BIC METADATA SUB-COMMITTEE MEETING - Minutes
CILIP Building, 7 Ridgmount St, London WC1E 7AE
Tuesday 23rd September 2014, 10am

Attending
Alaina-Marie Bassett, BIC
Angela Belham, Bertrams
Graham Bell, EDItEUR
Kat Coveyduck, Virtusales
Toby Gill, Virtusales
Eric Green, BDS
Karina Luke, BIC
Peter Mathews, Cambridge University Press
Clare McLean, Dorling Kindersley
Laura Payne, Penguin Random House
Jack Tipping, Bowker
Gabrielle Wallington (Deputy Chair), Waterstones
Alfred Willmann, Penguin Random House

Howard Willows, Nielsen
Tim Wilson, Hachette
Jon Windus (Chair), Nielsen

Apologies
Sarah Crossley, Wiley
Dan Edwards, Penguin Random House
Azar Hussain, Faber & Faber
Steve Lyons, Wiley
Fawzia Nazir, Publishing Technology
Warren Thorpe, Dorling Kindersley
Alan Trewartha, HarperCollins

1. Introductions and Apologies
The Group welcomed its new attendees – Clare McLean of Dorling Kindersley, Laura Payne of Penguin Random House, and Toby Gill of Virtusales – and the Group introduced themselves for the purpose of the minutes. It was noted that James Young no longer works for Hachette and will not attend these Committee meetings henceforth.

2. Review minutes and actions from the last meeting and any matters arising
   - Thema and BIC Subject Classification Schemes
     JW noted that information about BIC Subject Classifications has now been included into the BIC Bite: An Introduction to Thema.

3. Updates from other BIC Committees
JW noted that the minutes for all BIC Committees are available on the BIC website and that, as such, this Group should be up-to-date with the current discussion in these Committees. He commented that there has been a lot of interest in the Price & Availability Task & Finish Working Group (T&FWG), and noted that the Digital Supply Chain Committee is currently looking at addressing accessibility, which he suggested this Group should be involved in too.
   ACTION: KL to keep in touch with Ruth Jones on this matter, and inform this Group if anything that they should be involved in.

   - EU VAT
     JW questioned what, if anything, is being done about these changes to e-services. KL informed him that a BIC Breakfast on this topic was discussed at the Digital Supply Chain Committee and that this will go ahead later in the year.
4. BIC Review of Physical Supply Chain: review metadata issues

It was noted that Simon Edwards (SE) has been working on this review. GW noted that Simon Davidson has now left Waterstones. KL informed the Group that the Physical Supply Chain Committee has read through this review document and have highlighted the priorities that should be focussed upon, which include pack sizes and returns. She noted that the Physical Supply Chain Committee have decided it is better to concentrate on specific areas of concern in order to deliver results as quickly as possible. JW commented that metadata, in terms of this review, often referred to transactional data rather than bibliographic data. He also commented that the remit of the Group may need to be extended at a later stage. KL informed the Group that SE is seeking further input from Penguin Random House. The Group agreed that the Physical Supply Chain Committee should let this group know if there is anything they should be involved in.

JW commented that this Supply Chain Review document cannot be a ratified BIC paper. GB commented that there is already a set of Best Practice Guidelines for many of the issues highlighted in the document but noted that some of them have not been adopted. GW and JW suggested that the adoption of the Best Practices could be highlighted more explicitly by BIC. KL suggested that a response document may be in order, to highlight the existing standards, solutions and best practice documents currently available on the BIC website.

ACTION: KL to arrange a conference call with GB, JW and GW after Frankfurt Book Fair to discuss drafting the response document to SE’s Supply Chain Review doc.

5. Price & Availability Task & Finish Working Group: Update on progress

The Group were informed that the first meeting of this T&FWG is set to take place on Tuesday 30th September, and that the Group totals at 24 people from 16 organisations. It was noted that retailers could be better represented. JW noted that those interested should contact BIC in advance of the meeting to let them know who will be present.

ACTION: AMB to contact Bertrams to encourage their involvement in this T&FWG.

