



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

November 4, 2005

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 November 4, 2005 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 Connie Harbison (Baker & Taylor) took minutes.

- The meeting was called to order by Wendell Lotz at 9:35 am.
- Mr. Lotz announced that Jeff Abraham was unable to attend the meeting.
- Mr. Lotz asked for approval of the minutes of the September 9, 2005 BISAC General Meeting. The minutes were unanimously approved.

Frankfurt Book Fair Overview (Wendell Lotz)

- Wendell Lotz began by presenting a summary from the Frankfurt Book Fair (October 19-23, 2005):
 - Overall, attendance at Frankfurt was up from last year. EDItEUR held its annual symposium including 13 presentations of 20-30 minutes throughout the day.
 - ISBN-13
 - Mr. Lotz reported that there are varying levels of publishers' ISBN-13 readiness.
 - An example of the top level is Norway distributors, who will stop taking ISBN-10 on September 1, 2006.
 - UK distributors are similar to the US in terms of readiness.
 - At the bottom level, there are people who do not even know about ISBN-13. For example, many publishers in Scotland are not aware of ISBN-13 at all.
 - These findings show that there is still a lot of communication that needs to take place.
 - In relation to Mr. Lotz's comments on ISBN-13, Laurie Stark (Random House) mentioned that there are employees in her own company who are not aware of ISBN-13. She stated that more exposure is still needed.
 - EDItEUR is in process of signing a contract to be the international ISBN agency. This will be effective March 2006. This will mean the end of the agency in Berlin.
 - ISSN
 - The ISSN is now up to the Committee Draft stage. In the draft, a new field called the "media neutral ISSN" is being proposed.
 - This field is designed to be able to link online versions with paper versions of journals.
 - There is some controversy in that it is similar to the ISTC and would be in competition with the ISTC.
 - DOI
 - DOI received some notice. There are currently about 20 million DOIs in use (For perspective, consider that there are approximately 2.5 million in print books with ISBNs in the U.S.).

- Bowker made a DOI presentation at the supply chain seminar.
- DOI has shown growth in the government document and the scientific document areas.
- DOI is on a path to being the new ISO standard.
- BIC
 - BIC is in the process of developing web services documents and protocols which are expected to be completed in January 2006.
 - The SCEDI committee will watch the progress of these services.

Executive Director's Report (Angela Bole)

- As Mr. Abraham was not present, Angela Bole (BISG) delivered the report.
- Annual Meeting
 - BISG's annual meeting took place on September 28, 2005.
 - Ms. Bole reported that attendance was double that of 2004's annual meeting.
 - The presentation on used books was the most heavily attended session; the other presentation was on GDSN.
 - The annual meeting received coverage in all of the trade magazines, including *Publishers' Weekly*, *The Wall Street Journal*, and *The New York Times*.
 - Brian Sharlach (McGraw-Hill) noted that the coverage on the used book study was especially extensive.
 - The press coverage and the annual report can be found on www.bisg.org.
- Strategic Planning Process:
 - Ms. Bole reported that the membership survey had a 34% response rate.
 - 95% of respondents said that BISG should continue doing what it is doing.
 - A day-and-a-half long strategic planning meeting is scheduled for the end of November.
- Website Directories:
 - Two new directories are being offered on www.bisg.org.
 - ISBN-13 Readiness Directory
 - The ISBN-13 Readiness Directory includes timelines and recommendations for transitioning to ISBN-13.
 - Sixty companies are thus far included in the directory (with an average of 2-3 new ones added each day).
 - A survey for manufacturers is currently in development and is scheduled to go up in November.
 - A survey for small retailers who use POS vendors is scheduled to go up at the end of October.
 - A webinar will be offered to retail POS vendors on ISBN-13 on November 30th.
 - ONIX Users Directory
 - The ONIX Users Directory was put on the Web site though no general announcement has yet been made regarding it.
 - The old directory was about 5 years old and included 30-40 companies.
 - There are three new surveys compiled from the Metadata Committees' feedback. These include:
 - Companies receiving ONIX files
 - Companies sending ONIX files
 - ONIX technical service providers
- ISBN-13
 - On January 19th, another general ISBN-13 webinar will be offered.
 - Again, attendees stressed that ISBN-13 needs to get more exposure in *Publishers' Weekly*.

