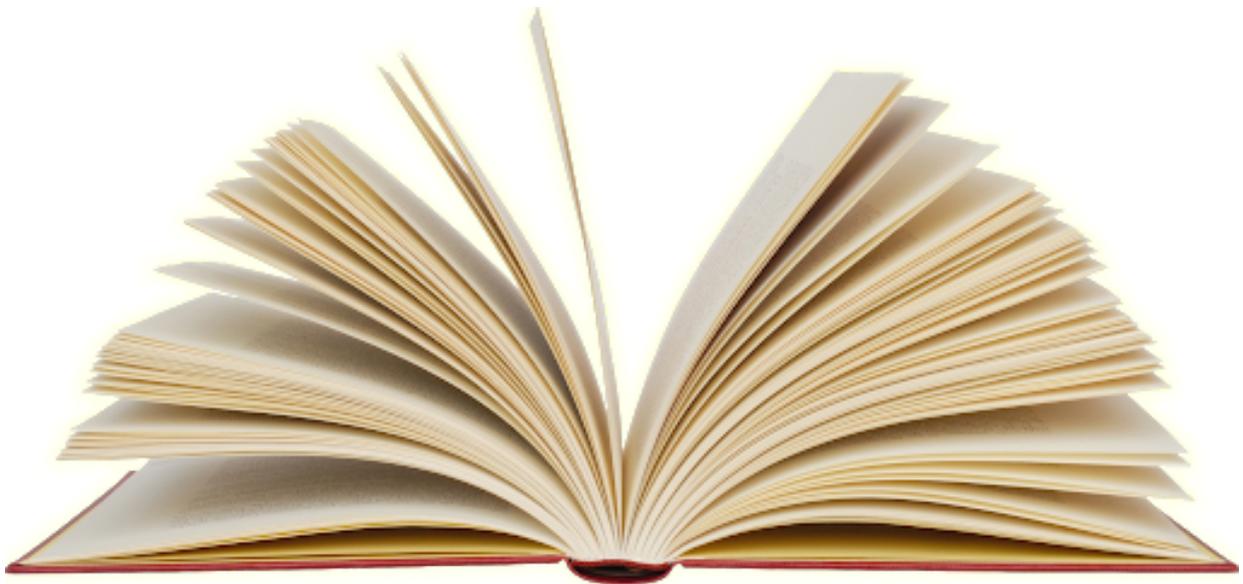


Distribution Guidelines



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1. Overview

This document presents an overview of Open Book Publishers' distribution channels as of October 2020. The distribution happens in two phases:

(i) At the time of publication we send data and e-books to Amazon KDP (see section 3.1), Google Books / Play (see 3.2), StreetLib (see 3.3), Elib (see 3.5), OverDrive (see 3.6), Proquest (was Ebrary) (see 3.7), Proquest (ExLibris) (see 2.6), Proquest KB (see 2.7), OAPEN (see 3.8), Open Edition (see 3.9), Book Citation Index (see 3.11), CNKI (see 2.2), OCLC (see 2.4), Worldreader (see 3.10), British Library Digital Legal Deposit (see 4.2), Merlot (see 5.4), BC OpenTextbook Collections (see 5.2), Open Textbooks (see 5.1), and the DOAB (data only, see section 2.1);

(ii) Monthly we send data to EBSCOhost (see 3.4) and EBSCO KB (see 2.8).

(iii) Every 3/4 months we send data (and files) to all the other channels.

Each outlet accepts different file formats and uses different metadata templates. In most cases we deliver the spreadsheet directly but in some instances it is used to produce csv or txt files in KBART format (<http://www.niso.org/standards-committees/kbart>).

We contacted each distribution company / platform to check whether they would accept metadata in other formats, such as ONIX. This information is also recorded below. For each section below, please note:

- File transfer: describes whether information is transmitted via email, via ftp, or via an online interface;
- Metadata format: this is the file format currently used to transmit data;
- Other accepted formats: these are alternative file formats that might be used going ahead.