GB commented that this T&FWG will need to go back to the original codelist to add further definition. GW agreed, noting that there would be no use in creating a wholly new codelist. She suggested that some codes will need to be deprecated and some removed entirely. She noted that this T&FWG will need to be pragmatic in its approach to such work. KL noted that BIC is on hand should GW require any help.

6. Product Excellence Accreditation Scheme: Update

This Group were informed that the existing PDEA accreditation scheme is going strong, with 37 publishers currently accredited. JW noted that, according to Nielsen statistics, there are potentially many more organisations that might be eligible for accreditation by this scheme who have not
applied. He suggested that more applications should be sought out but noted that this should not be put into action before the new scheme has been signed off.

7. **Product Excellence Accreditation Scheme Revision: Review final Project Brief**

KL informed the Group that a call-for-volunteers will be going out for this T&FWG today (23rd September 2014).

When asked for feedback / comments on the new scheme, JW noted that it would be more than “desirable” / “encouraged” for other data aggregators – and therefore not just Nielsen – to be involved in this scheme. He suggested that a stronger word should be used and noted that this would be good for the entire process. The Group agreed.

**ACTION:** KL to amend the wording of the Project Brief to read: “should be included”.

KL informed the Group that BIC intends this T&FWG to be as transparent as possible, including who sits on the judging panel.

8. **Acquisitions and Divestments Best Practice: Call-for-volunteers**

The Group were informed that a call-for-volunteers has gone out for this T&FWG. GW noted her interest in being on this Group.

**ACTION:** AMB to add GW to the contacts spreadsheet.

9. **Other Task & Finish Working Groups**

- **E4Libraries Review T&FWG**
  
  It was reported that this T&FWG is now drawing to a close and is almost finished.

- **LCF T&FWG**
  
  JW informed the Group that this T&FWG has now closed. He noted that, in its place, there are two Groups: a Governance / Review Group which will maintain the framework and its progress; and a technical panel which will report to the Review Group.

- **NFC T&FWG**
  
  The Group were informed that no further work can be done on this T&FWG and so it is now closed until further developments arise.

- **RFID & Privacy T&FWG**
  
  JW noted that libraries need to check whether they comply with privacy legislation and Best Practices.

JW questioned whether this Group feels any further T&FWG are needed to address different topics not covered by the above T&FWGs. No suggestions were forthcoming.
10. UK ONIX National Group Update
The Group were informed that two UK ONIX National Group meetings have taken place since the last Metadata Sub-Committee meeting. JW noted that the twilight date for ONIX 2.1 has been set as 31st December 2014.

- **ONIX feed images**
  JW noted that there has been a lot of discussion around provisional cover images and whether there is a need for the flag ‘no image available’. It was noted that any image is not static and can change at any time regardless of whether it is labelled as ‘final’ or not. HW commented that it can be confusing or potentially detrimental to sales if the cover image of a book that is ordered by a customer is different to the cover of the product that is received. GW noted that this discussion also includes embargoed jackets which cannot be released before a specific date. GB commented that ONIX 3.0 will almost certainly include a tag for ‘cover image embargo date’, and will appear as a new codelist.

  It was also noted that 3D product images (showing both the cover and spine of the book), are becoming popular. EG noted that BDS’ customers actually request these types of images and CM agreed, noting that publishers can upload a cover image and spine image for their books to Amazon who will then display these 3D images on their website. GB suggested that both can be supplied but noted that these 3D / product images should not replace the standard cover image of only the cover.

  **ACTION:** AMB to add this discussion to both the agenda for the next PDEA panel meeting and also the first meeting of the PDEA Review Task & Finish Working Group.

- **Digital Originals**
  The Group discussed the tag ‘digital original’, noting that this tag does not mean ‘digital only’ but rather informs the end user that it was originally a purely digital product. It was noted that a tag for ‘digital only’ might be useful but noted that this tag is used for the product’s relation to other products and not its file type.

11. UK Thema National Group Update
HW commented that this National Group has almost signed off on Version 1.1 of Thema. He noted that Version 1.1 will be reviewed and then subsequently ratified at Frankfurt Book Fair. There have been 120 additions to this version, primarily focussed on chemistry and fiction (including juvenile fiction). HW noted that some additions for chemistry were proposed by Elsevier Health Sciences and The Royal Society of Chemistry to ensure the lists are as up-to-date as possible. He also noted that the fiction additions went down particularly well in the US and Germany.

