

## BIC PRODUCT DATA EXCELLENCE AWARD (PDEA) ACCREDITATION SCHEME REVIEW TASK & FINISH WORKING GROUP – Minutes

**Location:** GoToMeeting / Conference Call

**Date and time:** Thursday 15<sup>th</sup> November 2018, 10am

**Minutes taken by:** Alaina-Marie Bassett

---

### Present

Alaina-Marie Bassett, BIC  
 Graham Bell, EDItEUR  
 Clive Herbert, Nielsen  
 Peter Mathews, Cambridge University Press  
 Cecilia Rushton, Hachette  
 Chris Saynor, EDItEUR  
 Jack Tipping, Bowker (Chair)  
 Karina Urquhart, BIC  
 Gabrielle Wallington, Waterstones  
 Keith Walters, Bibliographic Data Services

Laura Williams, Penguin Random House

### Apologies

Kat Coveyduck, Virtusales  
 Nabiha Evans, Amazon  
 Jon Green, Bertram's  
 Will Harvey, Gardners  
 Andrew Henty, Virtusales  
 Alistair Mann, Hachette  
 Sophia Sophocleous, BIC  
 Paul Theijs, BooksoniX

### 1. Introductions and apologies

JT welcomed the Group to the meeting and the apologies were delivered. It was noted that Lada Kriz of Penguin Random House has resigned from this Group.

### 2. Competition Law – Conduct Reminder

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

CH joined the call.

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

The minutes from the previous meeting were approved and the actions were discussed as follows:

- Measuring tools for the revised PDEA Accreditation Scheme  
 KW reported that the necessary developments for the BIC PDEA Scheme by BDS are dependent on the development of its new production system, which has been delayed until December 2018 or thereafter. The Group agreed that the ongoing action for CH, KW and JT to liaise regarding the potential collaboration on measuring tools should be removed.
- Revised ONIX data element sets – terminology
  - **ONGOING ACTION:** KU to ensure that a glossary is produced for the revised PDEA Scheme, outlining which is measured / not measured / conditional etc., in due course.
- Definition of price and availability fields
  - **ACTION CARRIED OVER:** KU to revise the common definition of Price & Availability (P&A) fields.

- Strict XSD 1.1 validation tool  
 GB reported that additional rules for the ONIX strict XSD 1.1 validation tool have not been put forward by this Group to date. Feedback from this Group in particular would be appreciated.
  - **ACTION CARRIED OVER:** ALL to provide CS / GB with suggestions for additional XSD rules by Friday 30<sup>th</sup> November 2018.
  
- Spot checks against the quality of specific metadata elements: how will they be measured?  
 PM, CS and KU met via conference call, following the previous meeting of this Group, to produce a document detailing how this Group's proposed data elements should be measured in terms of data quality; this spreadsheet was circulated to the Group on Friday 9<sup>th</sup> November 2018. The following actions will be carried out once this Group has agreed on the final metadata elements:
  - **ACTION CARRIED OVER:** KU to amend the wording for all notes to include 'must supply complete and accurate data'.
  - **ACTION CARRIED OVER:** KU to amend the wording for the publisher name, imprint name and collection name fields, to include 'must supply data in a consistent manner'.
  - **ACTION CARRIED OVER:** KU to add wording relating to quality of data to the notes of all fields.

GB noted that the criteria for each of the agreed data elements will need to be documented in due course. He noted that a lower limit for "incredible dimensions" could be added as a rule to the strict XSD schema, e.g. 1cm for height / width, if no spine width is provided, 5g for weight, etc.

#### 4. Agreeing on which spot checks should be performed against the quality of specific metadata elements

KU displayed a spreadsheet onscreen during the meeting, which detailed how the following 5 proposed data elements should be measured in terms of data quality for the revised PDEA Scheme: audience; contributor roles (credits for translators & illustrators); illogical market rights combinations; incredible dimensions; and classification.

