Excel Template (Publishers)

Subject:	What's new?
Version:	V3.2
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Department:	Libri Data Integration Management & Libri Import Department

Libri's Excel Template is

a self-explanatory tool for submitting metadata information to Libri Wholesale in Hamburg. This document tends to give some helpful advice and useful information on recent changes and legal requirements around good data for the book and media industry. Please take your time to read it over.

- Beginning in 2015 the German Federal Ministry Of Finance taxes audiobooks (spoken word of a literary work) with a reduced tax rate. To pass on this information to Libri please indicate in **column AR** value "01" for audiobooks , "02" for Radio Drama and other audio content.
  We also ask you to pass on the information whether it is an abridged or unabridged edition in **column AS**.

- You can specify exact **Territorial Rights** (**either positive or negative**) for each product in **colums Q and R** (multiple countries should be separated by a "/" slash). At best you should define the rights clearly. In most cases this means that stating the territorial rights negative would suffice. For doing so please use only values of code list ISO 3166-1 https://en.wikipedia.org/wiki/ISO_3166-1 .

- New columns **Customs Tariff Numbers** (**column S**) and **Country of Origin** (**column T**): This information given ensures the export of merchandise to our customers in the European Economic Area. This information is mandatory for non-books, games, and toys.
  For general information on this vital topic refer to http://www.wto.org/english/res_e/statis_e/statis_e.htm
  For English language information on Tariff Numbers of the European External Trade Statistics look here: http://www.zolltarifnummern.de/2012_en/ .

- For games and toys use the **column AZ** **Warning According to EU Toy Safety Directive** which is mandatory.

- You may indicate Thema Subject Categories and Qualifiers, BIC Subject Codes and Qualifiers or BISAC Subject Headings, BISAC Merchandising Themes, and BISAC Regional Themes in **columns U** to **AF**. Multiple subjects or qualifiers should be separated by a "/" slash.
  For more information refer to http://www.editeur.org/151/thema/ , http://www.bic.org.uk/ and http://www.bisg.org/ .

- Some of the column headings and notes have been revised for better understanding.