2. Metadata Aggregators

These companies gather and expose metadata to libraries and other customers. One of the most commonly accepted formats is KBART. Platforms that support KBART generally don't seem to accept other standards such as ONIX or MARC.

2.1. DOAB

- <https://www.doabooks.org>
- File transfer: The DOAB online interface for publishers can be accessed at <https://www.doabooks.org/doabAdmin?func=books>.
- Metadata format: online form (see "Books > Add new Book") or tab separated text file (see "Upload file").
- Other accepted formats: ONIX.

2.2. CNKI

- <http://oversea.cnki.net>
- File transfer: FTP.
- Metadata format: Excel spreadsheet (.xlsx).
- Other accepted formats: ONIX.

2.3. JISC Knowledge Base (KB)

- <https://www.jisc.ac.uk/kb-plus>
- File transfer: via email.
- Metadata format: KBART file obtained by exporting the Excel Spreadsheet to a tab separated txt file (although they're prepared to accept the source Excel file as well).
- Other accepted formats: None.

2.4. OCLC Knowledge Base (KB)

- <https://www.oclc.org>
- File transfer: FTP.

- Metadata format: KBART format obtained by exporting the Excel Spreadsheet to a tab separated txt file. Please note that unlike Proquest, OCLC requires two separate files, one for monograph and one for book series metadata.
- Other accepted formats: None.

2.5. BDSLive

- <https://www.bdslive.com/>
- File transfer: via email.
- Metadata format: Excel spreadsheet (.xlsx).
- Other accepted formats: According to <https://www.bdslive.com/data/benefits-standards-delivery/> they accept a variety of standards.

2.6. ProQuest (was ExLibris)

- <http://www.exlibrisgroup.com/>
- File transfer: FTP.
- Metadata format: KBART format obtained by exporting the Excel Spreadsheet to a tab separated txt file.
- Other accepted formats: N/A.

2.7. ProQuest KB (was Serial Solutions)

- <http://www.proquest.com/products-services/360-Core.html>
- File transfer: FTP.
- Metadata format: KBART format obtained by exporting the Excel Spreadsheet to a tab separated txt file.
- Other accepted formats: None.

2.8. Ebsco Knowledge Base (KB)

- <https://www.ebsco.com/publisher-support/knowledge-base>
- File transfer: FTP.
- Metadata format: KBART format obtained by exporting the Excel Spreadsheet to a tab separated txt file.
- Other accepted formats: csv, MARC, XML.

3. Book Distributors

These companies either sell our e-books to libraries on a subscription model or distribute them to a number of online bookshops across the world. As such, we send them metadata AND content files (epub/mobi/PDF + cover as JPG). An exception to this is the Book Citation Index as they request content files for evaluation only.

Bear in mind that each platform tends to have different file naming conventions. Presently quite a bit of time is spent in renaming the e-book files prior to delivery. Also, some platforms do not accept free e-books so a positive price, different from the actual price recorded in the metadata, must be assigned.

3.1. Amazon KDP

- https://kdp.amazon.com/en_US/
- File transfer: Online Interface.
- Content files: mobi + JPG cover (150dpi).
- Metadata format: manually filling the online form.
- Other accepted metadata formats: None.

3.2. Google Books / Play

- <https://play.google.com/books/publish/a/4617436745293370166>
- File transfer: Online Interface.
- Content files: epub (must be validated with epubcheck, see OBP Production Guidelines) + JPG cover (150dpi).
- Metadata format: manually filling the online form.
- Other accepted metadata formats: they accept batch upload in csv, see https://support.google.com/books/partner/answer/3424254?hl=en-GB&visit_id=1-636312157596470316-1629386168&rd=1

3.3. StreetLib

- <https://www.streetlib.com/>

- File transfer: Online Interface.
- Content files: Epub + JPG cover (300dpi).
- Metadata format - two possibilities:
 - Usually filling the online form manually.
 - When the e-book file exceeds the maximum size use the batch upload functionality instead. This accepts data in an Excel spreadsheet (.xlsx).
- Other accepted metadata formats: ONIX 2.1 and 3 .

