



Data Recipient Best Practice

Stakeholder Roles and Responsibilities

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Please note: The information provided in this document is intended for guidance purposes only. Those involved in the creation, collection, management or distribution of product metadata are strongly advised to seek guidance on compliance with the business policies of their respective organisations.

STAKEHOLDER ROLES AND RESPONSIBILITIES:

With particular thanks to Booksolve, EDItEUR, Rakuten Kobo and Taylor & Francis for their assistance in helping compile this glossary.

BA: The Booksellers' Association. An industry members association and founder member of BIC.

BIC: Book Industry Communication. An independent organisation founded by the Publishers Association, Booksellers Association, the Chartered Institute of Library and Information Professionals and the British Library to promote supply chain efficiency through e-commerce and the application of standard processes and procedures. Not for profit.

Bookseller: A chain or independent bookshop or retailer. It may refer to an online entity. The term also denotes an employee of a chain or independent bookshop.

Buyer: The individual (end consumer) purchasing a book, book-related product or a package containing a combination of the two. Where a business is the "buyer", this can relate to the purchasing of raw materials, finished products or services, and is delegated to an individual or department.

Catalogue Services: A curated collection of book metadata usually provided by third parties specialising in data aggregation.

Client Publisher: A publisher or publishing group using the services of a distributor for a range of functions such as order fulfilment, returns, cash collection and P&A information. Some, but not all distributors, may be owned by a publisher, leading to confusion. Distributors will also distribute for third party publishers.

Contributor: Person or organisation – more generally, the party – responsible for creating the intellectual or artistic content of the product. ONIX is usually only concerned with contributors named on the product itself, and then only with their outward-facing public identity or persona. The contributor normally and automatically becomes the original copyright holder of the content (but not work for hire). The publisher acquires rights to exploit the intellectual or artistic content created by the contributor, in return for fees or a royalty.

Copyright Licensing Agency or CLA: A UK non-profit organisation that undertakes the collective licensing on behalf of its members, which are the Authors' Licensing and Collecting Society, Publishers' Licensing Services and the Design and Artists Collecting Society.

Creator: Takes the original published book and creates the audiobook version. The recording of a book being read (or dramatised) out loud can be abridged or unabridged.

Data Aggregator: An organisation that collects product metadata. This data is validated against recognised industry standards and made available on a commercial basis to other interested parties. Also referred to as an "aggregator" or "metadata aggregator".

Digital Asset Distributor or DAD: An organisation that facilitates the distribution of digital assets such as e-books to online retailers and libraries on behalf of publishers. The service may encompass a managed asset repository, file format conversion services, metadata and e-book distribution and aggregation of sales statistics. The publishers are not necessarily owned by (or own) the digital asset distributors.

Distribution Centre or DC: A publisher's, distributor's or wholesaler's warehouse.

Distributor: Organisation that holds the primary stock of books and is responsible for fulfilment (of trade orders, or of orders from a specific type of customer, e.g. education) in a particular territory or market on behalf of the publisher. Wholesalers and retailers may act as intermediaries between the distributor and the end customer. Many large publishers own or operate their own distributor and hold stocks themselves. Other publishers (a distributor's 'client publishers') appoint a single, exclusive distributor per market or territory (and this exclusive distributor is sometimes termed the Vendor of record for that market). Some publishers prefer to appoint multiple non-exclusive distributors. In North America in particular, distributors may also have a role in marketing, promotion and sales of the book to wholesalers and retailers – that is they act as a sales agent – and in ONIX these distributors should be named both as <PublisherRepresentative> and <Supplier> in the relevant market. More generally, distributors frequently take on this broader role outside the home market of the publisher. In France, this distinction is expressed in the terms « diffuseur » which takes a role in marketing and sales, and « distributeur » which concentrates solely on fulfilment.

EDItEUR: A membership-supported organisation that develops standards such as ONIX, *Thema* and EDItX for the global book supply chain.

End-Consumer: Individual purchaser of book or book-related products. Otherwise known as the “consumer”.