  GB informed the Group that a Danish translation of Thema is coming very soon. He noted that translations for China, Japan, and Russia have been created since the last Metadata Sub-Committee meeting, and that the National Groups will be responsible for their own national extensions.
12. Round-the-table feedback from each committee member on new areas that this Committee should be exploring / researching

- **Weights & dimensions**
  AB raised this issue, explaining that missing dimensions are currently being supplied to Nielsen, particularly in relation to new titles. She noted that these new titles need to be referenced for sortation and location systems ahead of the publication date, and that better coverage of dimensions would be beneficial to all. She commented that, with regard to volumetrics, the depth measurement is often not supplied but suggested that this may be because it is not a mandatory field.
  **ACTION:** AMB to add this discussion to the agenda for the next Physical Supply Chain Committee meeting.

- **VAT in prices**
  AB noted that there is an inconsistency in how VAT is provided: sometimes it is included in the price and others it is provided separately. GB confirmed that both methods are acceptable since a ‘Price Type’ can be inclusive or exclusive of tax. He noted that practice in this area it varies from organisation to organisation and suggested that organisations should think about how their data will be received and how retailers are likely to interpret that information. JW noted this is not something that can be addressed by a Task & Finish Working Group.

- **Best Practices for sales rights**
  LP questioned whether Best Practice Guidelines exist for sales rights,. She also noted that rights data can be added very late in the process. KL commented that the Acquisitions & Divestments T&FWG is about to begin its work but noted that the project may not address all of LP’s concerns. CM suggested that the use of ONIX 3.0 may help since 3.0 gives organisations the opportunity of listing all the countries that they are unsure about the sales rights for in a separate field, as well as where they definitely can and cannot be sold. GB agreed, noting this is a required field in ONIX 3.0. GB also suggested registering ISTCs to facilitate this process as this will make it easier for publishers to show their rights.

13. **BIC Training, Events & Communications Committee – Actions for the TEC Committee to consider**

The Group commented that promotional work will need to be done on various campaigns – such as a data improvement campaign or raising awareness about any new documentation created by the Price & Availability T&FWG – once they have been finalised.

- **ONIX training**
  CM questioned whether there is a potential for a more publisher specific course on ONIX 3.0, following the popularity of the Migration from 2.1 to 3.0 BIC Breakfasts. GB noted that there are various BIC training courses about ONIX but noted that a publisher, or publishing system specific course would be very hard to put together due to all the different systems used by organisations. He noted that this specific training area rests between the systems supplier and their clients. GB suggested that the BIC Breakfast could become a quarter-day course /
presentation to inform and noted that ONIX courses will, henceforth, become more ONIX 3.0 centric. KC suggested speaking to CM to ascertain their requirements.

**ACTION:** KC to discuss with CM.

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14. **A.O.B.**

- **EU VAT**
  Before the meeting, AH questioned whether any progress had been made on this topic. KL commented that a BIC Bite about EU VAT, which was circulated to this Group before the meeting, is in the final stages of production. She also noted that a BIC Breakfast on this topic is scheduled to go ahead on Thursday 23rd October 2014. She noted that BIC cannot legally advise any organisation about EU VAT but noted that they can and will continue to discuss it and provide information about it. The Group agreed.

- **BIC Bites**
  KL informed the Group that ten BIC Bites are in production, five of which will be launched shortly and will include: An Introduction to ISNIs, An Introduction to ONIX, An Introduction to Thema, EU VAT Changes, and Migrating from ONIX 2 to 3. KL noted that these will, once launched, be available online and will be printable too. The other BIC Bites include: LCF, NFC and RFID, REACH, TRADACOMS, and EU Timber Regulations. JW commented that this is precisely the sort of information BIC should be providing.

  The Group suggested adding a date to these documents so that users will know when the Bite was written and, should they need to be revised, this will make the revision process easier.

  KL commented that, where possible, BIC is asking organisations to endorse the BIC Bites. She noted that PKF Littlejohn have endorsed the BIC Bite on EU VAT.

15. **Date of the next meeting**
   Tuesday 20th January 2014.