



[www.titlepage.com](http://www.titlepage.com)

## Title Management Guide

November 2021

Account, TitlePage and Metadata Basics



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## 1. What is TitlePage?

TitlePage is the Australian Book Industry's online price and availability service. It lets publishers and distributors offer a range of title bibliographic detail including current price and availability and stock information to booksellers, suppliers and libraries.

TitlePage Publisher Accounts are separated into the Title Management Account and the Publisher Viewer Account.

Within your Company:

- General Staff - Should use the Publisher Viewer Account, which works like a Library account and allows you to search for information on titles within TitlePage, including on titles by other Publishers. This account does not manage your title information. This Account is also called the Global Viewer Account.
- Title Management Staff - Should use the Title Management Account to add, edit and delete their title metadata. This account is also known as the Publisher Account and all work conducted here is live, so we recommend care is taken in what information is generated. The login credentials for this account synchronise with the Publisher's FTP credentials for uploading ONIX to both TitlePage and the TitlePage testing environment (UAT).

**Please Note:** TitlePage has a User Acceptance Testing (UAT) environment that is automatically generated when your Publisher account is approved. This is a non-live version of TitlePage that allows a user to test TitlePage functions and record uploads without affecting the live version of TitlePage that Booksellers and Libraries use.

This guide will focus on the Title Management Account of TitlePage and all material here can be replicated and tested within the UAT environment.

### **Live TitlePage**

[www.titlepage.com](http://www.titlepage.com)

ftp.titlepage.com

### **UAT TitlePage (for testing)**

[www.uat.titlepage.com](http://www.uat.titlepage.com)

ftp.uat.titlepage.com

## 2. What is ONIX?

Throughout this guide you will see references to the industry metadata standard called ONIX. This is an XML data standard that is maintained and developed by EDItEUR. TitlePage was created on a previous version of ONIX (2.1) but in 2019 transitioned to ONIX 3.0. ONIX files may be uploaded to TitlePage via FTP by Publishers to efficiently create and update product records. Currently, TitlePage accepts both ONIX 2.1 and ONIX 3.0, however publishers are strongly encouraged to transition to the more advanced ONIX 3.0 if they haven't already.

Technical details about the ONIX standard are outside the scope of this guide. For detailed information, refer to EDItEUR's documentation. Any questions about TitlePage's usage of ONIX should be directed to [TitlePage support](#).

**TitlePage ONIX 2.1 subset** - TitlePage accepts only a very limited subset of ONIX 2.1. Details of this subset [can be seen here](#).

**TitlePage ONIX 3.0 data elements** - TitlePage has been expanded to include the entire depth of the ONIX 3.0 standard. Specific requirements and guidelines that go beyond EDItEUR's requirements [can be found here](#).

### 3. Creating and managing your Account

This is covered in detail within the TitlePage Publisher Guide.

#### 3.1. Registering Online

A TitlePage Publisher Account is a subscription service of the Australian Publishers Association (APA) membership. This means that your registration with TitlePage is dependent upon confirming an active APA membership status.

#### 3.2 User Access Information - Your Password and Publisher ID

User Access Information	
Username	apapub
Old Password	*****
	Password must be at least 8 characters and contain at least 2 numeric digits.
New Password *	<input type="password"/>
Confirm Password *	<input type="password"/>
Publisher Id	186
To help you keep your title information up-to-date we ask that you update your information on a daily basis. Please select whether you want to be reminded about your title updates either daily, weekly or monthly.	
<input type="button" value="Monthly"/> ▾	

The *User Access Information* section displays the username of your TitlePage account and your current password. You can change your password at any time, however you will be required to update your password if you have not done so in the last 6 months. This is an important security action that will ensure any employees who have left your organisation do not retain access to TitlePage via your account. <http://titlepage.publishers.asn.au/>

