METADATA CAPABILITIES DIRECTORY

Terms of Reference for Contributing Organisations

Version 1.2
September 2020

Introduction

This document defines the conditions for contributing to BIC's Metadata Capabilities Directory and should be read in conjunction with the BIC MCD Benefits Statement and Code of Practice documents. These documents can be found on the MCD page of the BIC website

Objectives

1.1   The purpose of the BIC Metadata Map ('the Map') is to collaboratively document the UK book industry's metadata supply chain from data creation, through to its end use by consumers. It seeks to catalogue the range and type of data used in the Book Trade supply chain by all participants and to identify where and how the metadata is used. By doing so it is hoped to uncover current practice in the supply chain, to identify gaps (both in the supply and receipt of data) or grey areas needing clarification, and to identify opportunities for significant improvements.

1.2   The initial deliverable of the project has been agreed to be the 'Metadata Capabilities Directory' (hereinafter referred to as the 'MCD') which will be accessible only to BIC members who have submitted a full response to the capabilities survey on metadata scope, processes and policies. The MCD is intentionally low-cost, utilising Excel as the means of displaying the data aggregated from all participants and using standard Excel search and filter functionality to enable users to review submissions. The purpose of this approach is to facilitate the sharing of detailed information on current practice within the UK metadata supply chain between all willing participants within a secure, trusted and above all, closed community. No organisation will have access to any other organisation's information unless they are a BIC member, and have submitted a full contribution.

1.3   All Contributions will need to be updated/renewed at least annually, to maintain Contributor status. If at any time you choose to change either your BIC membership or withdraw your MCD participation (or allow it to lapse), access to the MCD will be withdrawn. Note that the most recent data you have supplied will be retained in the accessible MCD for future use and in the MCD Archive.

Contributor guidelines and obligations

2.1   Participation is sought from all sections of the metadata supply chain. Contributions will be made through an online questionnaire, standard for all participants, which covers all aspects of metadata activity, whether your organisation is a data supplier, data recipient or both. Contribution effort is targeted to be no more than three hours for the initial completion of the survey but may take longer depending on the complexity of your organisation's metadata activity and reducing significantly for any future updating of your contribution.

2.2   As a participant, your organisation agrees to provide detailed, accurate and comprehensive information relating to the supply and/or receipt of book metadata by your organisation. Contributions that are determined as insufficiently complete will result in access to the MCD being withheld from that organisation, until this is rectified. Incomplete submissions are measured by the excessive use of a 'No Response' option available to many

questions in the survey. This option is available for limited use where the information requested is simply unknown to the organisation or where a response may be commercially sensitive.

2.3 All information provided in the survey will be attributable to your organisation within the MCD. By participating in the survey your organisation is therefore agreeing to be identified as the source of the information provided within the MCD and can be viewed and acted upon by all other Contributors to the MCD as an accurate representation of your organisations' metadata activity.

2.4 Contributions to the survey will typically be included within the database and access to the MCD made available within one week, but publication of the contribution will be at BIC's sole discretion and subject to the completeness condition in 2.2 above. All contributions will be date-stamped to enable users to assess data currency.

2.5 The MCD will be refreshed in the early hours of each Monday morning and will include all new submissions and updates accepted by BIC since the previous summary. The MCD will always comprise all complete submissions (and updates) from all current participants of the MCD.

2.6 Any request to withdraw from the MCD, must be made directly with BIC and will result in the immediate suspension of access to the MCD. Any data supplied by your organisation would normally remain in the accessible MCD for a period of 1 year from the original submission, but this period may be shortened at BIC's discretion.

2.7 The use of intelligence gained through the MCD to review, compare and optimise product metadata practices within your own organisation is expected and encouraged. MCD users agree, as a condition of participation, to respect the confidentiality of all other contributions to the MCD and are therefore expected to take all reasonable steps to protect and limit the use of knowledge obtained from the MCD to within their own organisations or with other known Contributors to the MCD only.

Governance of the Map

3.1 These Terms of Reference are governed by the BIC Metadata Map Steering Group, (or its successors) and any changes to these Terms approved by the Steering Group will also be subject to further agreement by Contributors.

3.2 While the aim is to obtain accurate data from all Contributors, BIC cannot be held responsible or liable for any errors, omissions or misrepresentations in data provided, nor for any actions taken as a result of information contained within the MCD. Responsibility for accuracy and currency of data in the MCD remains solely with each Contributor.

3.3 The BIC Metadata Map Steering Group (or its successors) reserves the right to moderate all contributions to ensure the objectives and participation guidelines of the MCD are met.

3.4 All decisions made by the Metadata Map Steering Group (or equivalent governing body within BIC) are final.

Security of data held in the MCD

4.1 BIC will take appropriate measures to ensure that all data submitted for use within the MCD is held secure, within a restricted-access data repository, with access limited to BIC Admin staff. All submissions will also be held as-supplied, within the Formstack archive and subject to their own security arrangements.

4.2 BIC will ensure that access to the current version of the MCD in Dropbox and on Google is limited only to currently authorised users and will be responsible for removing permission to access the MCD from any users who are no longer authorised to access the MCD.

4.3 BIC will ensure that all personal data held within the MCD is securely held and is only used within the administration and maintenance of the MCD. Deletion or amendment of personal details held should be made through the MCD update process.

4.4 BIC will monitor all submissions, access and use of the MCD by all users and reserves the right to decline, suspend or remove access by specific users or to suspend access to the MCD for all users at their discretion.

4.5 All information submitted to the MCD, in the form of survey responses by participants, will be used by BIC only within the context of the MCD, with the sole purpose of maintaining the MCD and for no other purpose.

4.6 BIC will not sell or make available to any non-participating third party any information provided by participants in the MCD. In the event of the MCD ceasing operation, BIC warrants that all data in the MCD, including all submissions within the MCD and Formstack archives will be deleted.