

ISBN ALLOCATION PROCEDURE	
FORMS REQUIRED ISBN Application Form	
IP OFFICE RESPONSIBILITIES	AUTHORS RESPONSIBILITIES
1. APPLICATION PROCESS	
IP assistant ensures application form readily available on DUT website/staff portal.	Once the author completes publication, prior to printing, an application for ISBN should be made.
2. ALLOCATION OF ISBN	
Bibliographic details entered onto the ISBN Register.	
3. NOTIFICATION OF ISBN	
Allocated number entered onto form, scanned and forwarded to author.	Author must submit to IP Office 2 copies of publication with allocated ISBN.
4. COMPLETION OF PROCESS	
IP assistant notes completion of process. Copy of publication forwarded to South African National Bibliography and the DUT library.	