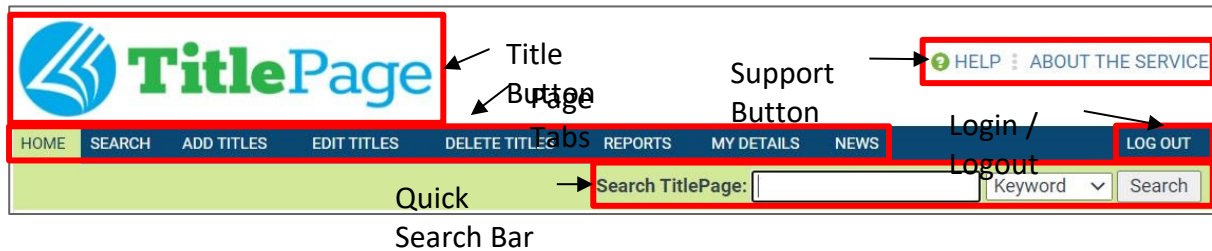
Please contact [TitlePage Support](#) if you have an issue resetting your password or if there is an issue with your username. Please note that your username is not your email address.

In this section you can see your assigned Publisher ID, which is your unique identifier for TitlePage. You will also be asked how frequently you would like to be reminded about updating your title information. This feature cannot be turned off, as it is a key component of the Agreement that was signed before account activation.

Any time you change the password for this account please ensure that it is also updated in any file delivery automation that you may have in place for the delivery of ONIX files.

## 4. Searching TitlePage

This section provides an overview of the main areas of a TitlePage Publisher Title Management Account, as identified below.



### 4.1 Search Tab

The second tab from the left on the navigation bar will take you to the *Search* page. This page has two ways to conduct searches, either via a quick search using a selected category from the dropdown next to the search bar or via a detailed search using any of the fields listed. The screenshot below shows both types of searches.

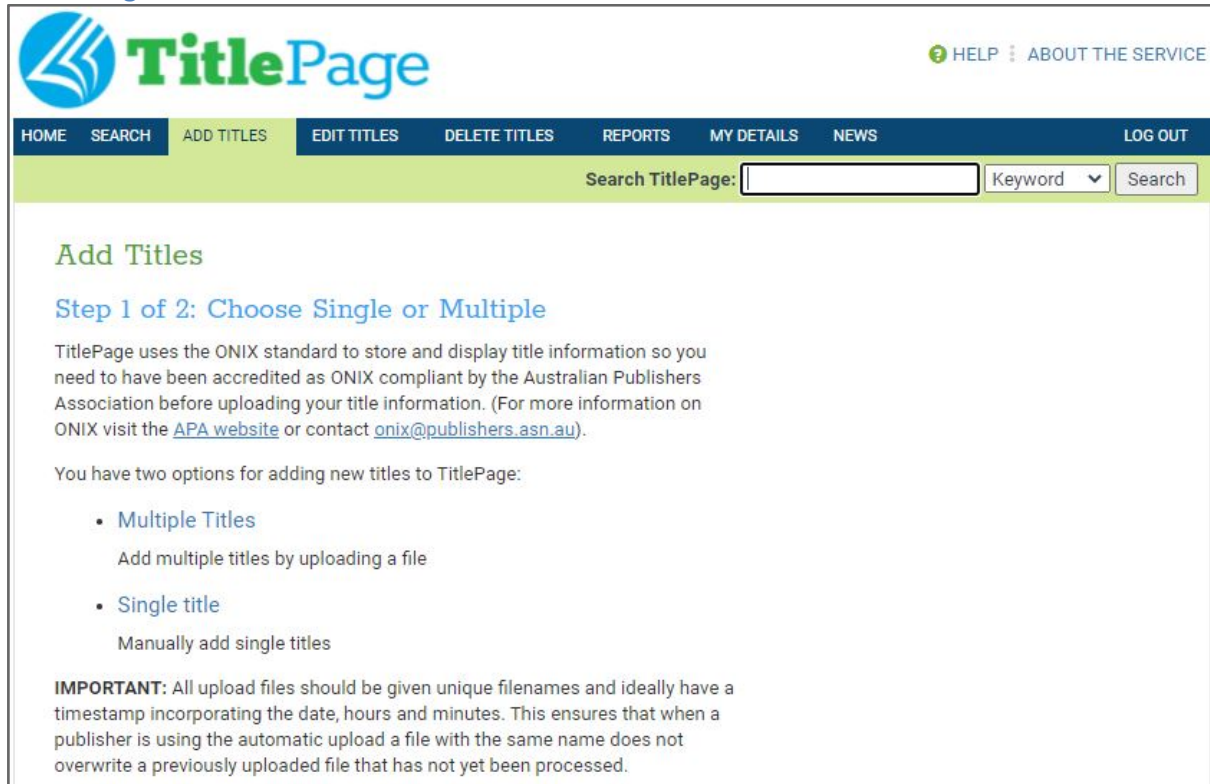
#### Detailed Search

The Detailed Search allows you to pick specific fields to search within TitlePage.

