BIC Out of Print
Best Practice Guidelines

Version 1.0.2
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The Book Industry's Supply Chain Organisation

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1.1 Why do we need these guidelines?

This documentation seeks to provide all organisations trading within the UK Book Supply Chain with a better understanding of, and promote more effective use of, the widely used term 'Out of Print'. Whilst the meaning of this term may appear simple and straightforward to many, the potential for misinterpretation in the supply chain is considerable and the effects of ambiguity and misunderstanding on customers and businesses can also be significant. A more consistent use of the term in metadata communications and systems, and a wider, common understanding of its meaning and effects, would enable more efficient and effective trading between trading partners and more customers getting the books they want.

1.2 Who are the guidelines for?

Any organisations trading products in physical or digital form within the UK Book Supply Chain would benefit from adopting these guidelines within their business, which are based on the principles and definitions of the product lifecycle clearly expressed in the *ONIX for Books* standard and widely assumed and observed in other standards and contexts.

1.3 Scope of the guidelines defined by the project brief:

Availability – messaging and supply chain stakeholder interpretation
Ordering
Returns
Digital book products with an ISBN
Physical book products with an ISBN
Audio and multimedia products with an ISBN
Print on Demand
Promotional reprints
Remaindering
Copyright and reversion of rights
Commercial impact of continued use of poor practices (e.g., unrealistic long-term use of RUC)

Note: Other types of products are traded in the UK book supply chain and use identifiers other than ISBN (e.g., notated music with an ISMN). For consistency, these Best Practice Guidelines should also be applied to such products.

Note: Trading in second-hand products is <u>not</u> covered by these guidelines – all product availability information relates to New Product sales from the Publisher or their nominated prime distributor.

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2. Executive Summary:

- 'Out of Print' (often abbreviated to 'OP') means the <u>termination</u> of a physical product's life. No new copies of that product (identified by a particular ISBN or other appropriate identifier) should be produced, nor new orders accepted, by the publisher or its primary distributor once this has been decided.
- '*Permanently* Withdrawn from Sale' (PWfS) is the equivalent status for Digital products.*
- Products should only be made OP (or PWfS) when they have reached this 'end state' – other, 'temporarily unavailable' statuses should (only) be used prior to making the product OP.
- All 'temporarily unavailable' statuses should be regularly reviewed by the publisher and future availability should not be left undecided for extended periods.
- Continuing to make the content available through Print on Demand technology may extend the life of the product and should be considered as an alternative to making a product OP
- Deciding to make a product OP is a significant event in the 'life' of a product and *may* affect Publishing Rights to the content, but this is determined only by the contract with the author.
- Copies of Out-of-Print products may still be available in the supply chain from legitimate resellers including wholesalers/distributors and sometimes, from the author themselves.
- Returns – notification and sufficient returns window/period for resellers to respond.
- A publisher wishing to make the content available again in the same form after declaring the product as OP is recommended to produce a new product with a new ISBN.

  * Unless explicitly referenced separately in these guidelines, 'OP' should be regarded as expressing the end state of both Physical and Digital products.

2.1 Key Best Practice Recommendations

- All participants in the supply chain are encouraged to adopt the principles, terminology and definitions of the book lifecycle recognised in the ONIX for Books standard, as the basis for an effective, universal vocabulary for all aspects of trade and supply chain communication.
- In particular, the separate purpose and terminology used to express 'Publishing Status' and 'Product Availability' should be more widely adopted within the supply chain.
- All participants in the supply chain should recognise the 'end state' nature of OP. Once a product is declared OP it should not normally be 'revived' under the same ISBN.
- Publishers should routinely and regularly review the future sales potential of products that are currently 'temporarily' unavailable and communicate firm decisions about future availability as soon as possible – either reprint or move to POD manufacturing or make the product OP - and tell your distributors and the supply chain what you intend to do.
- Wider use of Print on Demand (POD) technology is to be encouraged to reduce stock-holding costs but maintain positive availability of products wherever possible.
- Where a product *has* been made OP it should *not* be made available again using the *same* ISBN. Where the publisher subsequently wishes to make the content available again it is recommended that they produce a new and distinct product with its *own new ISBN*.
  - A significant exception to this point is the recognised correction of a mistake: where a Publishing Status of 'OP' has been communicated erroneously, it is recommended that it is corrected back to 'Active' within the shortest period of time and taking longer than one month is regarded as unacceptable.
- Where a new product (and new ISBN) has been issued, publishers are strongly recommended to provide adequate metadata records clearly showing the relationship between the two products, using the 'Related Product' composite in ONIX data feeds (or other similar methods). See section 7 below.

