

BIC METADATA SUB-COMMITTEE MEETING – Minutes

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

Date and time: Wednesday 12th October 2016, 2pm

Minutes taken by: Sophia Sophocleous

Present

Angela Belham, Bertrams
Graham Bell, EDItEUR
John Bell, HarperCollins (delegate)
Azar Hussain, Faber & Faber
Eleanor Jones, Pan Macmillan
Karina Luke, BIC
Alistair Mann, Hachette (delegate)
Clare McLean, Dorling Kindersley
Sophia Sophocleous, BIC
Gabrielle Wallington (Deputy Chair), Waterstones
Laura Williams, Penguin Random House (delegate)
Howard Willows, Nielsen
Jon Windus (Chair), Nielsen

Apologies

Alaina-Marie Bassett, BIC
Kat Coveyduck, Virtusales
Eric Green, BDS
Peter Mathews, Cambridge University Press
Fawzia Nazir, Publishing Technology
Jack Tipping, Bowker
Alan Trewartha, HarperCollins Publishers
Emma Watts, Hachette
Emma Whiting, Ingenta
Alfred Willmann, Random House

Now resigned from the Group

Dan Edwards, Penguin Random House
Tim Wilson, Hachette

1. Introductions and Apologies

JW welcomed the Group to the meeting and delivered the apologies. He welcomed LW to the committee as a member in her own right, and noted she would also represent AW on this occasion. He also welcomed AM in place of Emma Watts and JB in place of AT, which may become a permanent change of representation.

2. Competition Law – Conduct Reminder

JW reminded the Group about BIC's Competition Law Policy, summarising what constitutes appropriate conduct (in relation to competition law) and noting that this conduct applies to all BIC meetings. Further information about BIC's Competition Law Policy can be found here: <http://www.bic.org.uk/149/BIC-Competition-Law-Policy/>

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

- BIC Bites – how often are they downloaded?

KL informed the Group that BIC has incorporated Google Analytics onto their website, but that accessing the amount of times a file has been downloaded does not seem to be possible either with Google Analytics or BIC's current web providers. KL noted that this will be possible on the new BIC website, early next year.

- ISTC Revision

GB noted revision will go ahead but there has been no decision on whether a working group will be necessary. GB noted that there is a timeline of 9 months for this, but that this is more likely to take 18 months from the point of the working group's creation.

4. Progress Report on the Data Supply Chain Map

The Group went through the Project Brief.

KL asked the Group who the information gained from the project should be shared with, and whether non-members should be invited to participate as contributors, or whether this is a BIC member privilege. JW noted that it would be useful to have non-members contribute. GB speculated whether there are any non-members whose input would be vastly different from that of members. JW asked whether any non-members would want to participate anyway. KL suggested starting with BIC's membership and if gaps emerge, going further afield to fill them. GB noted that one big gap would be that of supermarkets. JW noted that non-contributors (non-members or otherwise) should not have access to the project outputs. KL noted that access for contributing non-members will be assessed on a case by case basis.

- **ACTION:** KL to clarify that information collected will be shared with BIC member contributors only and that access for contributing non-members will be assessed on a case by case basis. Non-contributing BIC members and non-contributing non-members will not have access to view information.

3.1. Project Objectives

GB suggested that '3. Bad practice' should be amended to 'highlighting good and bad practice' under the Project Objectives. HW suggested that '7. ONIX code list language' should be amended to 'ONIX terminology' and JW suggested that 'loading/processing/ingesting' should be added to step 8 of the Project Objectives. GB noted that the creation of the wiki (who will create it, the cost etc.) should be expanded in the steps.

- **ACTION:** KL to amend '3. Bad practice' under '3.1. Project Objectives' to read '**highlighting good and bad practice**'.
- **ACTION:** KL to amend 'ONIX code list language' under step 7 of '3.1. Project Objectives' to read '**ONIX terminology**'.
- **ACTION:** KL to add '**loading/processing/ingesting**' to '8. Frequency of sending/receiving'.
- **ACTION:** KL to expand on step 8, 'cost of the "wiki"'.

3.2. Project Scope

The Group agreed that the focus will be on UK metadata as discussed at the last meeting. JW suggested step 1 of the Project Scope should read as 'metadata used in the UK book industry supply chain'.

- **ACTION:** KL to amend step 1. Under '3.2. Project Scope' to read '**metadata used in the UK book industry supply chain**'.

3.3. Outline Project Deliverables and / or Desired Outcomes

HW noted that it would be useful to include a glossary of ONIX terminology in plain English. JB added that a definition of 'metadata' would also be useful. GB noted that a glossary already exists that terms can be added to and that his ONIX training course pack also contains EDItEUR's definition of 'metadata'.

KL asked the Group whether they wanted the wiki to be able to generate reports. JW noted that this should be the decision of the Task & Finish Working Group for this project. AH suggested adding a definition of what a 'contributor' is. JW suggested that changing the term 'contributor' to 'authorised user' where appropriate in the Project Briefing document should be sufficient.