3.4. EBSCOhost

- <https://www.ebsco.com/products/ebscohost-research-interface>
- File transfer:
- FTP.
- Content files: Epub + PDF.
- Metadata format: Excel spreadsheet (.xlsx).
- Other accepted metadata formats: ONIX 2.1, see <https://www.ebsco.com/publisher-support/ebooks>

3.5. Elib

- <https://admin.elib.se/login.aspx>
- File transfer: Online Interface.
- Content files: PDF + JPG cover (150dpi).
- Metadata format: manually filling the online form.
- Other accepted metadata formats: They offer ONIX upload for big publishers

3.6. OverDrive

- <https://www.overdrive.com/>
- File transfer: FTP.
- Content files: Epub.
- Metadata format: Excel spreadsheet (.xls) – note the extension.
- Other accepted metadata formats: They offer ONIX upload for big publishers.

3.7. ProQuest (was Ebrary)

- <http://www.proquest.com/products-services/ebooks/ebooks-main.html>
- File transfer: FTP.
- Content files: PDF + JPG cover (150dpi).
- Metadata format: Excel spreadsheet (.xlsx).
- Other accepted metadata formats: ONIX (they require a sample beforehand).

3.8. OAPEN

- <http://oapen-uk.jiscebooks.org/>
- File transfer: FTP.
- Content files: PDF that features an additional “promotional” page at the beginning, with links to the book page.
- Metadata format: Excel spreadsheet (.xlsx).
- Other accepted metadata formats: N/A.

3.9. OpenEdition Books

- <http://books.openedition.org/?lang=en>
- File transfer: shared folder.
- Content files: PDF + JPG cover (300dpi).
- Metadata format: Excel spreadsheet (.xlsx).
- Other accepted metadata formats: ONIX.

3.10. Worldreader

- <https://www.worldreader.org/>
- File transfer: shared Dropbox folder.
- Content files: epub + PDF + MOBI.
- Metadata format: Excel spreadsheet (.xlsx).
- Other accepted metadata formats: csv.

3.11. Book Citation Index

- http://wokinfo.com/products_tools/multidisciplinary/bookcitationindex/
- File transfer: FTP.
- Content files: PDF.
- Metadata format: Excel spreadsheet (.xlsx).
- Other accepted metadata formats: None.

4. Other Aspects of Distribution

4.1. Gobi / YBP Library Services

They vet academic books on behalf of University Libraries (especially in the US) and recommend them for adoption. As part of the agreement, we send physical review copies of every book we publish except textbooks below University level.

4.2. British Library Digital Legal Deposit Portal

This service replaces the traditional print-based legal deposit.

• https://publisherdeposit.ldls.org.uk/_login/ExtranetLogin.aspx?ReturnUrl=%2f_layouts%2fAuthenticate.aspx%3fSource%3d%252F&Source=%2F

- File transfer: Online Interface.
- Content files: PDF.
- Metadata format: fill in the online form.

4.3. St Andrews Library (MARC records)

The librarians at St Andrews University (<https://www.st-andrews.ac.uk/library/>) produce legacy MARC records for us on a quarterly basis. We make these records available for download at <https://www.openbookpublishers.com/section/47/1>.

They work independently from us but we usually get in touch ahead of the quarterly release to check that all is proceeding well. Although they extract metadata directly from our website, we also send a basic metadata spreadsheet at this point, so they can double-check their cataloguing.

5. Other OER Distributors

5.1. Open Textbooks Library

We send links to new titles via email.

5.2. BC Open Textbooks Collections

Manually filling the online form at

<https://open.bccampus.ca/browse-our-collection/suggestion-for-the-collection/>

5.3. OER Commons

Links to our website giving access to all our titles.

5.4. Merlot

Manually filling the online form at www.merlot.org