- Publishers should provide clear notification of a product being made OP and allow sufficient time to enable the return of OP products, particularly of hardback front-list titles where they are succeeded by paperback editions.

3. Definitions:

A 'product' is defined as any separately tradable 'book-form' item (including audiobooks and e-books). In the book trade, each separate product would normally be identified by a different ISBN to facilitate ordering disambiguation, especially where multiple products may contain the same or similar content.

'Out of Print' (hereinafter in this document, OP) is a term which reflects the decision by a publisher not to make any further copies of a product available to the supply chain.

'Permanently Withdrawn from Sale' (PWfS) is the equivalent terminology used for digital products.

ONIX defines the Publishing Status of Out of Print (code 07 in code list 64) as

"The product was active, but is now permanently inactive in the sense that (a) the publisher will not accept further orders for it, though stock may still be available elsewhere in the supply chain, and (b) the product will not be made available again under the same ISBN"

ONIX defines the Publishing Status of 'Permanently withdrawn from sale' (code 17 in code list 64) as

"Withdrawn permanently from sale in all markets. Effectively synonymous with 'Out of print' (code 07), but specific to downloadable and online digital products (where no 'stock' would remain in the supply chain)"

OP (or PWfS) is one of a number of distinct terms that may be used to describe milestones in a product's lifecycle that have been helpfully defined and illustrated in ONIX documentation: The following diagram illustrates some of the decisions, potential outcomes and suitable terminology that should be used within the lifecycle of a product and BIC *recommends these to be adopted by all publishers and within all aspects of publishing*, irrespective of their actual use of ONIX or other methods to communicate metadata to the supply chain.

BIC
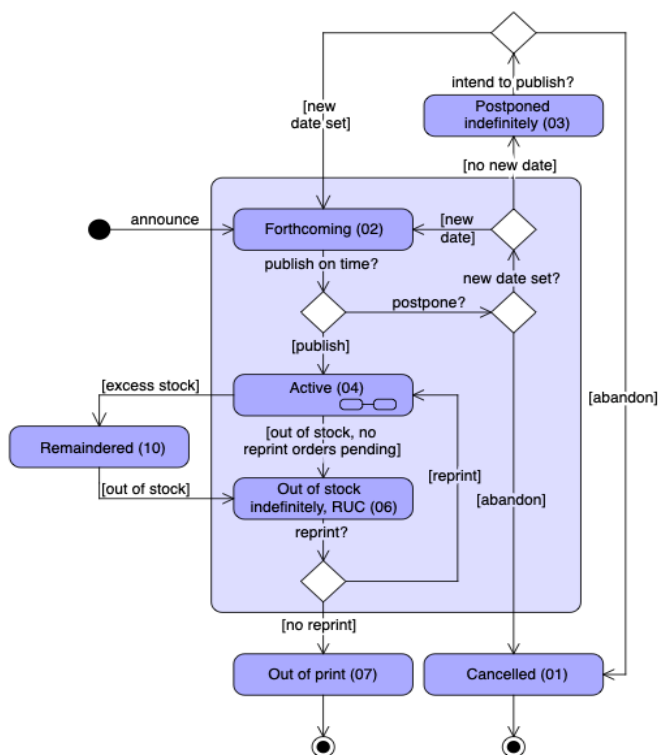*The Book Industry's Supply Chain Organisation*

Diagram reproduced by kind permission of EDItEUR

It is important to note a key aspect of OP in this diagram: it is an 'end state' from which there are no further decisions or actions possible. Once a publisher has decided that a product is not to be reprinted and has made the product OP, then the product is 'dead'.

Note also that the product must *already have been published* (become 'Active' in the diagram above) to become OP: if it has not, then the terms 'Abandoned' or 'Cancelled' are more appropriate to be used. Conversely, neither 'Abandoned' or 'Cancelled' should be used to describe a product that has already been published.

Note too that the decision-flow above describes what ONIX describes as 'Publishing Status' which is separate and discrete from 'Product Availability', which describes the current ability to supply a product from any particular source, such as a distributor or wholesaler.

4. Publisher decision-making processes

4.1 For Physical Products:

The decision to make a product OP can only be made by the publisher and may only be initially communicated either by the publisher or the publisher's primary distributor. This decision is only one of a number of potential outcomes within the decision flow illustrated above.

Once a publisher has published a physical product, it will be necessary to review future sales projections against available stock. Where expected sales outstrip existing stock, a reprint may be justified, but when sales decline over time, the publisher will need to decide whether to end the product's life by making it OP.

It is recommended that decisions on future inventory requirements for individual products be regularly reviewed to ensure that stock availability is maintained where it is viable. Publishers should ensure that products do not remain in temporary or ambiguous availability statuses for extended periods of time, and where a product is uneconomic to keep available, it should be made OP and this clearly communicated to the supply chain.

