E-Books via the Cataloging in Publication Program: Metadata and Ingestion Workflows at the Library of Congress

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Acting CIP Program Manager
Dewey Program Manager
U.S. Program, Law & Literature Division
Library of Congress

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Program Specialist
Cataloging in Publication Program
U.S. Program, Law & Literature Division
Library of Congress

October 21, 2015

#alctsce
Who We Are

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Dewey Program Manager
csus@loc.gov

Camilla Williams,
CIP Program Specialist
cewi@loc.gov
### Agenda

- CIP Program 101
- CIP E-books Metadata Pilot
- New CIP E-books Application
- Metadata Process
- Ingestion Workflow
- Metadata Maintenance
- What’s Ahead
CIP PROGRAM 101
What is the CIP Program?

- **Purpose:** To serve the nation's libraries by cataloging books in advance of publication
- **Publishers submit applications via the LC website**
- **LC creates bibliographic records for titles and sends to the publisher**
- **Publisher prints CIP data on copyright page**
- **LC distributes CIP records**
- **Records redistributed in products and services designed to alert library community to forthcoming publications and to facilitate acquisition.**
How CIP for Print Works

- Publisher applies for CIP data via online application
- CIP publisher liaison reviews application, sends to default section
- Section catalogs or refers to another section, sends to Dewey
- Dewey assigns DDC and returns to CIP publisher liaison
- CIP publisher liaison emails CIP Data Block to publisher
- Publisher sends published book to LC
- CIP Technical Team check in CIP books, add holdings and items, sends to section for CIP verification
- CIP verification completed, book sent to shelf
Publisher Dashboard

Main Menu

- CIP Data Application
- CIP Data Application for Reprints
- CIP Data Change Application
- Publisher Information Change
- CIP Data Application for Ebooks
- CIP Data Change for Ebooks

- Cataloging in Publication Home Page
- Publisher Liaisons
- CIP Publisher's Manual
- PCN Application
- PCN Change Application
- Status Report

Sign Off

Legal | External Link Disclaimer
CIP Data Application

Title Page Information

Data entered in these blocks must match the title page exactly:

Title: City Son
Subtitle: Andrew W. Cooper’s Impact on Modern-day Brooklyn
Edition:
Publisher: University Press of Mississippi
U.S. City: Jackson

Author Information

First 3 authors, editors, etc. appearing on the title page:

1. First name: Wayne
   Middle: 
   Last: Dawkins
Cataloging Workflow with On the MARC
CIP Data Change Application

CIP Data Change Application

Instructions

Title Page Information

Title:
ISBN:
LCCN:

Change Information

Publication cancelled? Yes No
Projected publication date changed? Month: Year:

One or more of the following have been changed:
- Title
- Subtitle
- Author
- Editor
- Illustrator
- Edition statement
- Imprint
- Publisher
- Publication date appearing in the book
- Copyright date
- ISBN
- LC catalog number
- Index
- Bibliography
- Series statement
- Series number
- Other. Please explain in the space provided below for comments.

Old Information:
CIP E-BOOKS METADATA PILOT
Why CIP Data for E-books?

- Service to libraries
- Service to publishers
- Records for print books used to create records for e-books
CIP E-books pilot launch

• Access to e-book application provided to participants on Oct. 11, 2011
• Participating publishers agree to requirements
  • University Press of Mississippi
  • Wiley-Blackwell, including Jossey-Bass
  • World Bank
Publisher Requirements

Thank you for applying to participate in the ECIP Ebook Program. You will receive a confirmation email message shortly, with instructions on the application process and instructions on submitting ebooks to the Library of Congress.

Application to Participate (Ebooks)

Ebook Program Requirements

Publishers participating in the CIP Ebook Program are obligated to:

- Simultaneously publish print and electronic books
- Apply for CIP data for the print version of a title before applying for CIP data for the electronic version
- Apply for CIP data for the electronic version within ten business days of applying for the print version
- Include unaltered CIP data on the copyright page of both versions
- Certify that your publishing house markets ebooks to libraries
- Send a complimentary copy of the ebook to the Library of Congress in addition to a complimentary copy of the print book. The ebook must be an original format issued by the publisher for reading and must be free of digital rights management.

