

BIC METADATA SUB-COMMITTEE MEETING – Minutes

Location: Bowker's Office, 5th Floor, 3 Dorset Rise, London EC4Y 8EN

Date and time: Wednesday 24th May 2017, 2pm

Minutes taken by: Sophia Sophocleous

Present

Graham Bell, EDItEUR
 John Bell, HarperCollins
 Eric Green, BDS
 Sarah Hassenpflug, Blackwell
 Azar Hussain, Faber & Faber
 Eleanor Jones, Pan Macmillan
 Lada Kriz, Random House (delegate)
 Karina Luke, BIC
 Peter Mathews, Cambridge University Press
 Clare McLean, Dorling Kindersley
 Peter Morley, Ingenta (guest, dialling in)
 Chris Saynor, EDItEUR
 Jack Tipping, Bowker
 Sophia Sophocleous, BIC
 Gabrielle Wallington (Deputy Chair), Waterstones
 Laura Williams, Penguin Random House
 Howard Willows, Nielsen
 Jon Windus (Chair), Nielsen

Apologies

Alaina-Marie Bassett, BIC
 Kat Coveyduck, Virtusales
 Fawzia Nazir, Ingenta (dialling in)
 Alan Trewartha, HarperCollins Publishers
 Emma Watts, Hachette
 Emma Whiting, Ingenta

Now resigned from the Group

Angela Belham, Bertrams
 Alfred Willmann, Random House

1. Introductions and Apologies

JW welcomed the Group to the meeting and delivered the apologies. JW welcomed SH and PM to the Group, attending this meeting as guests.

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

- Workshop regarding formatted text / HTML tagging in ONIX
 GB informed the Group that a document outlining the issues raised at this Workshop is available on the EDItEUR website.
- Discussion of the promotion and dissemination of the TRADACOMS Codelist Guidelines at the next meeting of the BIC Training, Events and Communications (TEC) Committee on 5th April 2017

KL noted that this meeting of the TEC Committee was postponed due to unforeseen circumstances, and TRADACOMS promotion will be discussed at the next meeting.

- **ACTION** (carried over): KL to discuss the promotion and dissemination of the TRADACOMS Codelist Guidelines at the next meeting of the TEC Committee on 6th September 2017.

4. Progress Report on the Data Supply Chain Map

JW provided the Group with a brief overview of the Metadata Map Project. KL informed the Group that a Steering Group has been set up for the Project and the date of the first meeting of this Group will be on 22nd June 2017. KL provided the Group with an outline of the purpose of the Steering Group. KL noted that it may be a multi-year Project but the Executive Board had speculated whether limiting it to one year would be effective. KL noted that her concern with this would be that the cost of the Project could be doubled if it goes on for more than one year. GW noted that this will not be a Project with a definitive end. JW agreed and stated that it should be made clear that there will be ongoing maintenance work involved.

GW suggested that deliverables of the Project could be released as they become available throughout the life of the project and noted that two years is a more realistic timeframe. GB noted that most of the workload will fall in the middle of the two year Project and may lessen towards the end. He added that the Project Consultant should therefore be flexible. EG stated that reinforcing the importance of the Project within respective organisations is vital, especially when considering competing projects.

GW noted that an issue regarding reissues had been raised the last meeting of the BIC Price & Availability Task & Finish Working Group, and that this should be investigated during the Project.

CS shared a chart of the French book supply industry, which detailed the links between publishers/imprints, retailers and distributors, as an example of how something similar could be created in the UK.

5. Library Pricing

CM noted that inconsistencies in library pricing models had been raised at a CoreSource meeting. CS provided the Group with an overview of the information for library versions and library pricing in ONIX 3.0.

- **ACTION:** SS to circulate a copy of CS's Information for library versions and library pricing in ONIX 3.0 document alongside the minutes from this meeting.

LW suggested that a BIC Breakfast on the topic may be useful as there is confusion in the industry. GW suggested that a workshop may be more useful than a BIC Breakfast as the topic is more explorational than educational. JW agreed that any inconsistencies could be investigated at a workshop.

6. Metadata requirements to support returns processes

JW thanked SH and Simon Edwards (BIC Consultant) for their work on the document Metadata for Notification of Returns Status from Publishers to Retailers.

SH noted that it is very difficult for end users to know whether a product is firm sale or not. SH noted that although ONIX can accurately provide such information, it is not being used. In addition, there is a degree of mapping when a product which was sold as sale or return is subsequently changed to Firm Sale (i.e. when a product is out of print or there is a change of distributor). SH noted that the key items identified so far by the BIC IRI Task & Finish Working Group are:

- Returns Status (e.g. SOR or Firm Sale)
- Returns Cap (e.g. percentage)
- Authorisation Contact
- Returns Deadline

SH asked the Group what opportunities may be available to create awareness of these issues. GW noted that both the BIC Price & Availability Task & Finish Working Group and the BIC Print on Demand and Short Run Task & Finish Working Group have both discussed these issues.