- **Export Prices**: please fill in **column AJ**, if you are offering export prices. Please never copy the prices from the previous price column into this one!
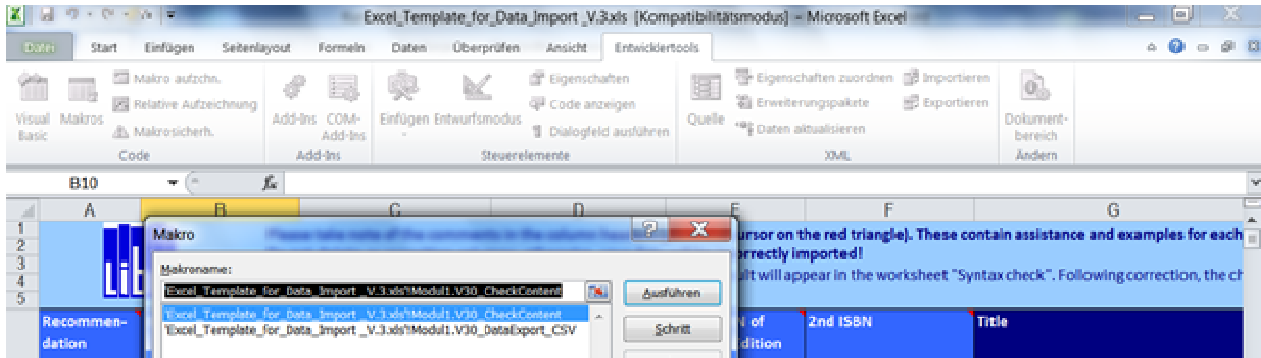
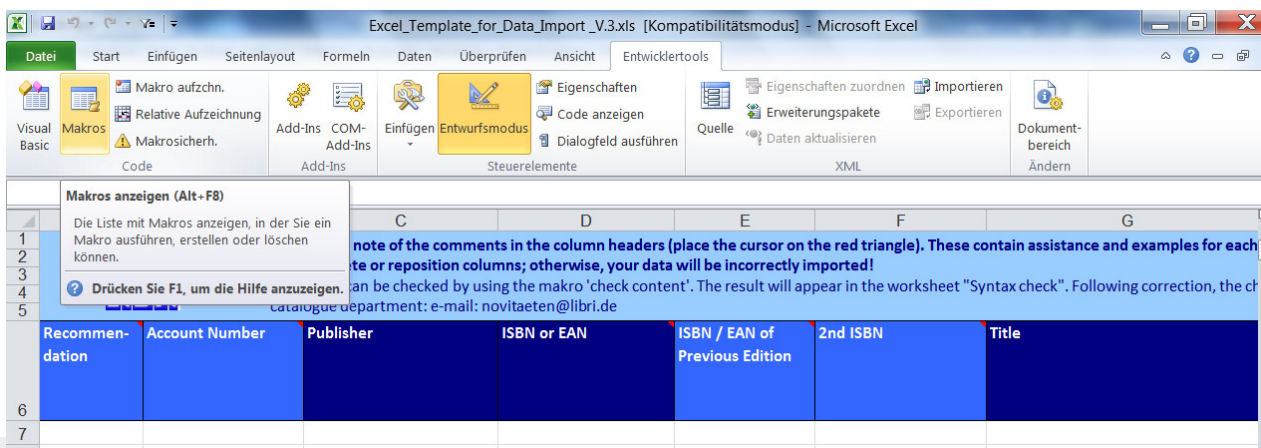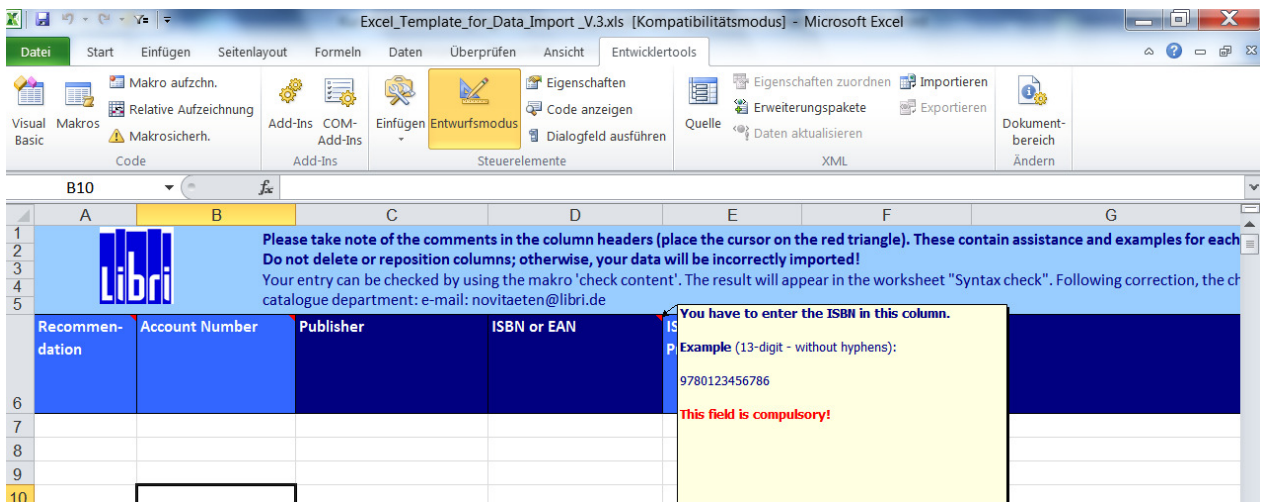## Important Guidelines for Completing the Title Information Template

There are three worksheets in the attached document.

The first one is the main data template, where bibliographic details should be entered for inclusion in Libri's database. It is essential to enable macros in the template.

As this template will be processed electronically, it must be completed in accurate fashion. Any deviation from standard that have been set up in the document will not be processed.

Please read the notes attached to the column headings (in **row 6**). Where you see the small red triangle a note will show up when the cursor is moved over the column in question. For some further hints see below.

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The fields with dark-blue column headings are compulsory. The light-blue columns are optional.

The second worksheet displays the mistakes and inconsistencies which may be identified after the syntax check function has been employed. After you have entered some title information on the first worksheet, you can use the key combination **alt + F8** (Excel 2007). Your entries will then be checked for conformity. Discrepancies that might appear on the second worksheet must be corrected. Please repeat the process until there are no further incorrect entries.

The third worksheet contains examples to guide you through the filling of the template.

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Here are some further points to note:

- Please **do not reformat** the document in any way (e.g. by deleting/adding columns or rows). Do not employ filters. Do not delete the first six rows.
- Please use normal **upper and lower case**. Do not enter details in block capitals.
- Please **do not enter N/A** in any field. If no information is to be entered, these columns should be left blank.
- Please write ISBNs without spaces or hyphens: 9781234567890
- It is important to enter the author name(s) in the following format: Surname, First Name/ Surname, First Name, etc. This applies to all contributors.
- The publication dates are very important. Please enter these in exactly the format required.
- Please enter the binding in the format required.
- Please enter all price details according to German punctuation, i.e. with a separating comma: 6,99 and not 6.99. **Do not include any currency symbols** in the price columns.
- The field "Editor" refers to the editor of a collection or anthology. It is not necessary to enter the line editor details for each book.
- If you have any further questions, please contact the relevant buyer for your publisher's titles.

Thank you for your cooperation. Quick and correct entry of your title information will result in better sales of your product.