Standard Address Number (SAN) for the Publishing Industry

Abstract: This standard describes how to create a unique numeric identifier for each address of each organization, in or served by the publishing industry, that is engaged in repetitive transactions with other members of this group in order to facilitate communications among them.

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Foreword

(This foreword is not a part of *American National Standard Address Number (SAN) for the Publishing Industry*, ANSI/NISO Z39.43-1993 (R2017), but is included for information only.)

This standard is a reaffirmation of ANSI Z39.43-1993, *American National Standard Identification Code for the Book Industry*.

The several hundred thousand organizations within or served by the publishing industry engage in a large number of separate transactions with one another. These transactions include purchases of books by book dealers and the payments for all such purchases. Many of these organizations have similar names and multiple addresses, making identification of the correct contact point difficult and subject to error. In many cases the physical movement of materials is between addresses that differ from the addresses to be used for the related financial transactions. Thus, a complex structure of records is required, providing a further opportunity for error.

The objective of this standard is to establish an identification code system so that each address within the publishing industry may be assigned a discrete code to be used for positive identification for all book and journal buying and selling transactions within the industry.

ANSI/NISO Z39.43-1993 makes three revisions to the original standard. The title has been revised to represent more correctly the scope of the standard. This revision also expands the original scope to include book and journal manufacturers, since Electronic Data Interchange standards are under development for communications between members of the publishing industry and these suppliers, using SAN as the organization identifier. Finally, this revision describes how to use the SAN in international transactions.

Reaffirmation

American National Standard Address Number (SAN) for the Publishing Industry, ANSI/NISO Z39.43-1993 was reaffirmed in 2001, 2006, 2011, and, most recently, by NISO on February 5, 2017 and by ANSI on April 3, 2017.

Suggestions for improvement of this standard will be welcome. They should be sent to the National Information Standards Organization, 3600 Clipper Mill Rd., Suite 302, Baltimore, MD 21211.

Voting Members of the National Information Standards Organization

This standard was processed and approved for submittal to ANSI by the National Information Standards Organization. NISO approval of this standard does not necessarily imply that all Voting Members voted for its approval. At the time it approved this standard (1993), NISO had the following members:

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ANSI/NISO Z39.43-1993 (R2017)

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At the time NISO approved the reaffirmation of this standard in 2016, the following were members of the ANSI/NISO Z39.43-1993 Review Ballot Voting Pool:

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Standard Address Number (SAN) for the Publishing Industry

1 Introduction

1.1 Purpose and Scope

This standard describes how to create a unique numeric identifier for each address of each organization, in or served by the publishing industry, that is engaged in repetitive transactions with other members of this group in order to facilitate communications among them.

It is intended that these numeric identifiers will be assigned to and used by U.S. book and journal publishers, booksellers, book wholesalers, subscription agents, jobbers and distributors, printers, binders, compositors and other manufacturing suppliers to the publishing· industry, college and university bookstores, libraries, library systems, elementary and secondary schools and school systems. It is not expected that this numeric identifier will be assigned to or used by organizations whose transactions with members of this group are infrequent, although they are not necessarily excluded.

2 Definitions

Publishing Industry – For purposes of this standard, the publishing industry includes book and journal publishers, book wholesalers, book distributors, subscription agents, book retailers, college bookstores and libraries, printers, binders, compositors and other manufacturing suppliers to the publishing industry. Schools, school systems, technical institutes, colleges, and universities are not members of the publishing industry, but are served by them.

Repetitive Transactions – Transactions between two parties that are repeated over and over again. See transaction.

SAN – standard address number (see Section 3).

Journal – A publication issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely. Journals include periodicals, newspapers, annuals (reports, yearbooks, and the like), memoirs, proceedings, and transactions of societies. They may include monographic and publishers' series.

Transaction – A piece of business or trade between two parties, including buying, selling, exchanging, servicing, and repairing.

Uncontrolled Use – No standards, restrictions, or limitations on use. This expression refers to a block of numbers that are specifically excluded from the standard address number (SAN) system, so that organizations participating in the SAN system can use these numbers for transactions with organizations not a part of the SAN system; for example, a publisher's transactions with a pet shop or a library's transactions with· a professional society.

3 Description of the Identification Code

3.1 Name

The identification code shall be known as the Standard Address Number, or SAN.

3.2 Format

The SAN shall consist of six digits, plus a modulus-eleven check digit, displayed with a hyphen following the third digit (XXX-XXXX) to facilitate transcription and look up. (See Appendix A for the procedure for calculating the check digit.)

Whenever the SAN is shown in printed form on documents, it shall be preceded by the identifier SAN to avoid confusion with other similar codes (SAN XXX-XXXX).

The hyphen following the third digit shall be used in the printed form, but need not be entered or retained in computer systems.

