



Changes to Distribution

These notes accompany the Trade Data Distribution Change Forms

The Trade Data Team are responsible for updating distribution information on the Nielsen Book bibliographic and TeleOrdering databases. To make any distribution changes we require written authorization from the ***publisher*** of the title(s) affected.

Please use one of the following forms:

FULL DISTRIBUTION CHANGE – to be used when ALL titles are now distributed by the organisation indicated

PARTIAL DISTRIBUTION CHANGE – to be used when SELECTED titles are now distributed by the organisation indicated.

Return the completed form using one of the following methods:

Electronically via email to: tradedata.book@nielsen.com*

Signed hardcopy versions by post or fax:

Trade Data Team
Nielsen BookData
3rd Floor Midas House
62 Goldsworth Road
Woking
Surrey
GU21 6LQ

Fax: +44 (0)870 777 8711

** Please note emailed forms should be sent from a valid publisher email address. If we have any concerns over the validity of the publisher authorisation we will contact you for further details.*

FAQs

How much notice do I need to give for a distribution change?

A week's notice is desirable. If you have a particularly complicated or large distribution change, e.g. to several imprints, please let us know as soon as possible as we may need to contact you for further information.

Why is it important that publisher authorization is provided?

The ISBN Agency allocates ISBNs and ISBN prefixes to specific organizations. We therefore require the owner of the prefix/ISBNs to authorize any distribution changes to protect the integrity and accuracy of the information held on our database.

Can a representative provide authorization for a distribution change?

No. A representative/marketing agent must supply authorization from the actual publisher of the title(s).

How long will it take for the change to come into effect?

Our standard turnaround time for distribution changes is 3 working days. We will endeavour to meet this time. However, during busy periods this process may take longer.

How will I know when this change has been effected?

A member of the Trade Data Team will send you an email to confirm the change has been made.

Who should I contact if I am concerned the change has not been made?

If you have not had confirmation within 3 working days you can email the Trade Data Team: tradedata.book@nielsen.com.