- ❖ **DECISION:** The Group agreed that a glossary of ONIX terminology in plain English and a definition of 'metadata' should be included.
- ❖ **DECISION:** The Group agreed that the Task & Finish Working Group for this project should decide on the format/specification of the wiki (e.g. whether they want the wiki to generate reports).
- **ACTION:** KL to include a glossary of ONIX terms, including a definition of 'metadata'.
- **ACTION:** KL to change 'contributor' to '**authorised user**'.

3.4. Constraints

GB noted that it should be clearly stated that the project will be a long, multi-year process. JW agreed adding that there need to be clear milestones. KL noted that Phase One will be to agree on which organisations are providing information and Phase Two should be concerned with maintenance of the project.

7. Risks

GB noted the risk of creating an ongoing task for BIC with regards maintenance of the wiki but equally that maintenance must occur so that the information remains up to date. . KL noted that this could be done yearly along with keeping information up –to-date. LW noted that the implication is that the wiki will be self-governing in the future and that BIC will step aside, which may run the risk of bad modification. KL agreed stating that this should be added as a risk and that this could also be dealt with annually or more organically if necessary. JW suggested that contributors / authorised users could be incentivised by BIC incorporating this project into an accreditation scheme. and that modification and annual maintenance could be tied in to such scheme.

GW agreed with the idea of aligning the project with an accreditation scheme but stated that it would be hard to enforce and suggested being cautious with wording.

EJ noted that there will be varying opinions of 'bad practice' from retailers / organisations and as such there should be a messaging platform for contributors/authorised users (i.e. a noticeboard with different groups within that). AH noted that most wikis have forums associated with them, but

speculated who would moderate it. The Group discussed that an unmoderated forum could generate more bad practice and it may be perceived that BIC endorses anything that comes out of discussion in the forum. JW commented that the power here lies with the Clinics and that BIC could lightly moderate a forum. KL added that any forum would be limited to contributors / authorised users only.

GW noted that Waterstones try to stay in line with EDitEUR's best practice, which is an industry standard, not a Waterstones standard. She speculated whether other retailers have a similar policy. LW suggested that analysing and commenting on the quality of best practice could be a part of Phase Two. JW suggested moving away from the topic of good / bad practice for Phase One and focusing simply on what is actually going on in the supply chain.

The Group agreed that individuals involved in the project should be encouraged to maintain handover notes should they leave their role in the organisation they represent. GB suggested making the project a part of BIC's Supply Chain Excellence Award (SCEA) Accreditation Scheme, adding that BIC should have the right and technological ability to remove out-of-date information. GW speculated whether there could be any copyright issues in terms of any data provided. GB offered to send KL a copy of EDitEUR's IP Policy.

- **ACTION:** KL to clarify that the Project will potentially be a multi-year project under '3.4. Constraints' and specify a timeline.
- **ACTION:** KL to consider adding a forum as part of the wiki - being mindful of BIC resource, moderating etc.
- **ACTION:** KL to consider aligning the Project with the Supply Chain Excellence Award (SCEA) Accreditation Scheme.
- **ACTION:** KL to add wording to encourage individuals involved in the Project to leave a suitable handover contact should they leave their role in the organisation they represent.
- **ACTION:** KL to discuss BIC's Intellectual Property Policy at the next meeting of the BIC Executive Board on 26th October 2016.

JW stated that this is a big project and as such could take considerable time to complete unless a Coordinator is hired. He added that the BIC Operational Board is aware and supportive of this. KL agreed and added that the BIC Executive Board is also aware and supportive however the question of funding still needs to be addressed/signed off. JW noted that there is no need for a timeline before the call for volunteers for the T&FWG. KL noted that the project will be started in the New Year 2017, as retailers in particular will be too busy prior to this.

AH asked whether contributors / authorised users will be divided into groups consisting of representatives from various sectors of the book industry (i.e. publishers, retailers) as discussed in the last meeting of this Group. He noted that it may be a problem if for example, five publishers contributed at once and were all put together in one group. GB agreed that this would be a problem and as such, steering is important for the project. JW noted that individuals should be asked whether they want to steer the project or contribute, or both. GB speculated why an individual would choose

to steer but not contribute. The Group agreed that there would be no benefit and that even if an individual steers, they will receive not benefit unless they contribute.

- **ACTION:** KL to discuss with the Executive Board the need to appoint additional BIC resource for this Project at its next meeting on 26th October 2016.
- **ACTION:** ALL to comment on the Project Brief once these changes have been made, with a view to it being signed off by mid-November 2016.

5. Update from other BIC Committees

- Physical Supply Chain Committee

KL informed the Group that the last meeting of this Committee went ahead on 6th October 2016 and that the Weights & Dimensions Workshop had been discussed. She noted that it had been agreed that a survey should be created concerning what challenges are being faced and what the Physical Supply Chain Committee should be looking at. She noted that this will tie in with a survey that the BIC Operational board had suggested concerning BIC's overall strategy. The Group agreed that this would be a good idea. KL noted that another call for retailers to join the Physical Supply Chain Committee will be sent out in due course.