Examples of inventory management decisions in practice:

> Where future sales expectations are diminishing and a reprint cannot be justified, the publisher may simply sell through the existing stock until none is left. At this point the product would become OP.

> Where future sales expectations diminish and a reprint cannot be justified, but the publisher may have a significant surplus of existing stock, they may 'Remainder' the product by selling off the stock at a discounted price. Publishers would normally follow-up this action by communicating that the product is now OP.

> Where ongoing sales expectations diminish and a 'bulk' reprint cannot be justified, the same product's life may be further extended by making it available through Print on Demand (POD) technology e.g., copies may only be printed specifically to order or to provide minimal stock by using an ultra-short print-run. It is highly recommended that the decision to move a product to POD supply should be taken prior to making that product OP, so that that product simply continues to be active and available and identifiable as such using a suitable product availability code.

> Where stock of a product has been exhausted and future sales expectations have diminished and neither a bulk reprint nor POD supply can be justified, publishers should declare the product as OP. A product unavailable for an extended period of time but with an 'Active' publishing status has a detrimental effect on the supply chain. Where there is no reasonable expectation of reprinting the product, publishers are recommended to declare the product OP as soon as possible or within 3 months of stock being exhausted.

> A publisher may own the Publishing Rights (as detailed in the publishing contract with the author) to make a product available for a particular period of time, or under a specific set of conditions. When these no longer apply, the product should be made OP.

> Some publishing contracts may stipulate that, once a product has been declared as OP by the publisher, the rights may revert to the author or be eligible for reversion upon request. This is always specific to each contract and is not an automatic effect of making a product OP in all cases. For example, unless your publishing rights are format-specific, this reversion

process only happens when the LAST product that contains that content goes OP. Making a hardback OP when the PB becomes available would not affect your rights. Where this is the case and the publisher is concerned about losing publishing rights, alternative supply solutions – such as POD – should be actively considered to maintain availability. It is recommended that publishers contact authors to discuss any changes to product availability that might affect their contractual rights.

Where a product *has* been made OP it should *not* be made available again. Where the publisher wishes to make the content available again in the same form it is recommended that they produce a new distinct product with its *own new ISBN.*

An exception to this condition is the recognised correction of a mistake, where a publishing status has been communicated as OP but then corrected back to active within a short period of time – one month is normally regarded as the acceptable limit to correct such a mistake but in all cases, the sooner the correction, the more effective the solution.

4.2 For Digital Products:

The decision to make a product PWfS can also only be made by the publisher and may only be initially communicated either by the publisher or the publisher's primary distributor.

Once a publisher has published a digital product, availability of the product through specific vendors may need to be *temporarily* halted for a number of reasons such as minor updates/corrections to the text, or for technical or legal reasons. Where these become permanent, publishers are advised to make this clear in their metadata and through their digital distributor(s).

There is evidence from some publishers that Digital products have been made PWfS as a result of a physical product equivalent, containing the same content, being made OP. This is normally unnecessary unless there are contractual conditions requiring this.

Products that have been made PWfS should not be made available again. Where the publisher wishes to make the content available again in the same form it is recommended that they produce a new distinct product with its *own new ISBN.*

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5. Communicating OP to the Supply Chain

The Publishing Status of OP may be communicated to the supply chain through a range of different encoded metadata message formats but should always be considered as a separate and discrete data attribute from current Product Availability.

Where ONIX can be used to communicate product metadata, use of Publishing Status (in Group P.20) and Product Availability (in Group P.25) codes is required, making clear the separate aspects of these two attributes. Publishing Status indicates the publisher's intentions towards the product, whilst Product Availability describes its current ability to be supplied (or not) from nominated distributor(s). It is recommended that publishers maintain ONIX communication throughout (and beyond) a product's entire lifecycle (BIC recommends that distributors continue to include such permanently unavailable product in their feeds for up to 12 months), enabling data recipient organisations to clearly understand current and future orderability of the product.

In addition to using the appropriate Publishing Statuses of 07 from list 64, it is also good practice to include the date when a product has been declared as OP

Example of Group P.20 ONIX message section

<PublishingStatus>07</PublishingStatus>   Out-of-print
<PublishingDate>
<PublishingDateRole>01</PublishingDateRole>   Publication date (of this product)
<Date dateformat="00">20080925</Date>
</PublishingDate>
<PublishingDate>
<PublishingDateRole>13</PublishingDateRole>   Out-of-print date (of this product)
<Date dateformat="00">20200311</Date>
</PublishingDate>
<PublishingDate>

ONIX can include this date in advance of the event - for instance when the publisher only has the rights to publish the book for a specific period of time, e.g., a 10 year licence.