**For more information on detailed searches, please visit section 4.3 Searching on TitlePage in the TitlePage Publisher guide.**

The screenshot shows the 'Detailed Search' form. The form is titled 'Detailed Search' and has a subtitle 'Fill in one or more of the fields below'. The form contains several input fields and a 'Search' button. The fields are: Title, Title & Subtitle, Author, ISBN-13, ISBN-10, Subject, Imprint, Author Nationality, Publisher, Local Agent, Distributor, Pub Date, Series, Availability, and Display. The 'Display' field is set to '100 Matches per page'. There are 'Reset' and 'Search' buttons at the bottom right of the form.

## 4.2 Adding Titles Tab



The screenshot displays the TitlePage website interface. At the top left is the TitlePage logo, and at the top right are links for 'HELP' and 'ABOUT THE SERVICE'. A dark blue navigation bar contains the following tabs: HOME, SEARCH, ADD TITLES (highlighted), EDIT TITLES, DELETE TITLES, REPORTS, MY DETAILS, NEWS, and LOG OUT. Below the navigation bar is a search bar with the text 'Search TitlePage:' followed by an input field, a 'Keyword' dropdown menu, and a 'Search' button. The main content area is titled 'Add Titles' and includes a sub-section 'Step 1 of 2: Choose Single or Multiple'. The text explains that TitlePage uses the ONIX standard and requires ONIX compliance from the Australian Publishers Association. It provides two options for adding titles: 'Multiple Titles' (uploading a file) and 'Single title' (manually adding single titles). An 'IMPORTANT' note states that upload files should have unique filenames with a timestamp (date, hours, and minutes) to prevent overwriting previously uploaded files.

**Add Titles**

**Step 1 of 2: Choose Single or Multiple**

TitlePage uses the ONIX standard to store and display title information so you need to have been accredited as ONIX compliant by the Australian Publishers Association before uploading your title information. (For more information on ONIX visit the [APA website](#) or contact [onix@publishers.asn.au](mailto:onix@publishers.asn.au)).

You have two options for adding new titles to TitlePage:

- **Multiple Titles**  
Add multiple titles by uploading a file
- **Single title**  
Manually add single titles

**IMPORTANT:** All upload files should be given unique filenames and ideally have a timestamp incorporating the date, hours and minutes. This ensures that when a publisher is using the automatic upload a file with the same name does not overwrite a previously uploaded file that has not yet been processed.

The third tab from the left on the navigation bar is labelled Add Titles. As the name implies, this area of the website allows publishers to add titles to TitlePage. The two options for adding titles via this tab are via a file drop of title information and via a very limited single title entry form. Both areas are explained in the Title Management section of this guide.

#### 4.2.4 Edit Titles Tab

Clicking this tab will take you to a page that looks like the Search Tab. Here you can search for specific titles that you have added to TitlePage.

A search will bring you to the results of the search, where you can click through to the information you have uploaded about that record.

### Search Results

Search for Keyword: **pub** returned 1 results ordered by descending relevance.

Edit With: 2.1 Form

TITLE	AUTHOR	ISBN-13	FORMAT	DISTRIBUTOR	PUB DATE	STOCK LEVEL	PRICE
<a href="#">An Introduction to Australian Book Publishing</a>	Smart, Richard	9780980328943	BB	TitlePage	1 Dec 2012	100	\$16.50

From this results page you may select either Edit with 2.1 Form or Edit with 3.0 ONIX.

The 2.1 Form provides an easy but very limited form to edit existing titles. This will only allow a small number of fields to be edited – however if you have already uploaded a richer title record, this form will override all fields. Further details about this form can be found in [6.1. Single Title Edit \(STE\) form](#).

