



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

September 9, 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 September 9, 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 9:36 am.
- Attendees introduced themselves.
- Mr. Lotz asked for approval of the minutes of the July 15, 2005 BISAC General Meeting. The minutes were approved.
- Mr. Lotz then announced that Eric Thronson (Baker & Taylor) would not be continuing in the chair position of the SCEDI committee. Mr. Lotz called for volunteers to take over the chair position of that committee. Mr. Thronson will continue chairing the committee until a suitable replacement is selected.

Executive Director's Report (Jeff Abraham)

- Jeff Abraham reported on BISAC activity over the last few weeks.
- ISBN-13 Readiness Directory:
 - Bob Bolick (McGraw-Hill) was expected to report on status, but he was unable to attend the meeting.
 - The ISBN-13 Readiness Directory was launched and is up and running.
 - The readiness survey serves two purposes:
 - It allows companies to see where their trading partners are in terms of readiness.
 - It creates a clear list of tasks needed to be done and makes sure everyone is on the right path to readiness.
 - Mr. Abraham urged people to make sure the appropriate person within their company fills out the survey (available on the BISG website).
 - Laurie Stark (Random House) then made an additional plea for everyone to complete the survey.
 - The survey is broken into three segments:
 - Publishers/Distributors
 - Retailers/Wholesalers
 - POS Vendors/Service Providers
- Relaunch of the ONIX Directory:
 - Currently on the BISG website is an outdated list of ONIX implementers.
 - The new, relaunched, directory would allow companies to submit information on their ONIX usage (e.g., contacts, version used, etc.).
 - The new survey is currently under review and is expected to go live shortly.

- The directory will be open to everybody.
- If companies feel it is important to have their trading partners be included in the directory, they should ask them directly. Mr. Lotz volunteered to send a list of those companies that send ONIX files to Ingram.
- Upcoming events:
 - Mr. Abraham reported that the focus in the BISG office is on the annual meeting of September 28th.
 - The morning meeting will include the election of new board members, as well as a review of BISG's financial statement.
 - Also to be discussed at the morning session will be the results of the membership survey distributed to BISG members.
 - The first afternoon presentation will be the unveiling of the used book study results. These results should create the first comprehensive description of the used book market.
 - The second afternoon presentation will be the first formal introduction of GDSN and how it might affect the book industry. It will be one of the first steps in assuring that the book industry makes the necessary changes ahead of time.
 - Mr. Abraham asked everyone in attendance to register if they have not already done so.
- Strategic Planning Process:
 - Mr. Abraham announced that the Board had formed a subcommittee.
 - The first step was creating the membership survey.
 - Of the 800 plus member contact e-mails that were sent, close to 200 have completed the survey.
 - The survey will probably be closed the week of September 12th.
 - The results of the survey will be shared at the annual meeting on September 28th.
- Merchandising Themes:
 - Connie Harbison introduced a proposal from the Subject Code Committee for approval of version 2.0 of the Merchandising Themes.
 - Fran Toolan (Quality Solutions) questioned whether anyone was using the merchandising themes within their organization.
 - The question was raised that if customers were coached on how to use the themes, would vendors take and disseminate them. Both Ingram and B&T responded favorably.
 - At this time, no one is really sure how retailers might leverage the themes. However, the group was reminded that the subject categories took a marketing effort to gain usage.
 - In order for the themes to become recognized, they may need the weight of who will use them. Thus, it was suggested to make them part of Best Practices or for B&N to add them to their EDRP report.
 - Helen Moore (HarperCollins) reported that HarperCollins is currently looking to make use of version 2.0.
 - Mr. Abraham made the motion to approve the new version and all were in favor, none were opposed.

ISBN-13 Updates (Laura Dawson)

- Laura Dawson (independent consultant) reported that she has been working on the results of the ISBN-13 survey.
- Pamphlets have been sent out to local trade shows and advice has been offered to those making presentations at these shows.
- Another ISBN-13 webinar is being offered on September 15th. These webinars will be offered until interest declines.
- The webinar has been recognized as the best concentrated one hour summary of everything that has changed or is about to change.

