


VERSION 1.0  
FEBRUARY 1, 2018



# METAEXCEL IMPLEMENTATION GUIDE

PHYSICAL

EFFECTIVE FEBRUARY 2018  
PENGUIN RANDOM HOUSE, LLC



## METAEXCEL IMPLEMENTATION GUIDE

Revisions to the Physical MetaExcel Implementation Guide are as follows:

**Revision 1.0: 2-1-2018**

- Created implementation guide in order to outline fields and values that will be used by our proprietary distribution system's Excel exported alternative to ONIX.

## METAEXCEL SPREADSHEET FOR PHYSICAL

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### GENERAL INFORMATION

This Implementation Guideline includes the specific data elements and corresponding values that Penguin Random House provides in our weekly MetaExcel files.

Penguin Random House provides MetaExcel spreadsheets according to the following schedule:

### PHYSICAL METAEXCEL SPREADSHEETS

- ☐ Penguin Random House produces updated MetaExcel files once a week on Sunday morning at 9am ET.
- ☐ Penguin Random House produces both a 'full' and 'delta' file weekly. Delta files are provided unless requested otherwise.
- ☐ The "delta" file contains only changes, additions and deletes from the prior week.
- ☐ Batched distributions of physical assets, such as cover images, run Monday mornings at 5 a.m. ET.
- ☐ Regular physical withdrawal MetaExcel feeds run once a week on Sunday morning at 9am ET. This is an additional file and includes any titles whose publication has changed from active to inactive status over the course of the previous week. Immediate withdrawal ONIX metadata notifications may be sent as necessary.
- ☐ On occasion, off-cycle immediate distributions of assets and/or MetaExcel metadata may be transmitted by Penguin Random House. When these off-cycle distributions happen, a separate communication will be sent by Penguin Random House, which will include further instruction as necessary.

### TECHNICAL SUPPORT

For technical assistance with the Penguin Random House MetaExcel file, please email [prhdistrosupport@penguinrandomhouse.com](mailto:prhdistrosupport@penguinrandomhouse.com).

## PHYSICAL METAEXCEL SPREADSHEET

### DATA ELEMENTS AND VALUES INCLUDED IN METAEXCEL SPREADSHEETS

<b><u>Data Element</u></b>	<b><u>Description of Field &amp; Additional Notes</u></b>
<b>ISBN-13</b>	13-digit title identifier
<b>Title</b>	Title text
<b>Contributor 1</b>	Authorship and other forms of contribution that are formatted as <i>Last Name, First Name</i>
<b>Contributor 1 Role</b>	Reference Appendix A for a list of the contributor role values
<b>Contributor 2</b>	Authorship and other forms of contribution that are formatted as <i>Last Name, First Name</i>
<b>Contributor 2 Role</b>	Reference Appendix A for a list of the contributor role values
<b>Contributor 3</b>	Authorship and other forms of contribution that are formatted as <i>Last Name, First Name</i>
<b>Contributor 3 Role</b>	Reference Appendix A for a list of the contributor role values
<b>Contributor 4</b>	Authorship and other forms of contribution that are formatted as <i>Last Name, First Name</i>
<b>Contributor 4 Role</b>	Reference Appendix A for a list of the contributor role values
<b>Contributor 5</b>	Authorship and other forms of contribution that are formatted as <i>Last Name, First Name</i>
<b>Contributor 5 Role</b>	Reference Appendix A for a list of the contributor role values
<b>Status</b>	Reference Appendix B for a list of the sales statuses
<b>On Sale Date</b>	Formatted as MM/DD/YYYY
<b>Format Code</b>	Proprietary Penguin Random House Format Code. Reference Appendix C for a list of the format code values.
<b>Format Name</b>	Description of proprietary Penguin Random House Format Code. Reference Appendix C for a list of the format code values
<b>Publisher Code</b>	Proprietary Penguin Random House Division Code
<b>Publisher Name</b>	Proprietary Penguin Random House Publisher Name
<b>Imprint Code</b>	Proprietary Penguin Random House Imprint Code
<b>Imprint Name</b>	Proprietary Penguin Random House Imprint Name
<b>BISAC 1 Code</b>	BISAC Subject Code
<b>BISAC 1 Name</b>	BISAC Subject Code description

