

BIC METADATA SUB-COMMITTEE MEETING – Minutes

Location: CILIP Building, 7 Ridgmount Street, London WC1E 7AE

Date and time: Wednesday 13th December 2017, 2pm

Minutes taken by: Alaina-Marie Bassett

Present

Alaina-Marie Bassett, BIC
 Graham Bell, EDItEUR
 Catriona Brown, Canongate Books
 Marisa Davies, Pan Macmillan (delegate)
 Eric Green, BDS
 Ingrid Harrold, Dorling Kindersley (delegate)
 Andrew Henty, Virtusales
 Azar Hussain, Faber & Faber
 Lada Kriz, Penguin Random House
 Karina Luke, BIC
 Alistair Mann, Hachette (delegate)
 Peter Mathews, Cambridge University Press

Fawzia Nazir, Ingenta (dialled in)
 Chris Saynor, EDItEUR
 Jack Tipping, Bowker
 Gabrielle Wallington, Waterstones (Deputy Chair)
 Howard Willows, Nielsen (dialled in)
 Jon Windus, Nielsen (Chair)

Apologies

John Bell, HarperCollins Publishers
 Kat Coveyduck, Virtusales
 Eleanor Jones, Pan Macmillan
 Emma Watts, Hachette
 Emma Whiting, Ingenta

1. Introductions and Apologies

JW welcomed the Group to the meeting and the apologies were delivered. The Group introduced themselves for the purpose of the minutes and it was noted that Clare McLean of Dorling Kindersley (DK) has now resigned from this Committee. JW commented that it is not ideal for representatives to attend Committee meetings via conference calling facilities due to the impact this has on individuals' ability to engage during the meeting.

2. Competition Law – Conduct Reminder

The Group was reminded about BIC's Competition Law Policy – please click on the following link for more information regarding this policy: <http://www.bic.org.uk/149/BIC-Competition-Law-Policy/>

3. Review minutes and actions from the last meeting and any matters arising

The minutes from the previous meeting were approved. The following actions were discussed:

- DK's feedback on the revised BIC Supply Chain Excellence Award (SCEA) Accreditation Scheme
 KL confirmed this feedback was discussed at the most recent meeting of the BIC SCEA Review Task & Finish Working Group (T&FWG) on Tuesday 5th December 2017, and has now been incorporated into the latest version of the revised SCEA application form.
- Prospective topics for BIC ONIX workshops
 AMB reported she has not received any proposals from this Group as yet. KL noted however that a BIC Breakfast on the misuse of the Subtitle field in ONIX for marketing professionals and a subsequent workshop for metadata professionals were proposed by the UK ONIX National Group on Wednesday 6th December 2017.
 - **ACTION:** ALL to inform AMB about any prospective topics for upcoming BIC workshop.

4. Progress Report on the Metadata Supply Chain Map

KL announced that PM has now been recruited as the Consultant for the Metadata Map project. She informed the Group that the start date of the project will be Tuesday 6th March 2018 at the latest. PM noted his intention to attend at least one meeting of the BIC Metadata Map Steering Group before starting in the role, to ensure that the requirements / deliverables of the project are agreed prior to the work commencing. JW congratulated PM on attaining the Consultant role and thanked the representatives of the Steering Group for their help in this process.

5. Misuse of the Subtitle field in ONIX

This issue was raised by LK previously. Copies of the proposed, draft BIC statement were circulated to the Group in advance of this meeting for their review however an updated version (0.9.8) now exists, which includes a quote from Bowker; KL read the quote aloud for the Group's information. JW noted that this statement – which has already been reviewed by the UK ONIX National Group – will need to be signed off during this meeting; and will then be circulated to the BIC Operational and Executive Boards.

IH informed the Group that either a distributor or wholesaler has recently added promotional text into the Series field for some DK product records – it has not been possible to identify the organisation as yet in order to stop this. IH suggested that the BIC statement on this topic should be addressed to all organisation types for this reason (not just publishers). She noted that if a publisher does not supply a field in ONIX but a distributor / wholesaler does, the latter source of metadata takes precedence over the information supplied by the publisher. AH and GB noted that this could be a Vista short title. The Group agreed that the BIC statement should be addressed to “publishers and other metadata suppliers”.