3.3 Uniqueness

A unique one-to-one correspondence shall exist between each assigned SAN and the name and address to which it is assigned. If the organization or its unit or activity at that address ceases to exist, the SAN shall not be reassigned. If the organization or its unit or activity moves or changes its name, the SAN shall remain the same, and the name or address to which it applies shall be changed.

Table 1
Distribution of Available Identification Codes

Total available SANs		1,000,000
Publishers, printers, binders, and other manufacturers	10,000	
Bookstores, wholesalers, and vendors	10,000	
Libraries (incl. school libraries)	103,000	
Schools and school systems	150,000	
Colleges, universities, business schools, technical institutes	5,000	
	_____	
Total immediate assignments		278,000
Quantity to be reserved for miscellaneous uncontrolled use (see note)		100,000
		_____
Total assigned or reserved		378,000
		_____
Total available for expansion or multiple assignments		622,000

Note: This quantity of numbers is to be kept outside the SAN system. They are reserved for use by SAN organizations in dealing with organizations outside the specific SAN universe, as defined in Section 1.

4   Assignment of the Code

4.1 Maintenance Agency

A central administrative agency shall assign SANs to each organization in such a manner as to identify uniquely each address of every organization that is involved in trading transactions. See Appendix B for details on the maintenance agency for this standard.

4.2 Assignment

SANs may be assigned to units within organizations (Acquisition Departments), or positions (Business Manager), but not to individuals serving in such positions.

In assigning SANs to addresses, no attempt shall be made to maintain a sequence of numbers for organizations or groups of organizations, or to reserve sequential numbers for them.

Table I shows the relationship between the existing number of organizations and their subsidiary locations, and the number of SANs available for immediate and future assignment.

5   Application of the Code

The SAN has no functional meaning. It merely defines an address. The SAN becomes functional only in its application to activities, such as purchasing, invoicing, billing, shipping, receiving, paying, crediting, and refunding. It may also be used for any other communications or transactions between participating organizations to which the SAN can be applied.

In any standard structured format, the field or position in which the SAN is placed determines its application. For example, in an ordering format, the field or position could determine the address to which the order is shipped or could determine the address to which the bill is sent.

Appendix A
Procedure for the Calculation of the Check Digit

(This Appendix is not part of *American National Standard Address Number (SAN) for the Publishing Industry*, ANSI/NISO Z39.43-1993 (R2017), but is included for information purposes only.)

Procedure   Example

(1)	Write the digits of the basic number.	2	3	4	5	6	7	
(2)	Write the constant weighting factors associated with each position by the basic number	7	6	5	4	3	2	
(3)	Multiply each digit by its associated weighting factor	14	18	20	20	18	14	
(4)	Sum the products of the multiplications	14+	18+	20+	20+	18+	14=	104
(5)	Divide the sum by modulus 11 to find the remainder	104+	11	9 plus a remainder of 5				
(6)	Subtract the remainder from the modulus 11 to generate the required check digit. If there is no remainder, generate a check digit of zero. If the remainder is 10, generate a check digit of X to represent 10, since the use of 10 would require an extra digit.	11-	5=	6				
(7)	Append the check digit to create the standard seven-digit standard address number.	SAN 234-5676						

Appendix B
Designation and Functions of the
Maintenance Agency

(This appendix is not part of *American National Standard Address Number (SAN) for the Publishing Industry*, ANSI/NISO 239.43-1993 (R2017), but is included for information only.)

The functions assigned to be the Maintenance Agency, as specified in Section 4, are performed by Bowker, 630 Central Ave., New Providence, NJ 07974, (877) 310-7333. The functions of the agency are:

To manage and administer the assignment of SANs to organizations in this country;

To maintain a register of SANs and the organizations to which they are assigned;

To provide technical. advice and assistance to ensure that this standard is appropriately applied and that approved procedures are observed in the group;

To make available a manual of instruction for organizations in the publishing industry and other users;

To inform organizations within the publishing industry of their SAN assignments;

To identify ranges required;

To introduce new publishing industry organizations to the system;

To maintain relations with all international SAN agencies on behalf of the publishing industry in this country.

Appendix C
Recommended International Application
of the Code

(This appendix is not part of *American National Standard Address Number (SAN) for the Publishing Industry*, ANSI/NISO Z39.43-1993 (R2017), but is included for information only.)

The SAN can be used in international transactions as follows:

A. A two (2) character country code prefix is added to the U.S. SAN.

B. The International prefix is the appropriate two-character code specified in ISO/ANSI/NISO 3166, *Codes for the Representation of Names of Countries*. If the alphabetical characters A to Z are assigned the values of 1-26 for the purposes of check digit calculation, those check digits currently existing for SANs will be identical to the International SAN check-digits.

It is recommended that those organizations not involved in international transactions use only the six digit plus check digit SAN.