Edit with 3.0 ONIX provides you with direct access to the ONIX 3.0 record for your title for direct editing. This requires a more advanced knowledge of the ONIX standard, which is not covered in this guide. For more information about the ONIX standard please refer to EDItEUR documentation.

From there you will be able to edit the information on the record you clicked on. You cannot edit the product identifier via this form - if you need to change this, you will need to either delete and recreate your record, or use the ONIX 3.0 edit function.

Adding and editing Titles is also in [Section 6 below](#).

### Update Title Information

Your title details are displayed below. Update the information, selecting the appropriate code where requested. All fields marked with an asterisk (\*) must be completed.

Title *	An Introduction to Australian Book Publishing
Title Type *	01 (Distinctive title)
Subtitle (Max 256 characters)	
Number of contributors	2
<b>Contributor # 1</b>	
Contributor role *	A01 <a href="#">Select Contributor Role</a>
Person Name	Richard Smart
Person Name Inverted * (eg. Doe, John)	Smart, Richard
Titles Before Names	
<b>Contributor # 2</b>	
Contributor role *	A23 <a href="#">Select Contributor Role</a>
Person Name	Tom Keneally
Person Name Inverted * (eg. Doe, John)	Keneally, Tom
Titles Before Names	
ISBN-13	9780980328943
EAN	9780980328943
ISBN	0980328942



#### 4.2.5 Delete Titles Tab

The Delete Titles Tab allows the user to search for specific titles using the same search functions mentioned above, before selecting them and deleting them from TitlePage.

Search Results								
Search for Keyword: <i>pub</i> returned 1 results ordered by descending relevance.								
TITLE	AUTHOR	ISBN-13	FORMAT	DISTRIBUTOR	PUB DATE	STOCK LEVEL	PRICE	SELECT (ALL <input type="checkbox"/> )
<a href="#">An Introduction to Australian Book Publishing</a>	Smart, Richard	9780980328943	<a href="#">BB</a>	TitlePage	1 Dec 2012	100	\$16.50	<input type="checkbox"/>
								<input type="button" value="Delete Items"/>

The right-most column of the results table allows you to select the titles you would like to remove. Once you have made your selection, you can remove these records from TitlePage by clicking the Delete button at the bottom of the page.

#### 4.2.6 Reports Tab

This Tab allows a user to display a History Logs and Activity Reports.

Clicking History Logs will bring up a list of the reports generated when a file is uploaded into TitlePage. You will be able to see what errors have been flagged and what needs to be fixed or altered to the title information provided. Having a list of previous upload reports can allow users to identify what was changed and fixed over time, as well as what fixes worked and those that require changes. Only batches loaded as ONIX files (either via the website or FTP) will show up in the history logs. Individual titles uploaded using the online form through the Single Title Entry form do not appear here

Clicking Activity Reports allows you to create a filtered report on the titles you have on TitlePage. These reports can be broken down into specific time periods and include reports on:

- Most Viewed Records – Which record has been searched the most and clicked on.
- Most Downloaded Records – Which record has been specifically downloaded to print or for import into another system.
- Most Viewed Contributors – Which contributors have been searched for.
- Most Viewed Titles – Which titles have been searched for the most.
- All Reports – A report that lists all of the above.

#### 4.2.7 My Details Tab


This is where you can edit your account details, including your personal details (name, job function, department), your contact details (phone, fax, email), company details (name, address, website, description), password and search/download preferences. The screenshot on the following page displays the fields available for editing. Each part of the page is described in detail in 3.2 *My Details*.

**IMPORTANT:** Your contact details, especially email address, must be kept up-to-date, as this is the information we use to contact you should any problems arise with the system or with your account. If you need to close your account, please email TitlePage support at [titlepage@publishers.asn.au](mailto:titlepage@publishers.asn.au) for assistance.

#### 4.2.7 News Tab

The News Tab holds all the past notifications from the TitlePage Team. Clicking any of the article links will direct you to the chosen article, where you may view it in detail.

#### 4.3 Login / Logout




The *Log Out* button on the far right-hand side of the navigation bar allows you to end your TitlePage session and log out of the system. It is especially important to log out if you are using a public computer to access TitlePage, because this will prevent anyone else from using your account. If this displays Login, you can also use this to access the home screen and enter your account details to log in to TitlePage.