Failure to comply with any of these program requirements may result in the suspension or removal of your ECIP Ebook account.
Complete CIP Data Application for Print Edition

CIP Data Application

Instructions

CIP Publisher's Manual

* indicates required field

Title Page Information

Data entered in these blocks must match the title page exactly:

Title: City Son
Subtitle: Andrew W. Cooper's Impact on Modern-day Brooklyn
Edition:
Publisher: University Press of Mississippi
U.S. City: Jackson

Author Information

First 3 authors, editors, etc. appearing on the title page:

1. First name: Wayne
   Middle: 
   Last: Dawkins
Select Title

CIP Data Application for Ebooks

Below is a list of CIP data applications your firm has submitted recently. To apply for the CIP data of an Ebook, please click on the selected title and then fill out the application form.

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Subtitle: Andrew W. Cooper’s Impact on Modern-day Brooklyn
Print ISBN: 9781617032585
Projected publication date: Jun 2012

ISBNS for this title
1. 9781617032582
2.
3.
4.

Qualifiers, i.e. epub, pdf
epub

Series Information

If title belongs to an ebook series different than the printed book, the exact series is:

Series number, exactly as it will appear in the book:
CIP Data Change Application for E-books

Title Page Information

Title: 
ISBN: 
LCCN: *

Change Information

Publication cancelled? Yes ○ No ✓
One or more of the following have been changed:

- ISBN
- Series statement
- Series number
- Other. Please explain in the space provided below for comments.

Old Information:

New Information:

Comments

Comments:
NEW CIP E-BOOKS APPLICATION
Print + E-book CIP Data Application

CIP Data Application

Title Page Information

Data entered in these blocks must match the title page exactly:

Title: 
Subtitle: 
Edition: 
Publisher: 
U.S. City: 

Author Information

First 3 authors, editors, etc. appearing on the title page:

1. First name:  Middle:  Last:  
   Birth date:  Phone:  Email:  
   Author Info:

2. First name:  Middle:  Last:  
   Birth date:  Phone:  Email:  
   Author Info:

3. First name:  Middle:  Last:  
   Birth date:  Phone:  Email:  
   Author Info:
Print + E-book CIP Application, cont.

Volume Information

- Large-print format? Yes ☐ No ☐ * Yes ☐ No ☐
- Graphic Novel? Yes ☐ No ☐ *

If title will consist of more than one physical volume, total number of volumes planned is:

This application is for volume number(s):

This volume will contain: Bibliographic references ☐ Index(es) ☐

ISBNs for this title Qualifiers Permanent Paper
1. ☐ ☐ ☐
2. ☐ ☐ ☐
3. ☐ ☐ ☐
4. ☐ ☐ ☐

Additional ISBNs

E-book Information

☐ Check this box to receive a single CIP data block that includes print and e-book information for this title. By checking this box, you are agreeing to the Terms and Conditions.

E-book ISBNs for this title Qualifiers
1. ☐ ☐
2. ☐ ☐
3. ☐ ☐
4. ☐ ☐
Terms and Conditions

The Library of Congress Cataloging in Publication (CIP) Program is able to provide CIP data for books that are published simultaneously in both electronic and print form. As a CIP Publisher that publishes simultaneously in both formats, you are eligible for the E-books program. If you wish to receive CIP metadata for your e-book, please review and accept the following:

I have already transmitted to the Library either the complete text or the core required materials of each print book for which I am requesting e-book CIP data, and I will include the complete and unaltered e-book CIP data in the published e-book.

I am also willing to give the Library a copy of the published e-book to be included in its collection and made available to Library staff and registered users through the Library's secure network.

(September 3, 2015)
CIP Data Change Applications

E-Books via the Cataloging in Publication Program: Metadata and Ingestion Workflows at the Library of Congress
METADATA WORKFLOW
Traffic Manager/Record Creation

- Unique LCCN assigned to the e-book application
- Program within the Traffic Manager collects LCCNs and data elements
- Sent outside the Traffic Manager to the record creation program
- Record creation program accesses catalog record for print version of title
- Adds LCCN assigned by the Traffic Manager
- Adds data elements for e-book
  - Standard data elements, such as “1 online resource” in physical description field
  - Variable data fields, such as ISBNs for the e-book
  - Provider-Neutral E-Monograph MARC Record Guide
### E-book Version Record, pt. 1

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Subjects: LCSH: Rays (Fishes)--Juvenile literature.
Classification: LCC QL638.8 .G57 2016 (print) | LCC QL638.8 (ebook) | DDC 597.3/5--dc23
LC record available at http://lccn.loc.gov/2015026825
Metadata in Production

- Moved pilot into production in August 2012
- Announced to community/solicit more publishers to join
- Began transfer of published e-books to LC
- Met with internal technical e-books group to discuss receipt, storage, and availability of e-books to internal users at LC
CIP E-book Metadata at a Glance

- E-book publishers as of Sept. 30, 2015: 198
- E-book metadata as of Sept. 30, 2015: 7,948
- Suppressed from the LC OPAC
- Distributed to OCLC and other MARC customers
CIP E-book Metadata Useful!