- Laurie Stark pleaded that someone goes directly to *PW* to get the exposure.
- Helen Moore (HarperCollins) noted that the library market is not being targeted at all and that the transition to ISBN-13 will in fact have an effect on this market.
- Laura Dawson (LJNDawson.com) stated that this is a campaign that she is beginning in October.
- Eric Thronson (Baker & Taylor) remarked that he is meeting with a number of large libraries who are not aware that the ISBN will be changing.
- Wendell Lotz reported that Ingram's Web site on ISBN-13 should be up in early October.

Committee Reports

Identification Committee (Albert Simmonds)

- Albert Simmonds (independent consultant) reported that Bowker has an ISTC site up at www.istcinfo.org.
- Mr. Simmonds reported that in Europe there is quite a lot of interest in being an ISTC agency; in the United States, only Bowker has shown interest.
- In Europe, there are a lot more rights organizations for authors; an information structure for authors' right is just not developed in the United States.
- Mr. Simmonds reported that the Rights Committee has not been able to get a response from NISO on ISTC plans and that the consortium has not answered all of their questions yet.
- The ISTC consists of 7-9 pieces of metadata
- Use of the DOI as an infrastructure identifier ensures rights and that royalties go to the proper people.
- Mr. Simmonds asked that DOI users e-mail the Identification Committee.
- He went on to explain the DOI is an identifier for something smaller than the book; the ISTC is the identifier for the monograph.
- Mr. Simmonds also questioned whether there was any movement on the IPI and stated that the ISTC cannot be implemented according to standard without the IPI. In the opinion of Mr. Simmonds and Ms. Appelbaum, ISTC "cannot fly without IPI". IPI needs to be brought into the Author's Guild.
- The IPI has already been implemented by CISAC.
- Mr. Lotz noted that IPI did not come up at Frankfurt.

Supply Chain EDI (SCEDI) Committee (Eric Thronson) (formerly Internet Commerce Committee)

- Eric Thronson (Baker & Taylor) reported that the last meeting of the SCEDI Committee was in September.
- Last winter the 4010 final review version was promised and it is now up on the Web site for review.
- The committee is continuing on version 1.1 of the XML documents. The changes being made are minor issues being found by early adopters.
 - The committee is also looking at adding information on new functionality.
- DEIG had asked SCEDI to look at the various facets of the return process and to try to come up with the EDI standards to support the various business models. Mr. Thronson stated that the EDI documents can be developed, but the committee needs more information on what those business models are.
- Mr. Thronson strongly urged anyone involved in returns processes in their current operations to participate in the committee. This will ensure that their processes are supported.
- Anyone interested should join the SCEDI Committee, both in the BISG group mailing list and by participating in committee conference calls.
- Chris Demyanovich (Random House) stated that he would bring up this point at the next DEIG meeting.

- It was questioned how long the 4010 document would be left up before it is made official. Mr. Thronson thought maybe a month and that final approval will be voted on at the January 13th General Meeting.

Metadata Committee (Richard Stark)

- Committee chair Richard Stark (Barnes & Noble) was not present due to office issues.
- Mr. Stark subsequently provided an update on the Metadata Committee reporting that the committee has finished providing feedback on Codes Lists Issue 5 and expects to see that list published shortly.
- The committee has also begun work on mapping ONIX to the GDD.
- Also, the concept of an ONIX message for publishers was once again tabled.

Subject Codes Committee (Connie Harbison)

- Connie Harbison (Baker & Taylor) reported that the committee is planning on a presentation from CPSG in November to further discuss a CPC/BISAC category merge.
- The committee is in the process of reviewing proposals for codes received from publishers. Over 20 requests have been received since the close of version 2.9.
- The new Regional codes were submitted in late October. Accompanying the codes is a document describing the codes and their use. These are expected to go up for final approval at the January 13th General Meeting.