<b>BISAC 2 Code</b>	BISAC Subject Code
<b>BISAC 2 Name</b>	BISAC Subject Code description
<b>BISAC 3 Code</b>	BISAC Subject Code
<b>BISAC 3 Name</b>	BISAC Subject Code description
<b>BISAC Audience Category</b>	BISAC Audience Category description
<b>Series</b>	Series Name
<b>Series Number</b>	Number in series
<b>Sales Territories, Exclusive</b>	Physical titles can be made available for sale in these territories with exclusive rights.
<b>Sales Territories, Non-Exclusive</b>	Physical titles can be made available for sale in these territories with non-exclusive rights.
<b>Sales Territories, Restricted</b>	Physical titles cannot be made available for sale in these territories.
<b>Book Description</b>	HTML tags are included to preserve formatting on site
<b>Author Bio</b>	HTML tags are included to preserve formatting on site
<b>Praise</b>	HTML tags are included to preserve formatting on site
<b>Discount Code</b>	<p>The publisher discount code is a three-character code proprietary to Penguin Random House which allows customers to map to the Penguin Random House Discount Matrix (available in a separate file) to determine the discount for a title in a particular class of trade. The Penguin Random House Discount Matrix is available from our Website or FTP server.</p> <p>To access via our FTP Server:</p> <p>ftp://ftp.randomhouse.com  username: rhcat  password: rhcat  directory: /discountcode</p>
<b>Related Product ISBN</b>	ISBN of related product in same title family
<b>Related Product Format Code</b>	Proprietary Penguin Random House Format Code. Reference Appendix C for a list of the format code values currently provided by Penguin Random House.
<b>Runtime</b>	Provided in minutes
<b>Language</b>	Language of the content
<b>Age Range</b>	Age range of intended reading audience
<b>Price US</b>	Wholesale Price in USD
<b>Price CA</b>	Wholesale Price in CAD

## APPENDIX A: CONTRIBUTOR ROLES SUPPLIED BY PENGUIN RANDOM HOUSE

**ONIX List 17.** Contributor role values currently provided by Penguin Random House.

A01	Author
A02	As told to
A05	Lyrics by
A09	Created by
A10	From an idea by
A11	Designed by
A12	Illustrated by
A13	Photographs by
A14	Text by (art/photo books)
A15	Preface by
A16	Prologue by
A18	Supplement by
A19	Afterword by
A20	Notes by
A21	Commentaries by
A22	Epilogue by
A23	Foreword by
A24	Introduction by
A25	Footnotes by
A26	Memoir by
A27	Experiments by
A32	Contributions by
A33	Appendix by
A39	Maps by
B01	Edited by
B02	Revised by
B03	Retold by
B04	Abridged by
B05	Adapted by
B06	Translated by
B07	As told by
B09	Series Edited by
B22	Dramatized by
B25	Arranged by (music)
C01	Compiled by
C02	Selected by
E03	Narrated by
E07	Read by
Z99	Other creative responsibility

## APPENDIX B: SALES STATUS CODE KEY

Sales status codes and sales status descriptions currently provided by Penguin Random House.

AB	Cancelled
IP	Available: in-print and in stock
NP	Not Yet Published
OI	Out of Stock Indefinitely
OP	Out of Print; discontinued and deleted from catalogue
PP	Publication Postponed Indefinitely
RF	Refer to Another Supplier
RM	Remaindered

## APPENDIX C: FORMAT CODES AND FORMAT NAMES

Format codes and format names currently provided by Penguin Random House.

HC	Hardcover
TR	Trade Paperback
MM	Mass Market/Rack
DG	Digest
BR	Board
MG	Multi Media
NM	New Media

NT	Non-traditional book
MH	Display/Promo
VI	Video
BX	Boxed Set
CD	Compact Disc
CS	Cassette