Where ONIX is not used, or where it is used only to communicate metadata for new products, publishers often delegate the responsibility for maintaining product availability exclusively to their prime distributor. Whilst this is entirely appropriate strategy for maintaining information relating to the availability of the product *at that distributor*, it not always adequate for 'end of life' messaging. It is therefore recommended that publishers regularly review the availability of products expressed in distributor systems/data feeds, and correct where necessary, to ensure they accurately reflect each product's true status and, where possible, provide data directly to the supply chain to definitively identify products going OP.

> Where availability update messaging such as EDI is used by Distributors, the use of availability codes from 'ANA list 54' is prevalent: this list has historically contained many codes representing ambiguous and imprecise product availability messages and some also imply publishing status information on behalf of the publisher. Code list ANA 54 has recently (October 2021) been reviewed by BIC and has updated the application notes of a number of codes to clarify their use. In particular the code 'OP' has been updated to the following:

For example:

Code	Description	Notes on application
OP	Out of Print	Use only when the book is completely unavailable and is unlikely to become available again with this ISBN. There may still be stock available in the book supply chain

This code usually relies on the distributor having been provided with information from the publisher to indicate that the product is "unlikely to become available again with this ISBN". Without the confirmed information from the publisher the distributor might only be able to communicate that the product is 'unavailable' by use of either of the following codes:

Code	Description	Notes on application
TU	Temporarily unavailable but expected to be available again soon	Use for stocked items where there is a reasonable expectation that orders will be fulfilled after a brief delay of no more than two weeks. NB Not synonymous with TO – only to order. Do not use for titles that are not stocked but can be ordered.
UC	Unavailable, and may or may not become available again	Use where a reprint is under consideration or where a decision to reprint has been made but it is not possible to provide an available to market date, even provisionally. Do not use in situations where stock is available, but a decision has not been made on whether to reprint when it runs out. If an available to market date is known, use RP and provide the date.

BIC has evidence of Distributor availability for multiple titles remaining in this status for many months – years even – because the publisher has not adequately reviewed and maintained the metadata held in the distributor's system. Potential resellers of the product are therefore simply unable to advise consumers in any meaningful way about whether or when it might be possible to obtain a copy to order.

In addition, it should be acknowledged that lack of clarity over an extended period of time has a degrading effect on trust in data veracity for both the individual product and the source of the metadata.

Publishers who manage their own distribution should ensure that Publishing Status and Availability information are actively maintained and communicated to the supply chain by appropriate means and with similar clarity to the advice above.

Publishers or Distributors should *not* communicate that a product is OP if the item is simply out of stock or awaiting a decision on whether to reprint. There are more precise and effective ways of communicating these availabilities and the supply chain will be able to respond more positively, particularly where these availabilities are used appropriately and justifiably.

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6. Supply Chain effects

Fully maintain all product records:

When a publisher has decided to declare a product OP, they should communicate this change through product metadata updates to all routine data recipients. Once supplied, it is recommended that the record be kept thereafter to ensure any full files (i.e., including all products from the publisher or distributor) include the product record showing its OP status. Data receivers are therefore given appropriate authoritative information to confirm the product's OP status.

Data recipients should accept such communications and update their systems appropriately. Ideally, the same communication processes and messages would update all product types, but where alternative requirements exist for the maintenance of metadata for digital products, these should also routinely accept PWfS messages and respond appropriately.

Automated system responses to OP notification:

When a product is communicated as OP, the routine expectation of data receivers in the supply chain is to conclude that the specific product will not be available again from the publisher or their nominated distributor (though it may temporarily remain available from other sources). Any specific orders to the publisher or nominated distributor receiving an OP response would not be expected to be fulfilled and would normally be cancelled. In most retailer systems, this reaction would be automated and may also include other system changes, such as the way (or if) the product is presented in a retailer's website or freeing up funds available to purchase other products instead.

The notification of PWfS should also result in the removal from sale of the digital product identified by the ISBN and preventing any further new sales of the product.

Returns:

In addition, the notification may also trigger a decision by resellers on returning any unsold copies of the product. Publishers should provide sufficient notice to allow for any legitimate returns, particularly where the OP product is replaced by a different edition, to maximise the sales of the OP product.

> For example, where a hardback front-list product is to be replaced by a paperback edition from the same publisher, booksellers will normally wish to maintain stock of the hardback until the paperback has been published. However, where the hardback is made OP *before* the paperback is published, returns-period limitations (one month after OP notification with some wholesalers) may lead to copies of potentially saleable stock being returned prematurely. Publishers should consider delaying the declaration of OP until the paperback is published or extending the time period available for return in these circumstances.