GB noted that Returns Status and Return Deadline (last date for returns) can be included in ONIX. CS noted that in France there is a Returns Cap and GB added that this is not available in ONIX as it would be set at trading relationship level rather than product level. GB noted that Authorisation Contact can also be added at the next revision.

JW speculated whether 'returns status' is always at product level or whether a product is returnable by some organisations but not others. CM noted that she had spoken to TBS and they had informed her that returns are recipient based.

[Note from GB] this would potentially make it impossible to 'broadcast' returns status in ONIX, though 'personalised' ONIX or EDI messages could still be used. However, there is a difference between returnability varying between customers and returns rules varying between customers. It may be there is a single set of rules, which when worked out mean that one customer can return and another customer not.

GW noted that this had been raised under discussion of Terms Codes in the BIC Price & Availability Task & Finish Working Group. GW noted that the returns status can be communicated via a personalised price feed.

JW noted that a standard ONIX feed, a personalised feed and a real time message are complementary. SH speculated what information is available to small, independent retailers. JW stated that smaller retailers should be given the tools to acquire this data. LK noted that Penguin Random House send returns status information in price and availability feeds, not ONIX. LW noted that different returns status rules apply to different customers.

GW noted that the Price & Availability (P&A) Task & Finish working Group (T&FWG) are moving on to look at Price. She informed the Group that the issue of the effectiveness of Terms Codes had been raised. Members of the P&A T&FWG had agreed to contribute examples of personalised price & availability feeds and GW added that the topic of personalised P&A feeds had been raised at the last meeting of the BIC Operational Board meeting.

GB noted that returns may be sent using block 6 in ONIX 3.0. GW stated that it would be preferable to standardise the way this is done. GB volunteered to attend the next meeting of the BIC Price & Availability meeting. LW noted her concern over sensitive, personalised price/commercial information being shared in ONIX, unlike price and availability feeds. JW noted that a new standard should not be created as standards to address these areas already exist. The process of how they should be used effectively may need further exploration. Information concerning this will be brought to this Committee before it is ratified. GW agreed and suggested documenting ONIX 2.1 and 3.0, TRADACOMS and BIC *Realtime*, in an effort to draw attention to the existing possible ways of creating personalised feeds before attempting to launch a new standard.

- **ACTION:** GB to attend the next meeting of the Price & Availability Task & Finish Working Group to discuss Term Codes.

7. UK ONIX National Group

HW noted that at the last meeting of this Group LW had commented on the lack of clarity regarding the use of Contributor Statement, and the difference between it and the component parts of a contributor name. The Group had agreed that it is something that organisations struggle with, and that it would be helpful to have some clarification within the supply chain as to how each form should be used. GB noted that it is a possibility for the topic of a workshop or clinic, possibly in conjunction with Title Statement and any other 'statement' elements.

8. UK *Thema* National Group

HW informed the Group that Isabel Gouveia (IG) of Amazon will be replacing Nabiha Evans on this Group. HW noted that IG had delivered a presentation on *Thema* at BIC's Building a Better Business seminar at the London Book Fair 2017.

HW noted that a National Extension for Shakespeare has been proposed again, though in a new way that is likely to be more acceptable to the *Thema* International Steering Committee (ISC) and which he hopes will be ratified by the *Thema* ISC, so that it can be added to *Thema* version 1.3.

9. Update on EPUB 3.1

CM noted that the hosting of live metadata files had been mentioned in reference to the EPUB 3.1 enhancement. GB clarified that ONIX files can be embedded within the e-book package (while not being a part of the e-book itself), or they can be truly external, on the wider internet. EPUB 3.1 would prioritise those truly external files.

10. Update on progress for Task & Finish Working Groups (T&FWG)

- BIC Acquisitions and Divestments T&FWG

KL informed the Committee that this T&FWG have completed their work on the digital side of the Strawman document for acquisitions and divestments. She noted that solicitors Harbottle & Lewis LLP (BIC members) will review the document, write up supporting notes for “Step 0 – Preparing for the Deal” and refer their clients to the documentation when drawing up contracts.

11. Product Data Excellence Award (PDEA) Accreditation Scheme Revision

KL noted that the next meeting of this Group had been postponed due to testing of the new BIC website, but that it will be rescheduled. KL informed the Group that at the moment 48 organisations have been accredited by the Scheme and that 22 of these have received the ONIX 3.0 badge.

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

This item was not discussed, due to time constraints.

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

This item was not discussed, due to time constraints.

14. A.O.B.

KL stated that Simon Edwards (SE), BIC Consultant, had been looking at detailed examples of weights and dimensions issues from Macmillan Distribution (MDL), The Book Service (TBS) and Waterstones. The data suggests that inaccuracies/inconsistencies with weights and dimensions are a huge issue and not just anecdotal. GB noted that organisations using default book sizes and entering minus values when the weight is unknown are among some reasons why weights and dimensions can be inaccurate. KL noted that further analysis of the data will be undertaken and that a call between BIC, MDL, TBS and Waterstones has been arranged to review the data further.

15. Date of next meeting

Thursday 7th September 2017.