Admins who need to add Estelle to their accounts can now do so using the “Add Additional User” button. They enter Estelle’s email address, as shown on page 43 of this guide. After the three publishers add Estelle, she receives emails letting her know she has been added and can start requesting LCCNs for those publishers.

After Estelle is a user for these publishers, she sees the following under My Publishers in her PPBL account:

![Image of PPBL account showing My Publishers section with Crown & Swan Publishing House and Narwhal Ink]
Imprints

Publishers must apply for separate membership for each new imprint. Every new imprint must meet all CIP membership eligibility requirements, otherwise the new imprint will be approved as a PCN publisher.

For an imprint to be eligible for the CIP Program, it must meet the regular CIP eligibility requirements of having already published a minimum of three titles by three different authors. All three titles must have been acquired by at least 1,000 U.S. libraries, either in print or e-book format. CIP Program staff search in WorldCat to determine how many libraries hold a copy of the titles.

If the imprint does not meet the eligibility requirements, it must create a PCN Publisher account in PPBL as outlined in Chapter 2 of the PCN Publisher Guide to PrePub Book Link. Please see the guide at https://www.loc.gov/publish/prepubbooklink/. When the imprint is able to meet the CIP eligibility requirements, it can apply for an upgrade to a CIP account from within their PCN Publisher account, as detailed in Chapter 6 of the PCN Publisher Guide to PrePub Book Link.

If your imprint had a PCN account in the former PCN system, it will need to create a new account in the PPBL system.

In PPBL, the Account Admin is able to link these separate accounts and the users, as noted in Chapter 9 – Multiple Publishers.