“We absolutely use your e-book records! LC’s CIP e-book records are the most complete and accurate of any e-book records we get. Vendors such as YBP are using them.”

—Cynthia Whitacre, OCLC Department Manager, WorldCat Quality
Now a question for you
INGESTION PROCESS
CIP E-books Ingestion Pilot

- Ingestion process
  - Information Technology Services (ITS)
  - Repository Development Center (RDC)

- Pilot publishers
  - University Press of Mississippi
  - Wiley-Blackwell, including Jossey-Bass
  - World Bank

- Pilot began in 2012
Establishing Publisher Accounts

- SFTP
- Development of publisher account forms
  - Contact information
  - IP address
- Content provider vs. content sender
- File paths and directories

- In development for process to upload e-books via the web
Best Practices

- E-pub or pdf
- 1 book per delivery
- File include epub and separate cover image
- File named with ISBN
Managing the Files

• Content transfer
• Web-based in-house developed software
• Moves files from various locations to long-term storage
• Used by many projects in LC
E-book Processing

- CIP E-book check-in manager
Check-in Page

Check-in Incomplete
For: 9780821394625-20140917101929 CIP

Instructions
CIP Checkin Manager
1. Select name from drop down menu.
2. Click on "Reassign".

CIP Check-in Staff
1. Click on "View E-book".
2. Please browse the delivery to identify the epub file and compare that LCCN and title match the e-book record in Voyager. Update any information on Voyager record, if needed.
3. View book cover. Ensure that the cover image is viewable.
4. Scroll through e-book to ensure that the book is complete and all pages are viewable.
5. If any problems, please either click arrow beside "accept conditions" select reason or click arrow beside 'reject reasons' and select reason. Please notify publisher.
6. When everything is complete:
   - Scroll down to select either "accept" (if everything matches) or "accept with conditions" to accept e-book. Or,
   - Scroll down to select "reject" to reject e-book.
7. Click "Continue."

Task Information
- ebook filepath: data/9780821394625.epub
- service provider: Code Mantra
- publisher: World Bank

[Download ebook]  [View ebook]
Viewing the E-book

- Internal web viewer

**DIRECTIONS IN DEVELOPMENT**

**Human Development**

**Working through the Crisis**

*Jobs and Policies in Developing Countries during the Great Recession*

Arup Banerji, David Newhouse, Pierella Paci, and David Robalino, Editors

**THE WORLD BANK**

Washington, D.C.
Navigating the E-book

| E-Books via the Cataloging in Publication Program: Metadata and Ingestion Workflows at the Library of Congress | p.45 |
Viewing the CIP Data Block

DOI: 10.1596/978-0-8213-8967-6

Cover photo: James Oatway / Panos Pictures. Used with permission; further permission required for reuse. Cover design: Naylor Design.

Library of Congress Cataloging-in-Publication Data

Working through the crisis : jobs and policies in developing countries during the great recession / editors, Arup Banerji, David Newhouse,

Pierella Paci, and David Robalino.
    pages cm. — (Directions in development)
    Includes bibliographical references.

HD5706.W675 2013
331.1209172'4090511—dc23 2013033568
Accepting or Rejecting the E-book

- Accept
- Accept with conditions

Reject reasons:
- Unable to view cover
- TOC incorrect
- All pages are not there
- All pages are not viewable
- No corresponding e-book record
- Other
METADATA MAINTENANCE
CIP E-book Bibliographic Record Verification

• Check the e-book against the bibliographic record
  • Update title, publication date
  • Suppress from the OPAC
  • Insert handle into Holdings Record
  • Handle: part of URL
**Completed E-book Bibliographic Record**

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**E-Books via the Cataloging in Publication Program: Metadata and Ingestion Workflows at the Library of Congress**
Completed Holdings Record

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**Leader**

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Duplicates vs. Updates

- **Duplicates**
  - CTS checks the upload manifest
  - Same byte size
  - CTS indicates a duplicate

- **Updates**
  - Corrections, small updates/revisions but not a new publication
  - Same file info but different byte size
  - Staff member has to search first
## CIP E-books at a Glance

- 4505 e-books received
- 4273 e-books accepted and verified for the LC collections
- The Ugly Caterpillar
One more question for you
WHAT'S AHEAD
Looking Ahead

- Continue meeting with internal LC policy groups
- Include more publishers and content
- Develop a simpler e-book submission process
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