- Definition of subtitle

KL informed the Group that the definition of ‘subtitle’ was discussed at the most recent meeting of the UK ONIX National Group where it was agreed that the subtitle should reflect the information included on the title page for a product – and not necessarily what is written on the book cover / jacket itself (since this could include promotional text such as “Winner of the Richard & Judy Book Club 2017”). GB noted that the definition should be as specific as possible to allow for some flexibility / differing interpretations.

EG joined the meeting. He supported the BIC statement's current definition for subtitle, noting that many organisations / institutions in the library sector remove the dust jackets from the books they purchase.

➤ **ACTION:** KL to amend the BIC statement according to the feedback received during this meeting.

- Support for the BIC statement on this topic

GB noted that LK has supplied examples of the misuse of the Subtitle field, which have informed the BIC statement. KL reported that Amazon has now permitted BIC to quote from the Amazon ONIX Submission Guidelines (which is a non-public document) for the purpose of this statement.

In addition, quotes from The Publishers Association (PA), CILIP and Waterstones will be supplied shortly. GW noted that Waterstones' quote will include confirmation that any ONIX record that is manually amended by Waterstones (in order to strip out promotional text) will be locked so that no further changes can be made / supplied for that individual product by the publisher / distributor / wholesaler. IH commented on the impact of this action and how difficult it is to reverse the process; she noted that it is not a position that organisations will want to put themselves in and will likely deter them from misusing the Subtitle field as such.

- **ACTION:** GW to circulate Waterstones' quotes to KL, ASAP.
- **ACTION:** KL to follow-up with The PA and CILIP ASAP to obtain their respective quotes.

- Format of the BIC Statement

The Group agreed that the BIC statement should take the form of a press release, which can then be disseminated more widely by BIC Member and affiliate organisations. It was agreed that the statement should not be released until the week commencing Monday 8th January 2018.

- **ACTION:** KL to ensure that this Committee and the BIC Operational and Executive Boards sign off on the final statement / BIC press release before the end of December 2017.
- **ACTION:** KL to send out the press release in the week commencing Monday 8th January 2018.
- **ACTION:** KL to approach BIC's sponsors, the IPG, Bookbrunch, etc. regarding their prospective dissemination of the BIC press release.

KL noted that a presentation on this topic will be held at the BIC Building a Better Business (BBB) Seminar at London Book Fair 2018 (LBF18).

6. Repercussions / issues as a result of specifying the format of an audiobook in metadata

This issue was raised previously by JB. JW reminded the Group that a product record defines the format of the end-product for audiobooks, although intermediaries may disseminate the file in a different format. He informed the Group that this is not an issue for HarperCollins at present and that the issue is therefore theoretical but applies to both audiobooks and eBooks. GB noted that publishers have no sight of the way their files are compressed. IH agreed, noting that publishers more commonly supply information pertaining to the original file format in ONIX for this reason. It was agreed that the ownership of the decision to change the file format should be specified by the intermediary. GB confirmed that this item is now on EDItEUR's agenda for future consideration.

- **ACTION:** AMB to remove this item from the agenda for the next meeting of this Committee.

7. Personal pricing, terms codes, metadata to support returns processes

GW provided an update on the BIC Price & Availability (P&A) T&FWG, noting that the revised TRADACOMS Code List 54 document has now been signed off and will be published shortly.

Post-Meeting Update: This document, which was published on Monday 18th December 2017, can be found on the BIC website, here: http://www.bic.org.uk/files/pdfs/EDI%20Tradacoms%20Guidelines%20Code%20List%20Version%2010,%20December%202017_FINAL.pdf

GW informed the Group that a workshop will be held in February 2018, as part of the P&A project, to establish the specifics of industry requirements for price feeds, how these compare to the

standards for price feeds that already exist, and if there is a real need for an additional / revised standard (if not all requirements are being met). JW stated that the invitation to this workshop should be disseminated widely, especially to the membership of this Committee. GW informed the Group that the results of the BIC Discount Group Codes survey will be discussed further as part of the forthcoming workshop in February 2018.

