



Book Industry Study Group

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MINUTES OF THE BISAC GENERAL MEETING BOOK INDUSTRY STUDY GROUP, INC.

May 4, 2007

A general meeting of BISAC (Book Industry Standards and Communications), a division of BISG (Book Industry Study Group, Inc.), was held at the offices of Random House, 1745 Broadway, New York, NY on May 4, 2007 at 9:30 a.m.

A list of attendees is available for review in Attachment 1 of this document.

Wendell Lotz (Ingram Book Group) chaired the meeting and Sara Raffel (BISG) took minutes.

- The meeting was called to order by Wendell Lotz at 9:30 am.
- Attendees introduced themselves.
- Mr. Lotz asked for approval of the minutes of the March 2, 2007 BISAC General Meeting. The minutes were unanimously approved.

Executive Director Report (Michael Healy)

- BISG has recently been involved in various book trade standards work.
- Good progress has been made in the co-operation between BISG and AAP on the development of digital standards.
 - Finished versions of the requirements documentation, sample use cases and draft specification are now ready and have been reviewed by AAP and BISG legal counsel.
 - The next step is to establish an industry-wide standards development forum within BISG to develop the standard.
- Michael Healy (BISG) attended a meeting of the ONIX International Steering Committee held at the London Book Fair on April 17.
 - The main focus of the meeting was the slow progress being made on the development of ONIX 3.0.
 - There was agreement to concentrate development resources in key priority areas: digital publications, sets and series and contributors.
 - The US and UK ONIX groups will lead on digital publications and will aim to produce requirements by September 1, a six-month delay from the original timeline.
 - Mr. Lotz added that ONIX 3.0 will be the first ONIX version that is not compatible with previous versions.
 - Mr. Lotz also stated that ONIX Code List 7 was released during London Book Fair without announcement.
- Initial discussions between BISG and BIC were held at the London Book Fair about achieving top-level convergence between the BISAC subject categories and BIC's equivalent scheme.
- On behalf of the U.S., Mr. Healy attended a meeting of the ISO working group preparing the International Standard Party Identifier (ISPI), which was held during the London Book Fair on April 19.

- Good progress is being made, especially in key areas such as the scope of the standard.
- The group will meet again (without US representation) in Spain in May and in London in July, after which a Committee Draft will be prepared, leading to the first formal vote by ISO members.
- Three certification programs are being developed within the BISG and BISAC Committees.
- The Metadata Committee has formed a subcommittee, chaired by Richard Stark (Barnes & Noble), on product data certification in an effort to measure data quality.
 - Both the presence and absence of data elements in an ONIX file will be measured, and this will be based partly on the Metadata Committee's best practices guidelines.
 - Timeliness of data will also be measured.
 - This type of data certification program does already exist in Canada, the UK, and Australia.
 - The subcommittee is comprised of publishers, booksellers, and data aggregators from various organizations, including Amazon.com, Bowker, Random House, and OUP.
- Secondly, the Distribution Executives Interest Group (DEIG) is developing a product label certification program
 - This effort is being headed by Tom Clarkson (CSR Group), and will include four elements:
 - (1) Description – to be available via the BISG website.
 - (2) Specs – to be located within the DEIG Guidelines.
 - (3) Submission Application – to be available via the BISG website.
 - (4) Internal Procedures & Agreements – to be between BISG and all outside vendors.
 - The committee plans to have the certification program completed in September.
- Lastly, a certification effort is underway in the area of EDI.
 - This effort is being headed by Doug Minett (The Bookshelf), chairman of the Supply Chain EDI (SCEDI) Committee.
 - The next stage is to involve key POS vendors, retailers and publishers in the process and to quantify the business efficiencies that are derived from standardized EDI message, prior to designing a certification program.
- Membership activity
 - BISG has gained 36 new members in the fiscal year—10 more than the entire previous fiscal year.
- Events
 - The fourth annual Making Information Pay will take place on May 10, 2007 at the McGraw-Hill auditorium. The conference will focus on emerging technology this year.
 - The new edition of *Book Industry TRENDS* (to be published June 1, 2007) will be launched and presented at BookExpo in June. A Supply Chain 101 presentation will also be conducted at BookExpo.
 - A joint BISG/NISO (National Information Standards Organization) seminar on book trade standards will be held at the American Library Association Annual Conference on June 22, 2007.
 - Mr. Healy will speak at the Tools of Change Conference organized by O'Reilly in June and at the UConnect conference (with Mr. Clarkson) the same month.

