Welcome to LSI. So you want to do a multi-volume set. What **IS** a multi-volume set, you may ask. An MVS is a set of books sold under a single ISBN.

How do you get started?

1 ISBN

First, you need to have a valid ISBN, purchased through your normal ISBN channels (i.e., Bowker, ISBN.org). This ISBN will serve as the parent to your multi-volume set, hereafter referred to as MVS.

Each title in that MVS is referred to as a child. It will require an ISBN if it will be sold in the traditional distribution channels. If not, LSI will assign a unique identification number (SKU).

2 SETTING UP

Now you have your ISBNs and have identified the titles to be packaged together. Your CSR will send you a spreadsheet for you to fill out and return to LSI.

On that spreadsheet, you will identify the parent title and ISBN, such as "The Selected Works of Shakespeare, ISBN 9781234567890."

Next, you will identify each individual title that will make up your set. The spreadsheet also allows you to identify pricing, discount, return status and contributor.

To illustrate:

>   **The Selected Works of William Shakespeare** would be the parent title (ISBN).
>
>   The children under this ISBN would be:

• Othello	• King Lear
• Hamlet	• Macbeth
• Romeo and Juliet	• The Merchant of Venice

3 TITLES SUBMISSION TO LSI

Once you have submitted the spreadsheet, the CSR will check it for accuracy to ensure you haven't omitted any pertinent information. From there, the spreadsheet information gets input into LSI's internal systems.

4 FILE SUBMISSION TO LSI

Next we will need files to be able to print the books. At this point in LSI's processes, we do not have the capability that allows you to submit your titles online as an MVS. As a result, you cannot upload files as you normally would for a first-time submission.

However, you can still use the LSI revision process to submit those files. There will be no revision charges; the revision link is simply the method by which you will provide files to LSI for printing.

Alternatively, you can also submit files to LSI via a dedicated ftp site. For more information on how to submit files and/or metadata, contact your CSR. ***Note***, to access this ftp site, you will need an ftp client software program such as Filezilla, Cyberduck, or something similar.

5   PROCESSING AT LSI
Once you have supplied the files to LSI, we can begin processing. If you request a proof, it's possible that the children will be shipped individually as they are processed and not as a complete set.

6   SHIPPING
A production order will ship in one of two ways: shrinkwrap or in a carton. We determine if a set is to be shrinkwrapped or placed in a box by the final page count of the set.

Each set can be shrinkwrapped if it's up to **2,400** pages for **crème paper** and **3,400** pages for **white paper**. A box will be used if the final page count is from 2,401 to 3,200 pages for crème and from 3,401 to 4,400 for white.

Any page counts that exceed these maximums will require an additional parent ISBN, and subsequent titles would be set up under that second parent ISBN until that page count limitation is once again reached. In other words, your second set will have the same criterion as the first.

Once the shrinkwrapped order is completed, there will be an MVS parent barcode on the completed packaging.

*   CONSIDERATIONS
MVS titles are available for **black and white** content only, **paperback** or **hardcover**. *At this time, we do not have the functionality in place to produce an MVS for color books.*

*   FEES
A **setup fee of $25 per parent ISBN** will be charged when titles are submitted and an MVS **Package fee of $.55 per parent ISBN** will be charged for each parent ordered. For example, if five sets of The Selected Works of Shakespeare are ordered in a single order there will be $.55 charge for each parent for a total of $2.75. Any other packaging or handling fees for Publisher Direct orders continue to apply.