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

- Weights & Dimensions Workshop

KL informed the Group that the Weights & Dimensions Workshop went ahead on 21st September 2016 and that Simon Edwards (SE), BIC Consultant, had compiled an analysis following the workshop. KL noted that this will be circulated to the Group. KL noted that it was clear from the workshop that education in this area is vital. GB noted another issue that came out of the workshop is that publishers seem to think that weights and dimensions are far less important than they actually are; he reiterated that education is needed. GB also noted that to stakeholders in the supply chain, the overall size of the book is more important than the trim page size (TPS). He advised that publishers send all the information they have, rather than solely the TPS, adding that an estimate may also be sent. LW noted that the problem is not always with publishers, but that there are also issues with systems. GW noted that Watersones do not trust the weights and dimensions they receive in their data deeds and that they double check weights manually with CubiScan. LW, AH and AM noted that some system vendors put their TPS measurements in with the code for overall book size, or vice versa. It was also noted that ONIX can handle either or both the TPS and overall book size.

- **ACTION:** SS to circulate Simon Edwards's (BIC Consultant) report on the Weights and Dimensions Workshop to this Group.
Post-meeting update: SS circulated SE's report as well as a report written by GB on 13th October 2016.

- Acquisitions & Divestments T&FWG

KL informed the Group that this T&FWG is waiting for feedback from BISG on the Strawman document for print books.

- Price & Availability T&FWG
GW informed the Group that this T&FWG have been unable to meet due to unforeseen circumstances but that a meeting will be held soon.

- Product Data Excellence Award (PDEA) Accreditation Scheme Revision T&FWG
KL informed the Group that the PDEA Revision T&FWG last met as a full group in May 2016 but has since broken off into smaller groups. KL noted that the scheme will be simplified with bronze, silver and gold being awarded to successful organisations via a combination of 3 data element sets: BIC Basic, BIC Intermediate, and BIC Advanced. GW suggested that the PDEA may crossover with the Metadata Map. GB agreed that the two should reinforce each other. KL noted that most of the issues the Group were dealing with have been resolved but that there is no set launch date as of yet, though the aim is to get the new specifications documented, and signed off before the end of 2016.

- Industry Returns Initiative (IRI) Review T&FWG
KL informed the Group that this T&FWG held its first meeting last week. She noted that the meeting was well attended and that common issues raised during the meeting and last year's IRI workshop will be listed and used to kick off the project.

- SCEA Review T&FWG
KL informed the Group that this meeting was helpful though poorly attended for unknown reasons. KL noted that further recruitment for members will be considered.

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

This was discussed under item 6 of the agenda.

8. UK ONIX National Group Update

HW informed the Group that the last meeting of the UK ONIX National Group went ahead on 7th September 2016 and that AM had been welcomed as a new member. GB noted that Issue 36 of the ONIX codelist will be the last to support ONIX 2.1. GB also noted that formatted text was discussed, as it is seldom done well, and that a workshop or working group may be created in light of this. GB added that if any committee member would like EDItEUR to look at their formatted text and provide guidance, he would be happy to do so.

HW noted that keywords (not for display) had been added and CM noted that this would be helpful for embargoed books especially.

- **ACTION:** KL to check with AMB of the progress on the potential workshop regarding formatted text/HTML tagging in ONIX.
- **ACTION:** ALL interested in having their HTML tagging assessed to send a sample over to GB.

9. UK *Thema* National Group Update

HW informed the Group that the last meeting of the UK *Thema* National Group went ahead on 14th September 2016. HW noted that the proposal to include 'Shakespeare' as a subject in *Thema* V1.2 will be resubmitted to the International Steering Committee (ISC) (at its meeting in Frankfurt later this month), having been rejected previously. He noted that two possible approaches will be to argue for the uniqueness of Shakespeare or to add Shakespeare as a UK National Extension instead. GB added that since the counter argument is strong, the argument for including Shakespeare must be stronger than it was previously. JW speculated whether the absence of a code for Shakespeare is an impediment to the UK's adoption of *Thema*. GB noted that there is a code for Shakespeare in BISAC and that it may be worth checking if it is in the Dewey system. AM suggested the argument that Shakespeare has worldwide importance.

HW noted that the Group had also discussed the need for a stronger statement from BIC to publically announce that there will be no further updates to the BIC Subject Categories Scheme and that *Thema* is effectively this Scheme's replacement. KL noted that this statement could be put up on the website.

HW noted that this Group is also working on extending UK national geographic regions. GB added that there are new translations of *Thema* which are due out next month.

- **ACTION:** KL to issue a statement from BIC to publically announce that there will be no further updates to the BIC Subject Categories Scheme and that *Thema* is effectively this Scheme's replacement.

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

There was no feedback.

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

KL noted that the TEC Committee is currently updating two BIC Bites and is looking into creating either a workshop or training course focussed on issues with formatted text in ONIX, as mentioned by GB earlier in the meeting.

12. A.O.B.

CM raised the issue of library pricing, as raised at Ingram's Customer Day. KL noted that this will be added to the agenda for the next meeting of this Group.

GB noted that Chris Saynor, formerly with Giant Chair, has replaced Alex Ingram at EDItEUR.

- **ACTION:** AMB to add the topic of library pricing to the agenda for the next meeting of this Group.

13. Date of next meeting

Wednesday 8th February 2016.