- The question was raised regarding how the 13 digit numbers will be assigned. As of now, there has been no finalization on how the numbers will be divided. It is known that prefixes will probably not be retained between 978 and 979 numbers. More specific details are really a question for Bowker.

Committee Reports

Identification Committee (Albert Simmonds)

- Committee chair Albert Simmonds (independent consultant) was not present and did not provide a report for the Identification Committee.

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

- Current committee chair Eric Thronson (Baker & Taylor) was not present and did not provide a report for the SCEDI Committee.
- Mr. Abraham reported that the SCEDI Committee is currently working on completion of the 4010 version of the X12 documents.

Metadata Committee (Richard Stark)

- Committee chair Richard Stark (Barnes & Noble) was not present, so Mr. Lotz gave the committee update.
- It was reported that most of the discussion at the September 8th Metadata Committee meeting was focused on the U. S. reaction to proposals for Code List 5.
- Code List 5 is due out in the next 60 days.
- It was acknowledged that whenever a new country adopts ONIX, new codes are needed.
- Mr. Lotz indicated the committee had received an appeal for quick development of the required book industry specific attributes that are not currently part of the standard attributes in the Global Data Dictionary (GDD) that feeds the Global Data Synchronization Network (GDSN).
- Mr. Abraham concurred that the Metadata committee has the authority and should move quickly to develop and submit the appropriate “change request” for extending the GDD as part of this process.
- GDSN is perceived as one of the potential solutions to efficiently get data to the mass market merchandisers.
- The Metadata committee apparently did not feel it was getting clear enough direction in making the change request to GDD a top priority.
- Andrew LaCroix (Bowker) proposed that the GDSN issue have its own committee with the responsibility of looking at general GDSN business development. The question was then whether it should be a BISAC or BISG committee.
- It was agreed that GDSN may be big enough to warrant its own committee. Mr. Abraham will take it as a request from BISAC to develop a GDSN group to tie together the entire business view of GDSN. He will raise the issue that a place for GDSN needs to be created within BISG.
- Chris Demyanovich (Random House) reported that he is aware of retailers who have recently added GDSN, but are still taking data through traditional methods.
- At the wrap-up of the discussion, it was determined that the Metadata Committee should accelerate its work on the GDD change request.

Subject Codes Committee (Connie Harbison)

- Connie Harbison (Baker & Taylor) reported that as of their September 8th meeting, the committee has completed a final version of the Region list and will submit the list for approval at the November general meeting. The committee still needs to develop usage notes before doing so.
- Also at the September 8th meeting, the committee met with the CPSG to discuss a CPC/BISAC category merge.

- Kelly Gallagher (ECPA) and Leslie Mosher (Zondervan) presented a proposal to the committee. After some discussion, it was determined that the merchandising themes would best suit the needs of the CPSG and facilitate the merging of the two code lists.
- With that in mind, the CPSG will again review the CPC list and see what headings would still need to be integrated.
- The Subject Code Committee's discussion with the CPSG will resume in November.

Publisher/Manufacturer Committee (Brian Sharlach and Diane Degener)

- Brian Sharlach (McGraw-Hill) reported that the committee will be meeting the week of September 12th.
- The committee will begin work with the Manufacturers Executive Interest Group (MEIG), comprised of a group of senior executives, on issues related to the back-end of the supply chain and CPFR.
- The committee is working to slim down message documentation and trying to work XML examples into the documentation.