- Contributor Roles  
 GB noted that there has to be a response for "no contributor" in ONIX since some publishers do not list freelancers / illustrators / third party contributors etc. whose contracts states that they will not be listed. For this reason, this information would be difficult to check for quality / develop a rule in the XSD schema for. The Group agreed however that some rules can still be developed, i.e. an audiobook product should have at least one contributor. The Group discussed Fiction in Translation, Source Language of Translation, etc., but noted that it will not be possible for publishers to list a contributor / language for all its classic titles.
  - **DECISION:** Contributor (except for the limited, conditional composites which rules can be developed for in the Strict XSD schema, e.g. for audiobooks) should not form part of the quality checks for the revised PDEA Scheme.
  - **ACTION:** KU to ensure that reference to best practice for the Contributor composite is nonetheless included in the documentation for the revised PDEA Scheme.
  - **ACTION:** AMB to add "Creating a best practice guidelines document for the Contributor composite in ONIX" to the agenda for the next meeting of the BIC Metadata Sub-Committee.

*Post-Meeting Update: Following the Sub-Group meeting, which took place on Thursday 20<sup>th</sup> December 2018, it was agreed that no quality checks should be done with regards Contributor.*

PM left the meeting.

- Audience

GB noted that the Audience code and/or Interest Age qualifiers must match (or not conflict with) the BIC / *Thema* subject classification code specified in the ONIX record in order to validate. In addition, if a CBMC code is specified, the <AudienceType> composite should also be provided.

- **ACTION:** GB to ensure the necessary lines in the Quality Check Assessment (QCA) document relating to the <Audience> composite are amended to reflect that fact that BIC/*Thema* codes and qualifiers should not conflict.

- Scoring

KU noted that this Group agreed previously that the data quality checks could be introduced into the revised PDEA Scheme with a year's grace, providing applicant organisations with the time to implement the strict XSD schema into their systems. As such, the PDEA Assessors will need to strip out the data quality measurements for the first year of the Scheme.

- **DECISION:** The revised PDEA Scheme will score 3 separate components of each record for applicant organisation's metadata, as follows: completeness, timeliness and data quality; any record which fails to meet the pass mark for each component (i.e. all 3) will fail as all the components will be weighted the same.
- **DECISION:** The scores for records which have passed the completeness, timeliness and data quality checks will need to be combined into form an overall score for each applicant organisation.
- **ACTION:** KU to amend the Assessors Specification in light of the decisions, above, in due course.

- Classification

- **ACTION:** CS to ensure the necessary lines in the QCA document relating to classification are amended to reflect that fact that BIC / *Thema* codes and/or qualifiers should not conflict.
- **ACTION:** CS to reword lines 36-37 and 40-41 in the QCA document to reflect that if the audience for a product is teens / young adults, the BIC / *Thema* code should be a Children's code and not an educational code. In addition, a Children's / Teen / Young Adult / Educational BIC / *Thema* code should be provided when a CBMC code has been assigned to a title.

- Incredible dimensions

There is a +/- 3mm tolerance on each dimension specified in the strict XSD 1.1 schema.

- **ACTION:** CS to revise this section of the QCA document regarding the criteria for "unpackaged" products, checking these against the existing strict XSD schema rules.

- Illogical market rights combinations

This item was not discussed during the meeting due to time limitations. The Group agreed to discuss this item via email instead.

- **ACTION:** ALL to review the 23 items listed under Sales Rights in the QCA document, reporting back to KU, GB and CS by Friday 30<sup>th</sup> November 2018.
5. **Agreeing and producing guidance for applicant organisations on the continued use of deprecated elements**  
This item was not discussed due to time limitations.
  6. **Review of deliverables from the Project Specification**  
KU noted that the launch of the revised PDEA Accreditation Scheme will be announced at London Book Fair 2019, which will take place in early March. It was agreed that a Sub-Group meeting should take place in December 2018 to drive progress on the QCA document; GB, CS, GW, JT, KW and CH volunteered to attend this call. It was agreed that no minutes will be required for the Sub-Group meeting.
    - **ACTION:** AMB to schedule a Sub-Group meeting in early December 2018.  
*Post-Meeting Update: a viable date for this meeting could not be found in early December 2018, as such the meeting took place on Thursday 20<sup>th</sup> December 2018.*
  7. **A.O.B.**  
The Group did not have any other business to report.
  8. **Date of next meeting**  
Thursday 10<sup>th</sup> January 2019.