#### 4.4 Help and About the Service Buttons



The *Help* button is designed to put you in touch with a number of self-serve options, to allow you to answer any questions you may have yourself. The *About this Service* button allows users to understand how TitlePage came into being and which Publishers helped achieve this. The *Contact Us* button links you to our [titlepage@publishers.asn.au](mailto:titlepage@publishers.asn.au) email address, to help solve any issues not covered earlier.

#### 4.5 The Support Button

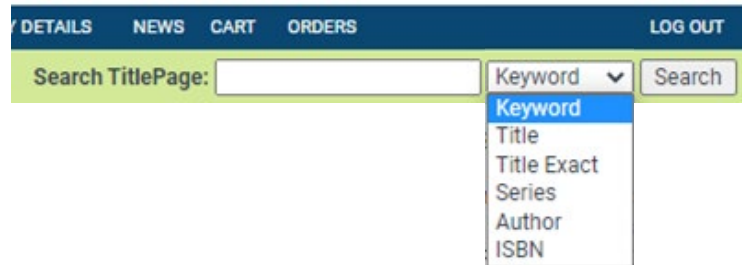


The blue *Support* button is located at the lower right of all pages. Clicking this allows TitlePage Users to type in their query and allow for the most relevant support articles to appear. Should your query find no useful information, you can use the contact button within the chat box to send your question directly to TitlePage Support staff, who will get back to you as soon as they can.

## 5. Searching on TitlePage

### 5.1 Quick Search v. Detailed Search

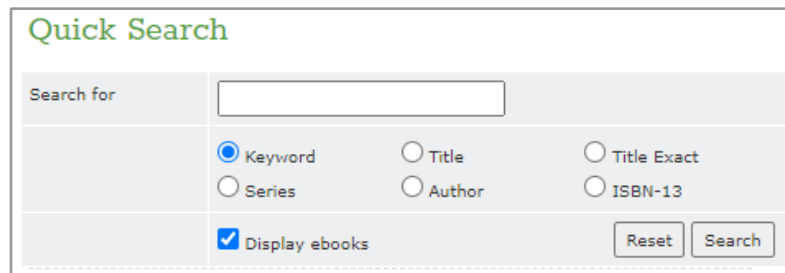
#### 5.1.1 Quick Search



The screenshot shows a navigation menu with 'DETAILS', 'NEWS', 'CART', 'ORDERS', and 'LOG OUT'. Below it is a search bar with the text 'Search TitlePage:'. To the right of the search bar is a dropdown menu currently set to 'Keyword'. The dropdown menu is open, showing the following options: 'Keyword', 'Title', 'Title Exact', 'Series', 'Author', and 'ISBN'. A 'Search' button is located to the right of the search bar.

To the right underneath the navigation menu there is a convenient search bar that allows you to search for titles directly from any page on TitlePage, without having to first navigate to the *Search* page.

This same function is located at the top of the Search Page, as shown here.



The screenshot shows a 'Quick Search' form. It has a title 'Quick Search' and a search input field. Below the input field are radio buttons for search criteria: 'Keyword' (selected), 'Title', 'Title Exact', 'Series', 'Author', and 'ISBN-13'. There is also a checkbox for 'Display ebooks' and 'Reset' and 'Search' buttons.

In either use of the Quick Search function, you can search by Keyword, Title, Title Exact, Series, Author, ISBN by selecting from the drop-down menu. Then all you need to do is enter your search term and click 'Search'. You will be taken to a page displaying the titles matching your search criteria.

### 5.1.2 Detailed Search

The Detailed Search function allows a user to find records based on very specific fields. Each field represents specific information provided to TitlePage by Publishers and Distributors, in the form of an ONIX file. ONIX files are the standard for delivering bibliographic information within the book industry and as such, drive the fields that are presented on TitlePage.

Simply type your query within the particular field you wish TitlePage to search and it will do so. This allows you to be very specific with your searches, by filtering via set criteria. Clicking the blue link next to fields such as Subject, will allow you to select from a list of subjects that records on TitlePage have identified.