Rights Committee (Judith Appelbaum)

- Committee chair Judith Appelbaum (Sensible Solutions) was not present, so Mr. Abraham gave the committee update (as provided by Ms. Appelbaum).
- Draft International Standard 21047 for the International Standard Text Code (ISTC) was approved by 100% of the 23 P-member countries that voted. Comments on DIS 21047 were received from 4 ISO member bodies.
- The consortium partners in the future ISTC Registration Authority were asked to respond to comments by September 2nd, in consultation with the experts who participated in SC9 Working Group 3 during development of the ISTC standard.
- Based on the responses to comments and any agreed changes to the text of DIS 21047, the SC9 Chairperson and Secretariat will then decide (by September 15th) whether the ISTC standard can advance directly to publication as International Standard ISO 21047 or undergo a final 2-month vote at the approval stage.

MRC Committee (Tom Clarkson)

- Committee chair Tom Clarkson (Barnes & Noble) was not present, so Mr. Abraham gave the committee update (as provided by Mr. Clarkson).
- The MRC Committee has been inactive over the past few months as many of its members are working on ISBN-13.
- Plans are to reactivate the MRC Committee with a new agenda:
 - Discussion on what should be recommendation for the physical print size of the Bookland-EAN bar code.
 - Covering and evaluating implementation issues of the coding aspect for RFID.
- Mr. Clarkson will issue an invitation to all who want to participate once the committee is ready to get underway.
- Laurie Stark questioned the bar code standard as Random House often gets push back from publishers and designers on such a standard.
 - Chris Demyanovich reported the MRC Committee will also be looking at what really does work in terms of bar codes.

Liaison Reports

Distribution Executive Interest Group (Chris Demyanovich)

- Chris Demyanovich (Random House) reported that the draft of the shipping label container guidelines has been completed. The standards included are: new UPS label, return labeling, ISBN-13 transition, and UPC to EAN transition.
- Mr. Demyanovich hoped to have a final draft by September 15th and final results for the annual meeting.

Manufacturers Executive Interest Group (Craig Bauer and Ed Bourgeois)

- Craig Bauer (Houghton-Mifflin) reported that the B2B subcommittee of the MEIG is in the process of completing 18-20 interviews with publishers, manufacturing, retail and paper companies on the attitudes and usage of EDI, XBITS and B2B applications.
- The group is also completing a survey of 20 VANs to understand their support going forward of X12 and XML B2B transactions.
- The group plans to report where they are to date at the next MEIG meeting scheduled for September 27th.

ECPA/CBA (Kelly Gallagher)

- Kelly Gallagher (ECPA) was not present, so Mr. Lotz gave the update on the Christian segment.
- The group has conducted an industry wide survey to study back room practices. A final document outlining the results is scheduled for this fall.
- The group has been developing a definition of core inventory within the segment.
- The group has been working on testing EDI-852s for the tracking and reporting of sales.

Old Business

- An ISBN-13 readiness survey is currently being worked on for POS vendors. A list of POS vendors has been compiled to try and get them on board and a specialized webinar for POS vendors is currently in development.
- All were reminded to register for the September 28th annual meeting.

New Business

- Mr. Lotz questioned whether switching the BISAC General Meeting from the third Friday of the month to the first Friday of the month has proven to be problematic for anyone. No one in the room had any issue with the dates of the meeting.

The next BISAC General Meeting will be November 4, 2005, 9:30AM to 12:00 PM at the offices of Random House (14th Floor, Dr. Seuss Room).

The meeting adjourned at 10:59 am.

Attachment 1 – Attendees:

<u>Name</u>	<u>Representing</u>
Abraham, Jeff	BISG
Bauer, Craig	Houghton-Mifflin
Bole, Angela	BISG
Dawson, Laura	
Demyanovich, Chris	Random House
Harbison, Connie	Baker & Taylor
Hilles, Jackie	VISTA International
Janusz, Julie	Borders Group
LaCroix, Andrew	Bowker
Lewandowski, Ed	Holtzbrinck
Lotz, Wendell	Ingram Book Company
Moore, Helen	HarperCollins
Mummers, Tim	Time/Warner Retail
Phebus, Meredith	Penguin Group
Sharlach, Brian	McGraw-Hill
Stark, Laurie	Random House
Toolan, Fran	Quality Solutions
Wright, George	PIPS