

BIC METADATA SUB-COMMITTEE MEETING – Minutes

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

Date and time: Thursday 27th September 2018, 2pm

Minutes taken by: Sophia Sophocleous

Present

Graham Bell, EDItEUR
John Bell, HarperCollins Publishers
Catriona Brown, Canongate Books
Ingrid Harrold, Dorling Kindersley
Azar Hussain, Faber & Faber
Eleanor Jones, Pan Macmillan
Lada Kriz, Penguin Random House
Peter Mathews, BIC Project Consultant
Sophia Sophocleous, BIC
Jack Tipping, Bowker
Karina Urquhart, BIC
Howard Willows, Nielsen
Jon Windus, Nielsen (Chair)

Apologies

Alaina-Marie Bassett, BIC
Kat Coveyduck, Virtusales
Eric Green, BDS
Chris Saynor, EDItEUR
Gabrielle Wallington, Waterstones (Deputy Chair)
Emma Watts, Hachette

Resigned from Committee

Laura Williams, Penguin Random House

1. Introductions and Apologies

JW welcomed the Group to the meeting and the apologies were delivered.

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 with without any corrections.

The following actions from the previous meeting were discussed:

- UKSLC Revision
KU informed the Group that the BIC UKSLC Revision Task & Finish Working Group (T&FWG) will have its first meeting on Wednesday 3rd October 2018.
- BIC's ONIX 3.0 Survey
KU noted that she had circulated the report of the Survey results to this Group. She reported that the results were generally encouraging. KU provided the Group with an overview of the survey report.

KU noted that case studies are needed from recipients and providers of ONIX 3.0, indicating the amount of time and effort involved in implementation, the benefits etc. The Group agreed that the UK ONIX National Group should be approached to provide case studies.

- **ACTION:** KU to ask the UK ONIX National Group for case studies of the implementation of ONIX 3.0.

- Block updates

CB, AH, LK and IH agreed that they are unable to send block updates. JB noted that Harper Collins offer block updates, but organisations do not accept them. He noted that as block updates are useful to HarperCollins, any promotion would be helpful. GB noted that promotion could take the form of a BIC Breakfast, if recipients and providers are in attendance.

- **ACTION:** KU to consider how best to promote the use of block updates in ONIX.

4. Progress report on the Metadata Supply Chain Map

PM noted that he is adding the questionnaire for the Metadata Map to Formstack. PM informed the Group that the collation of feedback/completed questionnaires and consideration of how the Map will function, look, be used etc, and ensuring it is sustainable are the next key steps for the project. PM noted that funding may be required for the potential cost of the distribution of forms, hosting of a repository, building the “Map”, maintenance work, promotion, and the curation and editing of material. The Group agreed that the object of the Project is for it to be self-funding and self-regulating if possible. JW noted that the quality of the Project should be paramount, and if the low cost of it undermines the value and quality, then this should be discussed with the BIC Operational Board.

PM noted that the questionnaires will be circulated to this Committee within the next few days, with a deadline for organisations to submit the questionnaire within 3 weeks. IH noted that October is not the most appropriate time for publishers to spend time on the questionnaire. JW agreed with IH and suggested that organisations in the pioneer group that are unable to meet the deadline can submit their questionnaires in the next cycle. PM agreed.

LK asked whether there will be a non-disclosure agreement between BIC and respective organisations taking part. GB noted that the form includes a question asking whether the individual filling in the form has the authority to do so. PM added that it is stated at the beginning of the form that all information provided by organisations during the Pioneer group stage will only be disclosed to the Steering Group, with any later, wider disclosure of the survey data requiring further permission from contributing organisations.

5. New Jackets and ISBNs

AH asked whether it is possible for a book’s jacket to change without changing the ISBN. EJ noted that Pan Macmillan would always issue a new ISBN, with the customer in mind. LK noted that 90% of Penguin Random House’s new editions use the existing ISBN, unless there is a reason for a change (such as a film tie-in edition, or other marketing purposes). JB noted that HarperCollins generally reissue books in this situation, though they have more control over this as they have their own distribution. LK speculated whether guidelines are needed for reissues, as there is not much information available. GB noted that it is possible to specify in ONIX the period an image should be used for. JW stated that this item should be kept on the agenda for the next meeting of this Group.

KU suggested that questions could be asked at the BIC Breakfast on ISBNs, which will take place on Wednesday 24th October 2018.