> Returns management by retailers and other resellers is significantly improved by the provision of product metadata by the publisher showing the date the product was made OP (see above) and whether returns are allowable for the product. Publishers are recommended to include the <ReturnsConditions> composite in ONIX messaging to clarify whether and how returns can be made.

7. Where a publisher wishes to make the content available again.

Where a particular product *has* been made OP, it should *not* be made available again.

As detailed above, most reseller systems will automatically react to an OP notification such that it is normally difficult to change the product back to 'active'. Attempting this change would usually involve significant manual intervention (by both the reseller and publisher) across multiple reseller systems, to attempt a reinstatement of the product, with no guarantee that the effect will be universal. Attempting to make an OP product 'active' again by simply sending metadata updates with a new status can be highly problematic, with some systems rejecting such messages as illogical. Consumer confidence in the potential success of an order is also likely to be undermined by such mixed messages – is it available or not?

BIC therefore strongly recommends that where the publisher wishes to make the content available again in the same form, they should produce ***a new and distinct product with its own new ISBN.***

An exception to this condition is the correction of a mistake, where a publishing status has been communicated as OP but then corrected back to active within a short period of time – one month is normally regarded as the acceptable limit to correct such a mistake, but in all cases, the sooner the correction, the more effective the solution.
The new product with a new ISBN should be announced with a new, discrete metadata record, which should include reference to the OP product it replaces. This can be achieved most effectively using ONIX by including the <RelatedProduct> composite, and referring to the old ISBN
Example of Group P.23 ONIX message section

<RelatedProduct>	
<ProductRelationCode>03</ProductRelationCode>	Replaces
<ProductIdentifier>	
<ProductIDType>15</ProductIDType>	ISBN
<IDValue>9782849026335</IDValue>	Old OP product
</ProductIdentifier>	

</RelatedProduct>

It is good practice to also supply (at the same time and in all subsequent updates) an updated metadata record for the OP product which would include a similar <RelatedProduct> composite showing the new ISBN in the composite with the product relation code of 05 (from List 51) showing the relationship as 'Replaced by'. These two related product records provide a complete overview of both products to clearly show which should be orderable – one would be supplied; the other is OP and no longer available.

For a more detailed view of Product Relationships and how they can be expressed in ONIX, see EDItEUR's helpful guide here.

Most distributors are able to link one ISBN to another, superseding ISBN to ensure that if the old ISBN were ordered, the new ISBN product could be offered or supplied instead. Product records held by a third- party distributor should be actively managed by the publisher, to ensure appropriate linking ISBNs and suitable availability codes for all ISBNs are provided to the supply chain.

Publishers tracking sales through Nielsen Bookscan are reminded that Nielsen is able to combine the sales of multiple ISBNs to show sales history across multiple iterations of successive products.

8. Checklist

8.1 Publishers:

- Review the status of products regularly. A 'temporary' unavailability status used for an excessive period for a product undermines trust in the product information you provide.
- Consider using Print on Demand to extend the future sales potential of your product, *before* you declare the product OP.
- Are you sure you want to make a product Out of Print? Making it OP signifies the *end* of that product's life and indicates that no further new copies will enter the supply chain.
- Have you amended your metadata to communicate this change to your customers and through your distributor? Inconsistent metadata through different sources can be confusing.
- Have you considered the impact of declaring a product OP on the publishing rights you own and the author's contract?
- Unsold stock may still exist in the supply chain and at booksellers: have you considered the likely impact on returns?
- Consider the timing of your OP declaration to maximise the potential sale of products in the supply chain and minimise unnecessary returns.
- Consider the way that data recipient systems will react – particularly automated - to an OP notification. After making a product OP - changing your mind or correcting a mistake – it often requires considerable manual effort to reinstate a product back to active status.
- Want to revive the product after making it OP? Publish a new product with a new ISBN.

8.2 Booksellers:

- Challenge publishers and distributors to clarify the availability of products where product metadata indicates a 'temporary' unavailability for an excessive period of time.
- Optimise your systems to accept and make use of the range of metadata provided by publishers in standard ONIX feeds, in particular including product availability, publishing status, related product and returns eligibility information.

9. BIC Out-of-Print Best Practice Working Group

Sign-off

The following people and organisations contributed to the development of these Best Practice guidelines. BIC thanks all participants for the energy, engagement, and expertise they have brought to the working group during the course of 2021.

The final documentation has been discussed, agreed, and signed off by all participants on behalf of the organisations they represent.

Participation in the project is a demonstration of each organisation's commitment to adopting the final best practice guidelines within their business practices and to help promote these guidelines to other supply chain partners.