- **ACTION:** AMB to circulate information about the forthcoming BIC Price & Availability workshop, once a date has been agreed.
- BIC Communicating Price Details in ONIX workshop
 This workshop ran twice in 2017, in July and November. GB noted that some of the delegates that attended the sessions commented on the complexity of supplying price details (although they acknowledged the need for this complexity). He suggested that this workshop could take place again in 2018, if required. GB noted that dealer prices were raised for discussion by a wholesaler.

8. Updates from other BIC Committees

- Digital Supply Chain (DSC) Committee
 JW congratulated JB in absentia for being appointed as the new Chair of the BIC DSC Committee.
- Physical Supply Chain (PSC) Committee
 KL noted that paperless invoicing (i.e. e-invoicing) was raised for discussion at the most recent meeting of this Committee and will be discussed further by the BIC Technical Implementation Clinic (TIC) on Thursday 11th January 2018. KL reported that BISG has now provided feedback on the work done to date by the BIC Print On Demand (POD) & Short Run T&FWG and so the T&FWG will need to reconvene and agree its next steps shortly.
 ➤ **ACTION:** KL to identify and approach a new Chair for the BIC POD & Short Run T&FWG.

KL noted that the BIC Weights & Dimensions Sub-Group is making progress and will next meet on Monday 12th February 2018; this Sub-Group has been charged with producing a Best Practice Guidelines document. In addition, it was reported that a new BIC Bite on Publishing, Sales & Distribution Rights in Metadata has now been published; this Bite can be found on the BIC website here: http://www.bic.org.uk/files/pdfs/BIC%20BITES/BIC%20Bites%20Rights%20in%20Metadata_FINAL.pdf

9. Update on progress for BIC Task & Finish Working Groups (T&FWGs)

- Acquisitions & Divestments (A&C)
 KL reported that the next meeting of this T&FWG will take place on Wednesday 14th March 2018 where the Group will discuss acquisitions and divestments for print / physical books. The final Best Practice Guidelines document for digital products will be released in early 2018.
- Industry Returns Initiative (IRI) Review
 KL noted that this T&FWG is in the process of revising the IRI Rulebook, adding clarifications and examples where necessary, to ensure any room for misinterpretation is removed. GB suggested

that this T&FWG should consider whether a specific field in ONIX is required to express the organisation that a product is sold by and whether the sale is compliant with / sold under the terms of the IRI. GW discussed Out of Print (OP) products and their returnability, noting that this topic is out of scope for the BIC P&A T&FWG.

- **ACTION:** AMB to add an item to the agenda for the forthcoming meeting of the BIC IRI T&FWG as detailed above.
- **ACTION:** GW to provide further information about OP returns; AMB to raise this topic at the forthcoming meeting of the BIC IRI Review T&FWG.

- Price & Availability (P&A)

See Item 7 (above).

- Product Data Excellence Award (PDEA) Accreditation Scheme Revision

JT reported that since the last meeting of this T&FWG (August 2017), a Sub-Group has met twice to review the amended ONIX data element sets for the revised PDEA Scheme; this document will need to be signed off by the T&FWG in due course alongside the BIC PDEA Assessors specification. KL noted that various organisations have expressed interest in becoming assessors for the revised PDEA Scheme.

- BIC Supply Chain Excellence Award (SCEA) Accreditation Scheme Revision

KL reported that this T&FWG is now in the process of finalising the PDEA application forms and will shortly begin to discuss how to put these forms online.

10. Update on the current Product Data Excellence Award (PDEA) Accreditation Scheme

KL reported that 50 publishers are currently accredited on the PDEA Scheme and that 25 have obtained an ONIX 3.0 Badge to date. The next deadline for applications is Friday 5th January 2018.