Freight Forwarder: An organisation specialising in domestic and international transport and logistics, arranging transport of cargoes of products from the manufacturer to a distributor, wholesaler or retailer along the supply chain, on behalf of its client publishers or manufacturers (the shippers or consignors, who ultimately bear the costs of transport). A freight forwarder does not itself move goods, but contracts with carriers to do so, and is usually responsible for arranging Customs clearance and other administration of the shipments. Freight forwarders may also arrange consolidation of individual small shipments into larger cargoes to reduce overall transport costs.

Fulfilment Centre: The warehouse location where the product is packaged and dispatched from.

GS1UK: A not-for-profit standards organisation. BIC is licensed by GS1UK to allocate SANs and GLNs.

HMRC or His Majesty's Revenue and Customs: Responsible for the collection, payment, administration and enforcement of taxes on behalf of the UK government. The equivalent body in Ireland is Irish Tax and Customs (otherwise known as the Revenue).

IPG: Independent Publishers Guild. An association for the independent publishing sector in the UK and Ireland.

ISBN Agency: The International ISBN Agency delegates responsibility for the assignment of ISBNs to numerous affiliated national agencies (including Nielsen BookData in the UK and Ireland). Publishers apply for ISBN allocations through their local ISBN Agency. Used for book discovery, ordering and tracking sales, the ISBN is unique to a specific title, edition and format combination, and cannot be re-used.

IT Department or Information Technology Department: Such teams may have responsibility for the creation and management of inbound and outbound files of product information. IT Department responsibilities and expertise will vary according to the individual organisation.

Legal Deposit: : Legal requirement and administrative process whereby publishers lodge a copy – sometimes multiple copies – of every publication with a national library or with other repositories.

Long term Archive: A service that safeguards access to e-journals, e-books and digital collections to ensure that the content remains accessible to and usable by researchers, scholars and students in the

future.

Manufacturer: A business producing goods for sale. Includes printing and binding.

National Library: The library established by a government as a country's preeminent repository of information.

Packager: An agency contracted by the publisher to produce a book, usually including text creation, editing, design and illustration, but not the manufacturing of the final product.

Platform: A digital service making books available to consumers.

Printer: Reproduces text and images in books and periodicals.

Publisher: A business responsible for bringing books to market. Publishers will usually have their own editors, marketing and publicity teams as well as a unique stable of authors. Publishers are not always responsible for managing distribution or returns.

Publishers Association: A member organisation for the UK publishing industry.

Publishers' Licensing Services or PLS: Is a not-for-profit collective management organisation representing the interests of publishers in UK collective licensing and providing rights management services to the publishing industry.

Recording Studio: A location for recording sound. Designed to optimise sound quality.

Reseller: An intermediary retail organisation such as a wholesaler, library supplier or retailer that makes digital book products available to consumers on behalf of publishers. Done on a business to business or business to consumer basis.

Retailer: The organisation selling goods to the end consumer. A retailer can sell through physical ("bricks and mortar") bookshops or may operate a direct sales operation (such as a book club). Increasingly, retailers sell both physical and digital products through online stores.

Sales Department: The team within an organisation responsible for marketing, promotion and financial deals involving specific goods or services.

Shipper: A company that handles goods on behalf of a bookseller or supplier where consolidation, specialist handling or international transport is required.

Specialist: An organisation with a specific focus in the book industry.

Studio: A location for creating and recording (and often editing) audiobook content.

Supplier: A business providing goods to another organisation for resale.

System Supplier: A specialist organisation providing computer hardware and/ or software to fulfil specific business functions.

Third Party: An external party contracted to provide a service or range of services requiring specific technical, standards or best practice expertise to a business.

Vendor: An organisation offering a product or service for sale or loan on a commercial basis. The vendor fulfils roles in different supply chain models. These include direct to consumer,

direct to government and business to business.

Wholesaler: In the book industry, a business that has the attributes of a distributor and a retailer, and often acts as an intermediary between the two. It sources stock for quick order fulfilment, not just large quantities of the faster selling titles, but also slower selling, specialist titles.