Sarah Butler	Bloomsbury Publishing
Simon Bartlett	Cambridge University Press
Graham Bell and Chris Saynor	EDItEUR
Becky Taylor	Emerald Publishing
Simon Pallant	Gardners
Kathy Berners	Ingram Content Group
Marian Hursey	Macmillan Distribution Ltd
Laura Furniss	Nielsen Book
Elli Pigg	UK ISBN Agency (Nielsen Book)
Karen Osterley	Pearson
Vlad Kriz	Penguin Random House
Stella Griffiths and Nick Woods	The International ISBN Agency
Andrew Henty	Virtusales
Gabrielle Wallington	Waterstones
Catherine Cooke	Westminster Libraries

Appendix 1

Considerations when reviving a product previously identified as OP:
Pros and Cons of using a new ISBN or using the same ISBN

Using the <u>SAME</u> ISBN to revive a previously OP product			
Circumstance	**Benefits**	**Disadvantages**	Notes
Where a product has been made OP by mistake - correction before publication	• Pre-orders may still be fulfilled	• Potential confusion over whether the product is to be published or not. • Pre-orders may be automatically cancelled by resellers if notified of OP, requiring manual reinstatement	• Possible that the OP message may not have been accepted since 'Abandoned' or 'Cancelled' would be more appropriate to use.
Where a product has been made OP by mistake - immediate correction (and within 1 month of the erroneous metadata communication)	• It is just a mistake - it is the same book • Continuation on chart sales history relatively easy to correct in short term	• Dues/orders may already be cancelled. E.g., Gardners auto-cancel any outstanding orders (in and out) within 12 hrs. • Reputational impact of making mistakes is reduced if corrected quickly	
Where a product has been made OP by mistake - correction more than 1 month after the erroneous communication	• Adverse effects increase over time • It is just a mistake - it is the same book • Continuation on chart sales history relatively easy to correct in short term	• the longer the period between OP notification and correction, the greater the likelihood of cancelling any dues or orders • Reputational impact of making mistakes can be costly!	
Special Reprint (possibly for limited market sector, region or customer)	• Easier reprint possible (same print file) • continuity/easier aggregation of sales history	• Lack of clarity of separate supply arrangements to limit supply to designation/hide the special product from the rest of the market • Lack of Clarity in royalties (special reprints may be subject to different clauses in contract and different royalty rates (e.g., high discount clauses)) • Other customers will order, and distributor will not know whether to supply normal or special version	

Continued overleaf

Using the SAME ISBN to revive a previously OP product

Circumstance	Benefits	Disadvantages	Notes
Revive product due to new sales potential (product is OP for some time, and is then brought back in identical form)	• Sales history more likely to be retained/continued in internal and/or external (e.g., Bookscan) systems • Possible increased course adoption consistency	• Often Difficult or impossible to revive an old record on some receiver systems • Manual intervention usually required to resolve • Potential for confusion across multiple sites/sellers resulting in lower demand • Possible new marketing material ignored?	• Not including where new editions (where 'significant change has occurred) under new ISBNs are published
Product being republished under new brand/imprint after acquisition	• Sales history more likely to be retained/continued (i.e., maintaining lifetime sales) in internal and/or external (Bookscan) systems • Possible increased course adoption consistency • Potential for confusion across multiple sites/sellers resulting in lower demand	• Potential for confusion across multiple sites/sellers resulting in lower demand • Different publishers/ownership/supply arrangements for same product causing reseller confusion • 'Duplicate' catalogue entries in Library systems	• Note that when the publisher or imprint changes *a new ISBN should be assigned* because the ISBN identifies the publisher as well as the product.
Facsimile edition (by same publisher) (deliberate 'recreation' of product in original form, but no suggestion it is the same product)	• in line with guidance in ISBN manual (from International ISBN Agency), which says facsimile editions should re-use the original ISBN if publisher and imprint of the facsimile are both the same as the original	• inability to distinguish between original, conventional reprints of the original, and the facsimile – original appears to be back 'in print' • sales history merged with that of the original • out of line with general publisher practice	• ONIX treats 'facsimile' as a different edition type (FAC)
Product is never made Out of Print since it MIGHT be revived if sales potential increases.	• Publisher manages a single product (and product record) throughout	• product lifecycle never ends, every product is semi-permanently in a 'temporarily unavailable' status because it never becomes 'permanently unavailable', • number of 'active' products in the market increases every year • The supply chain cannot trust the availability reported • Consumers unable to know if the product is ever to be available again	• Print on Demand (POD) technology is a far more effective way of maintaining permanent future availability of a product.

