

# Metadata Template Guide

This guide contains information on how to fill in the metadata template as well as the upload process. There are two sheets in the template, 'Data', where the metadata for the books you are uploading should be entered.

eISBN*	Print ISBN	Other ISBNs (separated by commas)	Title*	Publisher*	Imprint	Publishing status
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The second is titled 'Field descriptions', this contains information on each of the individual columns, default values, which fields are mandatory and the data formats required.

Column	Mandatory	Description	Format	Example	If not provided, defaulting to:
eISBN*	<input checked="" type="checkbox"/>	ISBN of electronic edition	ISBN-13 with no dashes	9780192590916	
Print ISBN	<input type="checkbox"/>	ISBN of print edition	ISBN-13, with no dashes, and separated by commas	9780192590909, 9780198850298	
Other ISBNs (separated by commas)	<input type="checkbox"/>	List of alternative format ISBNs	One of [Active, Withdrawn from sale, Permanently withdrawn from sale, Cancelled, Out of print]	Withdrawn from sale	Active
Publishing status	<input type="checkbox"/>	Defaults to 'Active' but set a different status to withdraw the book from sale			
Title*	<input checked="" type="checkbox"/>	The full text of the distinctive title of the item, without abbreviation or abridgement.		Research Methods in the Social Sciences: An A-Z of key concepts	
Publisher*	<input checked="" type="checkbox"/>	Publisher name			
Imprint	<input type="checkbox"/>	Trade name of publisher			
Book description	<input type="checkbox"/>	Full description of book			

Once the template has been filled out it should be uploaded to your FTP folder in either CSV or XLSX format, any other format is not supported and will cause an error.

## Required Fields

There are a number of required fields, these form the minimum amount of metadata required for your book to be listed on our platform. However, the more information you provide the better! For a list of available fields and the data formats required, please consult the 'Field descriptions' tab, the required fields are listed below for reference.

### Book Metadata

- eISBN
- Title
- Publisher

- Author(s)

## Pricing

- US RETAIL DLP
- UK RETAIL DLP
- UK LIBRARY DLP
- US LIBRARY DLP



*Whenever a new template is imported all previously live prices are expired and only those that were imported become effective.*



Please note that if you do not wish to list a price in these currencies then you should enter 0 as the value.

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## Withdrawal notifications

You are able to update the publishing status of a book using the Publishing status column.



The allowed values for publishing status are 'Active', 'Withdrawn from sale', 'Permanently withdrawn from sale', 'Cancelled' and 'Out of print'

This allows you to send withdrawal notifications, you can also check that these have been ingested using the logging system detailed in the next section.

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## Metadata Ingestion Logging

Once you have uploaded the filled in metadata template you can check to see if everything ingested correctly. This is done by checking the '@logs' folder in the base of your FTP folder. Every time you upload a file a new log file will be written to this directory. The logs are organised by year and month of upload.

Each file is prefixed with either 'ERROR' or 'success' followed by the name of the file that was processed and a timestamp of when it was processed.

If your upload was successful then this log file will contain the details of what has been added/updated on our systems.

All items were successfully processed.

isbn	product	expired prices	new prices	new related products
9780000000111	updated	2	3	2
9780000000222	created	0	3	0

If you find that the upload was unsuccessful then the log file will detail what row of the sheet have had errors as well as useful messages on how to fix the errors.

File could not be processed due to validation issues.  
 3 errors detected in file - all rows have been ignored.  
 Please correct the issues and upload the entire sheet again.  
 Please refer to the 'Field Description' sheet in the template for help with formatting.

rowNumber	isbn	column	error
5	9780000000111	Author(s)*: First Name Last Name, First Name2 Last Name2	Missing mandatory value
6	9780000000222	Language	Must be a 3 letter language code
6	9780000000222	Publication Date	Must be a valid date in the format YYYY-MM-DD

Most errors that arise as a results of data formatting, these will be detailed in the log file, as a reference you can use the 'Field descriptions' tab to find the formats that data is expected in.

### Processing Errors

Aa Error	☰ Issue	☰ Solution
<a href="#"><u>File could not be processed due to validation issues.</u></a>	Some of the data is missing or entered in a incorrect format	Read the error message from the log file and reference the 'Field descriptions' tab for required fields and data formats
<a href="#"><u>File does not align with template, please ask the Bibliu team for the correct template and upload the file again.</u></a>	The template does not match what we would expect	Email the BibliU team to obtain a copy of the metadata template

Aa Error	☰ Issue	☰ Solution
<u>File is not in acceptable format, please use one of CSV or XLSX and upload the file again.</u>	The uploaded file type is not supported	Re-upload the sheet in <b>CSV</b> or <b>XLSX</b> format
<u>File does not contain headers, please include these and upload the file again.</u>	The template has been modified and the headers are not present	Copy and paste the data into the template and re-upload