Committee Reports

Identification Committee (Laura Dawson)

- Committee chair Laura Dawson (LJNDawson.com) reported that the Identification Committee has held two meetings—one in person and one via conference call.
- The committee discussed a current problem in the textbook industry.
 - Some educational publishers are assigning internal 10-digit identifiers to their publications and labeling them using the letters "SBN" on printed publications.

- These numbers are confusing to the customers, who think they are compatible with the ISBN.
- The Identification Committee plans to issue a recommendation that organizations do not label anything but the ISBN with the letters “SBN.”
- The committee is also discussing standards for identifying fragments (e.g., chapters, pages, or segments) of digital publications and how this might work in conjunction with the ISTC.

Subject Codes Committee (Connie Harbison)

- Committee chair Connie Harbison (Baker & Taylor) was not present. Mr. Lotz provided the update on the Subject Codes Committee.
- Mr. Lotz reported that the Subject Codes Committee recently revised the following sections for the 2007 Edition of the BISAC Subject Codes: Technology, Engineering, Travel and Architecture.
- The committee is collaborating with the Christian Retail Standards Group to accommodate the categorization of Bibles within the Subject Codes List.
- The next meeting of the Subject Codes Committee is June 14, 2007. During this meeting, the committee plans to begin revisions of the Nature and Philosophy sections.

Publisher/Manufacturer Committee (Brian Sharlach and Diane Degener)

- Committee chair Brian Sharlach (McGraw-Hill) reported that the committee, working with the XBITS group, has completed about half of the XML messages for publishers and manufacturers.
- The committee will meet again on June 5, 2007 at McGraw-Hill to determine how to handle revisions to the messages.
- Publisher/Manufacturer Committee will also collaborate with the new ASN Sub-Committee of the Manufacturing Executives Interest Group (MEIG).

Rights Committee (Judith Appelbaum)

- Committee chair Judith Appelbaum (Sensible Solutions) reported that the committee continues to focus on the progress of the ISTC and ISPI.
- Ms. Appelbaum stated that Mr. Healy’s report on the ISO working group meeting sums up the progress on ISPI, and that authors and agents will need to get back on board to facilitate the development of both standards.

MRC Committee (Tom Clarkson)

- Committee chair Tom Clarkson (CSR Group) reported that the elimination of dual identifiers policy had been completed and approved.
- The committee is now focusing on the DEIG label certification project, and Mr. Clarkson will also be speaking at UConnect with Mr. Healy.

Supply Chain EDI (SCEDI) Committee (Doug Minett)

- Committee chair Doug Minett (The Bookshelf) was not present and did not provide an update report.

Metadata Committee (Richard Stark)

- Committee chair Richard Stark (Barnes & Noble) was not present. Mr. Healy provided the report for the Metadata Committee.
- Currently, the Metadata committee has two priorities: (1) ONIX 3.0 and (2) product data certification.
- Mr. Healy stated that updates regarding ONIX 3.0 had been covered in his earlier report on the meeting of the ONIX International Steering Committee.
- In regards to product data certification, Mr. Healy reported that the committee hopes to build on successful programs already in place in Canada, the United Kingdom, and Australia.
- Schemes and files that are submitted for certification will be evaluated by a panel of inspectors.

- Mr. Healy reported that, at the last meeting, the Metadata Committee discussed the factors that should impact the quality of a product data file.
 - The presence of or absence of specific data elements and the timeliness of delivery should both impact the certification process.
 - Mr. Healy and Mr. Stark will design a program to be approved in September.
- The Metadata Committee also determined that the receiver of the data should be evaluated as part of the certification process.
- George Wright (PIPS) expressed concern that the book industry is too far ahead of GDSN.
 - Mr. Garton stated that the book industry should not slow down, since 978 and 979 are valid prefixes in GDSN, and Mr. Clarkson supported his point.
 - Mr. Lacroix stated that R.R. Bowker is in discussions with GS1 US to act as a ramp to the global data pool.
 - Chris Demyanovich (Random House) suggested that consensus among the book publishing industry in developing the standards could help drive the global data standards.
 - Mr. Wright clarified that he was concerned about the book industry being too far ahead of GDSN and then having to parse metadata files.
 - Vivian Underwood (Anderson Merchandisers) explained that movies and music have item files within GDSN, and this may be helpful in developing similar standards for books.