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Using a <u>DIFFERENT</u> ISBN to revive a previously OP product			
Circumstance	**Benefits**	**Disadvantages**	**Notes**
Where a product has been made OP by mistake - correction before publication	• Customers more likely to list the new product automatically	• All dues of original may be deleted rather than transferred to new product • Relationship to original product may not be recognised by all • Admin cost to publisher of issuing new ISBN - (e.g., printing, Royalties, production)	Abandoned' or 'Cancelled' would be more appropriate to use when cancelling a product or ISBN before publication
Where a product has been made OP by mistake - immediate correction (and within 1 month of the erroneous metadata communication)	• High likelihood of automatic acceptance of product metadata for new ISBN	• Admin cost to publisher of issuing new ISBN • Potential to lose place on a 'core' stocklist • Potential for new ISBN to be regarded as new/different product • Potential for related product metadata to be ignored	
where a product has been made OP by mistake - correction more than 1 month after the erroneous communication	• Much easier for resellers to accept new ISBN metadata record • the longer the period between OP notification and correction, the greater the likelihood of cancelling any dues. E.g., Gardners auto-cancel any outstanding orders (in and out) within 12 hrs. • Clarity to resellers which ISBN to order to obtain the product.	• Potential for new ISBN to be regarded as new/different product	

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Using a <u>DIFFERENT</u> ISBN to revive a previously OP product [continued]

Circumstance	Benefits	Disadvantages	Notes
Special Reprint (possibly for limited market sector, region or customer)	• Much easier to separate supply arrangements to limit supply to designation/hide the special product from the rest of the market • Clarity in metadata records to distinguish one edition from another • Clarity in sales reporting /royalties easier to track (special reprints may be subject to different clauses in contract and different royalty rates (e.g., high discount clauses)) • Greater ability to manage which customers can order, and distributor able to differentiate between normal and special versions	• Separate print file from original ISBN required	
Revive product due to new sales potential (product is OP for some time, and is then brought back in identical form)	• Treated as new product so usual new product marketing and product record set up processes apply. • Clarity of which product is being ordered • No manual processes required to over-ride system behaviours initiated by OP report. • Easy means of communicating relationship between the Old and New ISBNs in ONIX Many systems able to cope with linking old to new (e.g., Vista 'Next ISBN' function)	• Sales history may not retained/continued (i.e., maintaining lifetime sales) in internal and/or external (Bookscan) systems • Possible course adoption inconsistency • Potential for confusion across multiple sites/sellers resulting in lower demand? • Duplicate catalogue entries in Library systems	• Not including where new editions (where 'significant change has occurred) under new ISBNs are published

Using a <u>DIFFERENT</u> ISBN to revive a previously OP product [continued]			
Circumstance	**Benefits**	**Disadvantages**	**Notes**
Product being republished under new brand/imprint after acquisition	• Clarity of the new publishing/ownership responsibility and supply arrangements • Clear separation of sales history old owner ISBN and new owner ISBN	• Sales history may not retained/continued (i.e., maintaining lifetime sales) in internal and/or external (e.g., Nielsen Bookscan) systems • Possible course adoption inconsistency • Potential for confusion across multiple sites/sellers resulting in lower demand? • Duplicate catalogue entries in Library systems	• Note that when the publisher or imprint changes *a new ISBN should be assigned* because the ISBN identifies the publisher as well as the product.
Facsimile edition (by same publisher) (deliberate 'recreation' of product in original form, but no suggestion it is the same product)	• Sales history is separate from original • Original remains clearly OP • Clear differentiation from (e.g.,) reprints or used copies of original – no confusion • Libraries and consumers can clearly see the difference between original and facsimile • in line with general publisher practice	• not in line with guidance in ISBN Users' manual (published by the International ISBN Agency, with input from stakeholders across the global supply chain)	• ONIX treats 'facsimile' as a different edition type (FAC)
Product is never made Out of Print since it MIGHT be revived if sales potential increases but is not actively available to be supplied by the publisher.		• product lifecycle never ends, every product is semi-permanently in a 'temporarily unavailable' status because it never becomes 'permanently unavailable', • number of 'active' products in the market increases every year • The supply chain cannot trust the availability reported • Consumers unable to know if the product is ever to be available again	• Print on Demand (POD) technology is a far more effective way of maintaining permanent future availability of a product.

Appendix 2

Communicating metadata relating to products becoming Out of Print.

BIC is indebted to EDItEUR for the provision of the guidelines below for communicating appropriate metadata characteristics relating to products that are to be made Out of Print. Whilst the recommendations are expressed in ONIX terms and that sending a product data update *within* an ONIX message is also highly recommended, the principles apply to any means of communicating product metadata to the Supply Chain.

Out of print

It is good practice to send an ONIX update for a product as it reaches the end of its lifecycle. In ONIX, any regular post-publication metadata record update – or a 'block update' – can declare a product is **Out of print** (*i.e.,* the publisher or publisher's primary distributor will no longer accept any further orders for the product), using <PublishingStatus>.