Please keep in mind that a search returns titles in order of relevance with the most exact match listed first, e.g. if you type in 'Pet' in the title field the search results will return titles that include the words 'Pet', 'Petals',

'Petting', then 'Pets', etc. You can use a combination of search terms to further refine your search, for example, to search for books by a particular author published in a particular year.

The search engine is optimised for searches on common English words, and can return words with the same root. For example, a search for 'manage' will also return titles that contain 'managing' and 'managed.'

**Important:** Clicking the 'Reset' button clears the previous search fields so you can start a new search.

### Detailed Search

Fill in one or more of the fields below

	<input checked="" type="checkbox"/> Display ebooks	<input type="button" value="Reset"/>	<input type="button" value="Search"/>
Title	<input type="text"/>		
Title & Subtitle	<input type="text"/>		
Author	<input type="text"/>		
ISBN-13	<input type="text"/>	<a href="#">Click for multiple ISBN-13s</a>	
ISBN-10	<input type="text"/>	<a href="#">Click for multiple ISBNs</a>	
Subject	<input type="text"/>	<a href="#">Click to Select Subject</a>	
Imprint	<input type="text"/>	<a href="#">Click to Select Imprint</a>	
Author Nationality	<input type="text"/>	<a href="#">Click to Select Author Nationality</a>	
Publisher	<input type="text"/>		
Local Agent	<input type="text"/>		
Distributor	<input type="text"/>		
Pub Date	<input type="text" value="day"/> <input type="text" value="mon"/> <input type="text" value="year"/> to <input type="text" value="day"/> <input type="text" value="mon"/> <input type="text" value="year"/>		
Series	<input type="text"/>		
Availability	<input type="text" value="All titles"/>		
Display	<input type="text" value="100"/> Matches per page		
		<input type="button" value="Reset"/>	<input type="button" value="Search"/>

## 6. Basic Title Management

### 6.1. Adding Titles via Single Title Edit (STE) form

The Single Title Edit form allows a user to upload a record to TitlePage by entering in the information of that record manually. These areas are determined by the industry bibliographic standards known as ONIX. This form uses a very limited subset of ONIX fields.

In the STE form:

- All elements with an asterisk are compulsory.
- Some fields are free text, however others are drawn from tables of available options. These code lists are selectable when there is a blue hyperlink option next to the field.
- The Product Identifiers (ISBN-13, EAN, ISBN-10, etc) once entered, can not be edited after the form is saved.
- Best practice usage of each field can be [found in the EEditEUR specifications](#).

### Add Titles

#### Step 2 of 2: Add a Single Title

All fields marked with an asterisk (\*) must be filled in. Enter your title details field by field, clicking on the pop-up code lists and selecting the appropriate code where requested.

Title *	<input type="text"/>
Title Type *	01 (Distinctive title)
Subtitle (Max 256 characters)	<input type="text"/>
Number of contributors	1 ▾
<b>Contributor # 1</b>	
Contributor role *	<input type="text"/> <a href="#">Select Contributor Role</a>
Person Name	<input type="text"/>
Person Name Inverted * (eg. Doe, John)	<input type="text"/>
Titles Before Names	<input type="text"/>
ISBN-13 *	<input type="text"/>
EAN	<input type="text"/>
ISBN-10	<input type="text"/>
Number of Additional Product Identifiers	0 ▾
Imprint *	<input type="text"/>
Originating Publisher *	<input type="text"/>
Originating Publishing Role *	<input type="text"/> <a href="#">Select Publishing Role</a>
Originating Publisher Availability *	<input type="text"/> <a href="#">Select Publisher Availability</a>
Publication Date *	Day ▾ Month ▾ Year ▾
Original Publication Date	Year ▾

## 6.2. Editing Single Titles via Edit Titles Tab

The Edit Titles Tab allows users to make changes to titles which they have previously loaded to TitlePage. Clicking on this tab brings up the standard Search Page layout which you can use to find the title you wish to edit.

When you submit a search, the results table is populated with your uploaded titles that match the search criteria submitted. However, this time when you click a title's name you will be presented with an input form like that shown in the Single Title Edit screen. The form is pre-populated with the title's current information. Here you can edit any of the fields except the identifiers (ISBN-13, ISBN-10 and EAN).