Liaison Reports

Manufacturing Executives Interest Group (Ira Carrel)

- Ira Carrel (Barnes & Noble), chair of MEIG, reported that MEIG held a well-attended meeting last week and agreed to develop an advanced ship notice (ASN) for drop shipping. This issue will be handled within a new ASN sub-Committee of MEIG.
- The second cycle of the Warehouse Benchmarking system was closed to new entries on April 20, 2007. Results will be available for participants in June 2007.

GS1 US and R.R. Bowker (Al Garton and Andrew Lacroix)

- Al Garton (GS1 US) and Andrew Lacroix (R.R. Bowker) announced that GS1 US and R.R. Bowker have agreed on a GLN prefix.
- Using the new GLN prefix, organizations that have a SAN can convert it to a GLN using a calculation similar to the conversion of the ISBN to the EAN. Once converted, the new GLN can be registered with GS1 US.
- Mr. Garton also reported that changes to version 8.0 of the general specifications document are available for review. Brian Green (Book Industry Communication) was involved in those changes.
- In regards to 2005 Sunrise, Mr. Garton stated that GS1 US is now focusing on educating category managers and small retail suppliers.

EAN Transition Taskforce (Phil Madans)

- Phil Madans (Hachette Book Group), co-chair of the EAN Transition Task Force, reported that the Task Force plans to revitalize its meetings with general retailers.
- The focus of the meetings will be to locate a person within each company who can facilitate the transition to the EAN barcode or provide a clear picture of the organization's process.
- Mr. Madans explained that in most cases, maintaining the product data for books is the hurdle for retailers, who often have the data keyed in manually.
- The Task Force will meet again on May 15, 2007.

Distribution Executives Interest Group (Chris Demyanovich)

- Chris Demyanovich (Random House) reported that, in addition to the shipping label certification program discussed earlier, DEIG is working on a major revision to the Guidelines for Shipping Container Labeling.
- The revised guidelines will be more user-friendly, and will provide a basis for the shipping label certification program.

RFID (Jim Lichtenberg)

- Mr. Lotz reported for Jim Lichtenberg (Lightspeed), RFID liaison, who was not present.
- A meeting of the RFID working group was held in April, and topics of discussion included the standard structure for data on an RFID tag.

Old Business

- There was no old business to report.

New Business

- Mr. Lotz announced that the BISAC Procedures and Processes document was approved by the BISAC Executive Committee and will be presented at the next Board meeting. Pending Board approval, it will be adopted by the BISAC Committee.

The next BISAC General Meeting will be Friday, July 20, 2007, 9:30 a.m. to 11:30 a.m. at the offices of Random House (14th Floor, Dr. Seuss Room).

The meeting adjourned at 11:30 a.m.

Attachment 1 – Attendees:

<u>Name</u>	<u>Representing</u>
Appelbaum, Judy	Sensible Solutions
Cannon, Ken	Smart Guard, Inc.
Clarkson, Tom	Cumberland Systems Review Group
Dawson, Laura	Laura Dawson
Demyanovich, Chris	Random House
Dulber, Jill	Workman Publishing
Falvo, Tony	Brodart
Felgar, Cathy	Cambridge University Press
Garton, Al	GS1
Healy, Michael	BISG
Ireland, Pauline	Cambridge University Press
Jarocho, Jon	Pearson
LaCroix, Andrew	RR Bowker
Little, Mary	Queens Library
Logan, George	Klopotek
Lotz, Wendell	Ingram Book Group
Madans, Phil	Hachette Book Group
Mutter, John	Shelf Awareness
Raffel, Sara	BISG
Rosenheim, Shane	Map Link
Sharlach, Brian	McGraw-Hill
Toolan, Fran	Quality Solutions
Underwood, Vivian	Anderson Merchandisers
Wehrle, James	Workman Publishers
Wilkinson, Dan	GS1
Wright, George Sr.	PIPS