What is the Publisher Portal?

The Publisher Portal is an environment of e-services for all Estonian publishers. It enables to inform of a new publication, apply for standard numbers for publications, archive files, manage the legal rights of and access restrictions to publications, and view statistics on the use of publications.

The Legal Deposit Copy Act that entered into force at the beginning of 2017 has an impact on all those engaged in issuing publications and and making them accessible: authors, publishers, printing houses, producers of audiovisuals and libraries who receive legal deposit copies.

The new Act makes digital publications equally important with print publications. Collecting of digital publications enables to build a comprehensive digital collection of the entire Estonian cultural heritage. Read more about the legal deposit copy.

How can you become user of the Publisher Portal?

To enter the portal, you must open the web page http://kirjastaja.digar.ee

In order to use the Publisher Portal, you have to create a publisher's account. To create an account, you must be a registered user of the National Library. Both legal and natural persons can become registered users. You can register with an ID card or mobile ID by filling in all the required fields in the corresponding application. If necessary, an authenticated user can submit several applications. It is possible to subsequently select in the Publisher Portal which publisher to represent when proceeding with activities.

Creating publisher's account

By clicking the button „Create publisher's account" you are directed to the National Library's authentication service at sso.nlib.ee. Authentication ensures that both data and files are protected and access to files is given only to authorised persons.

When the application has been filled in, it will be submitted for confirmation. If the application is accepted, a corresponding notice and link for activating the account are sent to your email address that has been registered in the National Library. If a publisher with the given registry code already exists in the Publisher Portal, a warning is displayed together with the name of the contact person who should be contacted about the right of representation.

The person who has registered the publisher's account has the rights of the main user. The main user is entitled to authorise its employee or third party to use the portal and give rights for selected activities.

Requesting standard numbers

To request a standard number for a publication, please click on the button „Request standard number" and select the type of publication.

Publishers can request the following standard numbers: ISBN, ISSN and ISMN. In addition to ISBN and ISMN numbers you can request free EAN code

Read more about <u>ISBN</u>, <u>ISSN</u>, <u>ISMN</u>.

Information on issued standard numbers is sent to applicants both at the email address and to the Publisher Portal account.

For each requested and confirmed standard number a CIP record is prepared which is entered in the „Publishing soon" list of the online catalogue ESTER. That enables to quickly and efficiently inform the public of upcoming publications.

FAQ on ISBN

Under **Statistics** you can view the lending and usage statistics of publications. Lending statistics is loaded from the online catalogue ESTER at the beginning of each month, usage statistics is based on the viewing and downloading statistics of the digital archive DIGAR.

Submitting of files

For uploading files, you must first find the corresponding publication. By clicking on the button „Files and access" you will open a form where you can add to each publication as many files as necessary.

Publication file is a file added to the publication or its annex by the publisher's representative. Several files can be added to each publication or annex. Files can be selected from FTP server (if they have previously been uploaded there) or the user's computer (in this case the files will be loaded into the server over the internet browser).

Work file is a file added to the publication or its annex by the publisher's representative with a note „Work file". A work file is meant for temporary saving and is not delivered to the digital archive DIGAR.

Requirements for submitted files
General requirements
- Folder name or file name must not include cyrillic script, diacritics, spaces or other accent marks.
- Folder name or file name may use digits 0-9, letters a-z (but no diacritics!) and spacing underscore.
- We prefer to receive one publication as one file. Exceptions would be separate cover file(s) and content file(s) separately.
- Different publications will be saved in different folders, also in cases where one and the same publication has been received in different languages. This applies also to annexes.
- If each page is a separate file, the numeration of pages must be ascending and the page number should preferably correspond to the number in the file name. For example:
  publication_title_001.pdf
  publication_title_002.pdf
  publication_title_003.pdf
  etc.
- If a corrected version is made of a file already submitted, the note „NEW" should be added to the end of the name(s) of new file(s). For example:
  publication_title_001.pdf

publication_title_002.pdf
publication_title_002_NEW.pdf
publication_title_003.pdf
etc.

The following requirements have to be fulfilled to enable the files to undergo storing process.
- File content must correspond to the publication to a maximum extent and include covers, all pages and annexes.
- File content must be of maximum high quality.
- File should not be compressed.
- File should not be protected with password.
- File should not be encrypted.
- PDF file should not be write-protected.
- Splitting PDF file pages should be allowed.
- PDF file printing should be allowed.
- Copying PDF file content should be allowed.
- Changing PDF file content should be allowed.

Preferred file formats
The following file formats are recommended in order to ensure future access and usability of the files and their content. File formats that are not widely supported or used will not be usable in the future and their content may entirely or in part remain inaccessible.

Textual material: PDF
E-book: EPUB, MOBI
Pictorial material: PDF, TIFF
Sonorous material : WAV, MP3 (if the source material is in this format only)

Specifying access restrictions to files

After the files have been uploaded, please specify their accessibility (access restrictions) in the National Library's local network and public network. Enter in the forms the date since when the publication will be available in the corresponding network. If you wish that the publication will never be viewed or downloaded, leave the corresponding field empty. Access restrictions do not extend to the publication's metadata or thumbnails.

Setting copyright of files

You can specify the copyright of files by clicking on the button „Copyright" which opens a form where you have to enter the rights owner and select from the list the license condition.

If these steps have been properly passed, the division „Files and access" displays a button „Submit for archiving". When you click on this button, the status of the publication files will change into „Submitted for archiving".