In Block 4:

<PublishingStatus>07</PublishingStatus>	Out of print
<PublishingDate>	
<PublishingDateRole>01</PublishingDateRole>	Publication date = 25th Sept 2008
<Date>20080925</Date>	
</PublishingDate>	
<PublishingDate>	
<PublishingDateRole>13</PublishingDateRole>	Out of print date = 26th April 2022
<Date>20220426</Date>	
</PublishingDate>	

1. For digital products, Publishing status code 17 (**Permanently withdrawn from sale**) is more appropriate than code 07 (**Out of print**) because, for digital products, there is no question of continuing sales of existing stock in the supply chain. Code 07 implies sales of existing stock may continue.

2. In complex cases, a product can be declared out of print in one 'market' (*e.g.,* North America) while remaining 'in print' in another (*e.g.,* EMEA). In this case, each market will have a distinct <ProductSupply> composite within Block 6, containing a Market Publishing Status and dates. These use identical codes. If market-specific *and* 'global' statuses and dates are supplied, the global status should be 'in print' if the product is in print in any market, and the global out of print date should be the date the product is declared out of print in the last market.

<PublishingStatus> can also be used to declare the product is **Out of stock indefinitely** (as in 'reprint under consideration') using code 06 (or its digital equivalent code 11), but this status is not intended to persist for many months.

Product availability and Last date for returns

For products declared out of print, the Product availability (from the Publisher or publisher's primary distributor) should be code 51, **Not available, publisher indicates OP**. (this same code also covers digital products).

For products sold on SOR terms, declaring the product out of print usually also implies a Last date for returns (*i.e.,* the publisher of publisher's primary distributor will no longer accept any further returns of unsold stock for credit).

In Block 6:

<ReturnsConditions>	
<ReturnsCodeType>04</ReturnsCodeType>	ONIX returns condition code
<ReturnsCode>03</ReturnsCode>	Sale or return
</ReturnsConditions>	
<ProductAvailability>51</ProductAvailability>	Not available, publisher indicates OP
<SupplyDate>	
<SupplyDateRole>18</SupplyDateRole>	Last date for returns = 26th July 2022
<Date>20220726</Date>	
</SupplyDate>	

Of course, the above applies only to the publisher (as a supplier) or publisher's primary distributor in a market – it occurs in the context of a particular Supplier. There may be many Suppliers within a market, and other suppliers (*e.g.,* wholesalers) may declare separate Product availabilities and separate Last dates for returns.

1. The ONIX returns condition codes are not the only way to declare 'returnable' or 'non-returnable'. The BISAC returns codes are used more often in North America.
2. In complex cases where the product is still available in other markets, Product availability code 52 may be used instead of code 51 to indicate 'unavailability in *this* market'.

Related products

When a product is declared out of print, it is important review the details of any closely-related products, and ensure the identity of any successor product or any alternative products is supplied. In ONIX, this is done using the <RelatedProduct> composite.

The Product relation code specifies the relationship between the out of print and the successor product. In the example below, the old product is a hardback that is out of print, and the replacement is a paperback.

In Block 5:

<RelatedProduct>	
<ProductRelationCode>06</ProductRelationCode>	= Alternative format
<ProductRelationCode>05</ProductRelationCode>	= Replaced by
<ProductIdentifier>	
<ProductIDType>03</ProductIDType>	
<IDValue>9780001234567</IDValue>	GTIN-13 of the replacement product
</ProductIdentifier>	
<ProductIdentifier>	
<ProductIDType>15</ProductIDType>	
<IDValue>9780001234567</IDValue>	ISBN of the replacement product
</ProductIdentifier>	
<ProductForm>BC</ProductForm>	Replacement is paperback
</RelatedProduct>	

1. A 'Replaced by' relationship that is not accompanied by 'Alternative format' implies a successor product that has different content (*e.g.,* a 3rd edition that replaces a second). Replaced by that is accompanied by 'alternative format' implies the successor product has the same content (*i.e.,* is a different manifestation of the same work). Alternative format without Replaced by implies a different manifestation of the same work without implying any predecessor/successor relationship.
2. Note that the relationships don't imply anything about the Publishing status and the Product availability of the related product – it might be available, it could be a forthcoming product, or indeed it too could have been declared out of print. The availability of the related product is in the ONIX Product record for *that* product.
3. **Publishers suggested alternative** (Product relation code 12) may be used to indicate a suggested alternative that is not a direct successor.

These relationships and alternatives can be set up in the ONIX at any time – they do not need to wait until the Product is declared Out of Print.

Appendix 2 written by
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28th April 2022