11. UK ONIX National Group

GB noted that the most recent meeting of the UK ONIX National Group took place on Wednesday 6th December 2017, where the release of ONIX Codelist Issue 39 (which was ratified at Frankfurt Book Fair 2017 (FBF17)) was announced; Issue 40 will be released in January 2018. ONIX 3.0.4 was also ratified at FBF17 and has since been released; EDItEUR's ONIX 3.0.4 specification and Implementation and Best Practice Guide documents can be found here: <http://www.editeur.org/93/Release-3.0-Downloads/#Specification>. GB reported that sales rights was raised as a prospective topic for a forthcoming BIC ONIX workshop but that the majority of the meeting focussed on the misuse of the subtitle field in ONIX (see Item 5). He reported that EDItEUR is now in the process of producing Version 1.1 of the XSD schema for ONIX and would appreciate feedback from any organisations currently using Version 1.

12. UK Thema National Group

GB noted that the most recent meeting of the UK *Thema* National Group took place on Wednesday 22nd November 2017, where the key topic under discussion was the progress of *Thema* Version 1.3, which will be released in Spring 2018. V1.3 will include new Fiction sub-categories (including micro-

genres for romance novels) and a new field for publishers to specify the examination board that their product relates to, where applicable. GB noted that BIC has scheduled its Implementing *Thema* training course to take place twice in 2018 and that a BIC Breakfast on creative classification using *Thema* will take place in February 2018. He reported that a document regarding place qualifiers, an update of the *Thema* browser ([https:// ns.editeur.org/thema/en](https://ns.editeur.org/thema/en)) and new *Thema* translations (especially Spanish, French and Norwegian) are now available on the EDItEUR website.

13. Round-the-table feedback from each committee member on new areas that this Committee should be exploring / researching

- IH noted that DK would like to express ICC colour profiles in its metadata records going forwards for all its product images, to ensure that the images are a good representation of the products online. GB informed the Group that the ICC colour profile should be embedded into the image itself rather than being communicated in metadata since the user is unlikely to have sight of the ONIX record. He noted however that some browsers do not adhere to / use the ICC colour profiles provided. GB advised IH to download a selection of images from retailer websites to ascertain whether the embedded colour profile has been stripped out from each. He noted that colour processing procedures often remove the embedded profiles but this exercise will help to identify which organisations do this in order for DK to then approach them directly.
 - **ACTION:** IH to investigate whether retailer websites are stripping out embedded ICC colour profile and report back at the next meeting.

14. Actions for the BIC Training, Events and Communications (TEC) Committee to consider

KL reported that a BIC Breakfast on retrospective validation of EPUB files is on the agenda for the BIC TEC Committee, with a view to the event taking place in early 2018. In addition, geo-blocking has been proposed as a prospective topic for the BIC BBB Seminar at LBF18.

15. A.O.B.

- GW noted that Waterstones is experiencing an increasing number of issues relating to the misapplication of ISBNs. She explained that some publishers are obtaining ISBNs from the UK and US ISBN agencies respectively and swapping the assignment of each (i.e. a US ISBN is assigned to a UK product and vice versa); this practice affects sales reporting across the book industry supply chain and demonstrates a lack of understanding about the ISBN standard. It was noted that the revised ISBN Best Practice Guidelines will be published by the end of December 2017 and GW suggested that a BIC event could focus on this topic thereafter. JW and GW agreed that work should be carried out to ascertain why this issue is occurring and that Stella Griffiths of the International ISBN Agency should be involved. EG noted that some organisations also buy ISBNs more cheaply from different regions but use them for UK products.
 - **ACTION:** KL to liaise with the UK ISBN Agency regarding this misuse of ISBNs.
 - **ACTION:** AMB to add this topic to the agenda for the next meeting of the Metadata Sub-Committee with a view to a BIC Breakfast / Bite / Workshop being produced.

16. Date of next meeting

Thursday 22nd March 2018.