Clicking 'Submit' at the bottom of the screen will save your changes to the title's information.

## 6.3. Deleting Titles via Delete Titles Tab

The Delete Titles Tab allows users to delete titles which they have previously loaded to TitlePage. Clicking on this tab brings up the standard Search Page layout, which you can use to find the title/s you wish to delete. The Search Results Page has an additional check-box on the right hand side of each record, allowing it to be selected.

The check-boxes allow you to select one or more titles, which you can either delete immediately (by clicking 'Delete Items') or save for later deletion (by clicking 'Save'). The 'Save' button allows you to accumulate a number of titles through several consecutive searches, and then delete them all at once. Note, however, that the titles are only saved for the duration of your current session, and will not persist after you log out of TitlePage.

After clicking 'Delete Items', a confirmation screen will be displayed, as shown in the screenshot below. This allows you to change your selections by un-checking the boxes next to any titles you do not wish to delete. Clicking 'Delete' will permanently remove all selected titles from TitlePage. This action cannot be undone.

### Titles to be deleted

Please confirm check that you have selected the correct titles to be deleted from TitlePage.

Results: 1 - 1 of 1 :: Page: 1      Sort by: Title      Display matches: 10

TITLE	AUTHOR	ISBN13	FOR MAT	DISTRIBUTOR	PUB DATE	STOCK LEVEL	ARRP	SELECT
<a href="#">An Introduction to Australian Book Publishing</a>	Smart, Richard	9780980328943	BB	TitlePage	1 Dec 2012	100	\$16.50	<input checked="" type="checkbox"/>

## 7. Bulk Title Management and ONIX Files

### 7.1 ONIX File Uploads

ONIX is the international standard for representing and communicating book industry product information. Currently TitlePage accepts both ONIX 2.1 and ONIX 3.0 record structures, which are converted by TitlePage into the displays presented to Booksellers and Libraries.

ONIX 3.0 allows for far better handling of digital products, sets and series, marketing collateral, rights and markets information, and block-level updates. Beyond the new functionality, to this point TitlePage has only held a very limited subset of data fields contained within ONIX 2.1. With the arrival of ONIX 3.0, TitlePage stores, and will soon display, all of it. In the background, TitlePage creates translated title records in both ONIX formats - these are provided monthly via the Publisher FTP. Contact TitlePage support for more information.

At this time, the new display of the expanded dataset is not enabled. What this means is that if you load a title in ONIX 3.0, it will still only display the fields that you are familiar with on TitlePage – if there are other fields being provided, they will be stored by the system, but not yet displayed.

Information on the different ONIX versions can be found here: <https://www.editeur.org/8/ONIX/>

#### 7.1.1 ONIX File Naming Conventions Required for Upload

The file naming conventions for the APA publisher FTP uploads are based on the EDItEUR FTP Filenaming Standard as defined jointly with the Book Industry Study Group (US) and Book Industry Communication (UK). The standard requires the use of a unique filename, followed by a 3 character extension representing the status, format and transaction type.

For TitlePage, the format and transaction type characters (2<sup>nd</sup> and 3<sup>rd</sup>) are as follows:

- Format will be the letter 'O' – ONIX XML (International)
- Transaction type will be 'T' – Title Status/Product Catalog, ONIX Product Information

The upload process step will define the *status* character. While the file is being transferred, the file extension should be .XOT. The X status indicates transfer in progress.

Once the file transfer is complete, the sender (publisher) renames the file via FTP to either .COT (Add/Update), .CUT (Partial Update), .CDT (Delete) or .ZOT (Add/Update), .ZUT (Partial Update), .ZDT (Delete) depending on if the file is unzipped (C) or zipped (Z). We recommend zipping files because ONIX XML formatted files generally compress to approximately 20% of their original file size. The recipient (TitlePage system) now 'owns' the file and will rename it, changing the *status* character to 'R' during the copy/unzip operation and the XML parsing and flattening process, then to 'A' when the file has been queued for the database import

For example:

1. The sender (publisher) FTPs the file to the server (ftp.titlepage.com) using the TitlePage web interface login and password. Each publisher has a separate FTP folder on the server. The filename at this point must be unique and have an extension of .XOT (transfer in progress).
2. Once the file transfer is complete, the sender **must** rename the file extension to either .COT or .ZOT depending on if the file is unzipped (C) or zipped (Z). This indicates to the TitlePage loader that the file is ready to be processed.

