

A step by step guide to adding an Ebook or E-audio- book to your account

How do I know that my book is an ebook?

There is no easy method to help differentiate whether a title is a book or ebook by looking at the ISBN. Either contact your publisher for the information or follow the steps below. Applicants can find the relevant information required, for example the ISBN and what format the book is, on their Royalty statement.

- Search Google for the ISBN or Title/Author
- Find the result that best matches your search
- Check the format of the book - See the examples below

Published: 14-01-2016
Format: **Paperback**
Edition: 1st
Extent: 352
ISBN: 9781408846896
Imprint: Bloomsbury
Paperbacks
Dimensions: 198 x 129 mm

Published: 26-02-2015
Format: **EPUB/MOBI eBook (Watermarked)**
Edition: 1st
Extent: 336
ISBN: 9781408846889
Imprint: Bloomsbury Publishing

Please note that **ASIN's** are unique identifiers given to products by Amazon. They are not eligible for PLR.

How do I use the online registration form?

All eligible titles may be registered using the online registration form and following the instructions below. Details on eligibility can be found in the PLR [information leaflet](#).

[Step one](#)

Enter the 13 digit ISBN of the first title to be registered. Please note this should be entered without hyphens or spaces.

[Step two](#)

Click on the **Find** button to automatically enter the book details relating to the ISBN entered.

If the book details are not found, manually enter the details into the relevant fields.
If the **Find** function inserts details which are incorrect, edit the information.

If an invalid ISBN is entered, a message will appear to advise you. Make sure that the ISBN which is printed in the book (without the spaces or hyphens) has been entered. If the invalid ISBN message is still displayed, please [contact](#) the PLR office for advice.

[Step three](#)

Enter your name as it appears on the Title Page of the book, including any pseudonym.

[Step four](#)

Select the Edition Type from the drop down list. For e-audio-books select audio not electronic.

[Step five](#)

Enter your Contribution and % share. If more than one contribution has been made e.g. writer and narrator, you may apply for more than one share.

Further information on shares can be found in our [information leaflet](#).

[Step six](#)

Once all information has been entered, click on the **add book to table below** button.

[Step seven](#)

The details entered will appear within 'the books to be submitted table' at the bottom of the screen. Once all the titles to be registered have been added, then **submit**.

[Step eight](#)

Details added to the 'submission table' can be amended at any time prior to submission. Click the **title link** within the 'Title column' to open the record. Click **amend** to edit, and amend the details as required. When complete, click **change book details** to update the record and return to the '**add new books**' screen. Press **submit to PLR** to register titles.

[Step nine](#)

All titles that have been submitted can be viewed under the 'All Book Transactions' menu option. The titles which have just been submitted will be displayed as 'Awaiting Approval'. Once the PLR office has processed the titles you will receive an email advising that the registration is complete.

Please note that Non-print material does not qualify for registration with the Irish PLR scheme and will not be listed on confirmation prints and statements.

How do I use the paper registration form to register my ebook or e-audio-book?

Book registration forms are available to print from the PLR website [forms page](#). Complete the relevant section on the form and return to the PLR office.

If you have not yet registered for PLR, further information can be found on the [PLR website](#).