- **ACTION:** AMB to include this item on the agenda of the next meeting of this Group.
- **ACTION:** AH to provide an update on this at the next meeting of this Group.

6. Review use of Subtitle field throughout the book industry supply chain

- Follow-up statement to address retailers' required actions
KU informed the Group that a workshop aimed at retailers and marketers will take place in February / March 2019, prior to a statement being released. GB noted that BookNet Canada has a blog post regarding the use of the Subtitle field in ONIX, which can be found here: <https://www.booknetcanada.ca/blog/2018/9/25/dont-do-what-donny-dont-does-misusing-subtitles>

7. Updates from other BIC Committees

Due to time constraint, KU provided the Group with only the most relevant updates.

- BIC Digital Supply Chain Committee
KU informed the Group that the Digital Supply Chain Committee is looking at audio book requirements with a view to BIC establishing a set of best practice guidelines.

8. Update on Progress for Task & Finish Working Groups (T&FWG)

- BIC Price & Availability T&FWG
KU informed the Group that the Price & Availability T&FWG is working on price at the moment. She reported that it had been concluded by a sub-group of the T&FWG (that met after the 19th April 2018 BIC Industry Pricing Requirements Workshop) that a requirement for a new standard for price and availability feeds has not been demonstrated sufficiently and as such this part of the project has ceased. However, small amendments to TRADACOMS are required. KU noted that the T&FWG is also looking at BIC Discount Group Codes and potential best practice for associated matrices.

9. Product Data Excellence Award (PDEA) Accreditation Scheme: Update

- PDEA Review T&FWG
JT informed the Group that this T&FWG last met on Wednesday 19th September 2018. He noted that the potential for quality spot checks on metadata had been discussed, and the Group had agreed on a list of fields to focus on. KU, CS and PM will discuss this and a potential document to be written by the end of 2018. KU noted that the Group had agreed that the testing should be automated and objective. JW noted that documentation should be completed and signed off ASAP. JT noted that Bowker is unable to automate testing at the moment.

10. UK ONIX National Group Update

HW informed the Group that the last meeting of the UK ONIX National Group took place on Wednesday 12th September 2018, and that Paul Theijs of Booksonix had been welcomed as a new member. HW noted that the Group had discussed the proposals for Issue 43 and proposals for ONIX 3.0.5, which include promotional events and audio chapter timings.

- **ACTION:** ALL to provide HW / GB with any feedback or suggestions relating to Issue 43 or the proposals for ONIX 3.0.5.
- **ACTION:** ALL to send GB / CS a test file using the strict XSD schema, if they would like to receive feedback.

11. UK *Thema* National Group Update

HW informed the Group that the last meeting of the UK *Thema* National Group took place on Wednesday 5th September 2018, and that Chris Thwaite (CT) of Penguin Random House had been welcomed as a new member. HW noted that the Group had discussed CS's worked examples document as well as the adoption and promotion of *Thema*. HW noted that the Group had agreed that a *Thema* survey targeted at retailers would be useful as publishers are assigning *Thema* codes but need an understanding of retailers' uptake and use and of any perceived obstacles. HW reported that the Group had agreed that BIC's Implementing *Thema* training course should not be split into two separate courses, but that the content should be adjusted to allow more time and focus on hands-on allocation of *Thema* codes rather than on background and benefits. HW noted that Penguin Random House's diversity group are looking to present further proposals to the Group. GB informed the Group that EDItEUR are beginning to compile proposals for *Thema* v1.4.

- **ACTION:** ALL to sign up to the *Thema* Implementation mailing list, if appropriate: <https://www.editeur.org/153/Maintenance-and-Support/#mailingList>
- **ACTION:** ALL to provide GB / CS with any suggestions for *Thema* v1.4.

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

CB reported that Canongate is having issues changing the publishing status of certain books to OP (out of print) as the distributor is indicating that stock is still available. IH agreed that this is also an issue for DK.

- **ACTION:** JW to check ISBNs provided by CB and IH, with regards to issues relating to publishing status.

IH noted that it is not possible to identify holding images as anything but the final image, though some retailers do want a holding image.

- **ACTION:** GB to consider adding a code to identify a holding image in ONIX.

13. Actions for the BIC Training, Events and Communications Committee to consider

No actions for the BIC Training, Events and Communications Committee were identified.

14. A.O.B.

There was no other business to discuss.

15. Date of next meeting

TBC.