Publisher/Manufacturer Committee (Brian Sharlach and Diane Degener)

- Brian Sharlach (McGraw-Hill) reported that the committee has been working with the Manufacturers Executive Interest Group on a survey among manufacturers regarding standards.
- The committee is working on documentation with a target completion date of spring 2006.

Rights Committee (Judith Appelbaum)

- Committee chair Judith Appelbaum (Sensible Solutions) was not present, so Mr. Lotz gave the committee update (as provided by Ms. Appelbaum).
- At the time of the meeting, Ms. Appelbaum reported that the deadlines for responses to comments on ISTC plans, and for actions based on those responses, had passed two months ago. Jane Thacker had gotten no response to the message she sent last month asking the Consortium for a status report.
- Ms. Appelbaum sent a subsequent update after the meeting from Carol Cooper of Bowker saying that Bowker has launched an ISTC information site at www.istcinfo.org. Bowker has also requested and received response to an RFP for building the system itself. Although roll out is expected next year, nothing is ready for public announcement yet.

MRC Committee (Tom Clarkson)

- Committee chair Tom Clarkson (Barnes & Noble) was not present and did not provide a report for the MRC Committee.

Liaison Reports

GS1-US (Al Garton)

- Al Garton (GS1) reported that he would be attending the EAN Transition Task Force meeting in which delegations will be going out to four major grocers to discuss the transition.
- He also reported that a number of retailer systems are not sunrise compliant yet.
- GS1 has started to reach out to merchant organizations and has found that adding a financial spin best gets people's attention.

- Mr. Garton further stated that UCC is not enforcing compliance; GS1 cannot mandate anything; they can only ask for compliance to the standard.
- GS1 gives out UPC company prefixes. There are no plans to phase out UPCs. UPC prefixes are still being issued.
- GS1-Canada will issue the first EAN prefixes.
- In terms of EANs on mass market books, Mr. Garton noted that when he talks to mass market retailers, there seems to be a lack of understanding on what it means to manage all of that data.
- Four retailers have the ability to handle EAN-13 (and 3 of those 4 are already scanning). The four are Albertsons, Safeway, Kroger, and Walgreen's.
- When Mr. Garton talked to some of the grocers, it appeared that books are a sort of "step-child" in the category manager piece.
- Target reportedly had no idea that they could scan an EAN-13 on books, but they have other data management issues to contend with.
- Wendell Lotz (Ingram) noted that he has found duplicate UPCs in data to which Mr. Garton clarified that UPCs can be recycled. The rule for GS1 identifiers is that they can be recycled after four years on general merchandise. The duplicate issue could be a matter of old products being present in the cycle.

Distribution Executive Interest Group (Chris Demyanovich)

- Chris Demyanovich (Random House) reported that the shipping label container guidelines have been approved and are posted on the Web site.
- Webinars on carton labeling and shipping labels are under discussion.
- The group has received some good reports on the UPS guidelines and has had some success with them.

Old Business

- There was no old business to discuss.

New Business

- Attendees extended their congratulations to Jeff Abraham and his wife on the birth of their son.

The next BISAC General Meeting will be January 13, 2006, 9:30AM to 12:00 PM at the offices of Random House (14th Floor, Dr. Seuss Room).

The meeting adjourned at 10:56 am.

Attachment 1 – Attendees:

<u>Name</u>	<u>Representing</u>
Bole, Angela	BISG
Cendoma, Prudence	Brodart
Dawson, Laura	LJNDawson.com
Demyanovich, Chris	Random House
Garton, Al	GS1
Harbison, Connie	Baker & Taylor
Janusz, Julie	Borders Group
Jarocho, Jon	Pearson
LaCroix, Andrew	Bowker
Lewandowski, Ed	Holtzbrinck
Lotz, Wendell	Ingram Book Company
McCoyd, Ed	AAP
Moore, Helen	HarperCollins
Mutter, John	Shelf Awareness
Phebus, Meredith	Penguin Group
Sharlach, Brian	McGraw-Hill
Simmonds, Albert	
Stark, Laurie	Random House
Thronson, Eric	Baker & Taylor
Toolan, Fran	Quality Solutions
Wright, George	PIPS
Zwicki, Gretchen	Scholastic