3. The TitlePage system will now rename the file to .ROT before copying, unzipping (if necessary), parsing the XML and flattening the file prior to the database import.
4. Once the data is ready for the database import, the file in the FTP folder is renamed to .AOT, indicating that the file has been processed. If there were any errors, the information will be updated in the system and provided to the Publisher via an email report. The report data is also provided in the Publisher's FTP as a JSON file.

**IMPORTANT:** All uploaded files should be given **unique** filenames and ideally have a timestamp incorporating the date, hours and minutes. This ensures that when a publisher is using an automatic upload process a file with the same name does not overwrite a previously uploaded file that has not yet been processed.

### 7.1.2 ONIX Uploads via the Multiple Title Function

If you click the 'Multiple Titles' link on the Add Title screen you will be presented with an upload form, as shown in the screenshot below. When you click 'Browse', a window will appear where you can search for and select the appropriate ONIX file. Clicking 'Upload' will load the file onto our servers and it will be queued for processing.

**IMPORTANT:**

- **File Size:** Only files that are smaller than 10MB in size can be submitted using the online form. If your files are larger than this, you will need to upload them via FTP.
- **File Naming:** Files uploaded using the online form must adhere to the file naming conventions. Files that are not named appropriately will not be processed.

### 7.1.3 ONIX Uploads via FTP

You can FTP bulk files as soon as the APA notifies you that your FTP access has been set up. FTP client software is available to download for free from the internet, e.g. FileZilla, SmartFTP, WinSCP.

The TitlePage system validates and parses uploaded ONIX files every half hour, depending on the queue of files awaiting processing. Publishers are encouraged to send their ONIX files to the FTP site between midnight and 0600 AEST daily.

You will be notified via email about the status of each upload. All upload errors will be outlined as part of an emailed report.

**IMPORTANT:** An ONIX file can include a combination of new titles, title updates, title deletes, and does not need to include every title in every file. If you send a delete for an ISBN that is not already listed on TitlePage the system will ignore the ISBN rather than rejecting your file.

### 7.1.4 ONIX File Complete Reload

TitlePage provides an additional functionality to bring a Publisher's entire dataset up to date in one file load - this is known as a Complete Reload. When a Complete Reload file is received, TitlePage:

- compares all the ISBNs in the file with those currently stored in the TitlePage database for that publisher (based on Publisher ID).
- checks each record in the database for changes, and updates accordingly;
- creates new records for additional titles not already in the TitlePage system;



- deletes any record in the TitlePage system that is not included within the Complete Reload file.

To perform such a Complete Reload, you need to add **<MessageNote>Complete Reload</MessageNote>** to the **<Header>** element of the ONIX file.

**NOTE:** If you are already using the <MessageNote> tag to send information such as a Copyright Notice please put the Complete Reload text **immediately in front** of the Copyright note. **Do not** repeat the <MessageNote> tags as this will produce an invalid ONIX file.

### 7.1.5 ONIX 3.0 and the Ability to do Block Updates

In ONIX for Books Release 3.0, the Product record, following a small initial group of 'housekeeping' and identifier elements, has been divided into 6 blocks.

This allows updates to ONIX records to be sent without requiring complete record replacement in all cases. The structure of an XML document such as an ONIX 2.1 Product record, with a variable mix of repeating and non-repeating elements and composites, means that the only unambiguous way of delivering updates is to replace the whole record.

By dividing the Product record into blocks, it is possible in ONIX 3.0 for any block to be sent individually, with the explicit assumption that any data previously sent in other blocks are unchanged. Product records sent in this way are referred to as 'block update records'. This allows multiple parties to be involved in the process of updating title data – typically, this might include the Publisher providing blocks 1-5 (the rich title metadata) and the Distributor providing block 6 (the supply/stock details).

EDItEUR's very thorough article on providing Block Updates in ONIX 3.0 is attached. TitlePage is fully capable of ingesting block updates from Publishers. If you are interested in providing block updates to TitlePage please email [TitlePage support](#).

[APPNOTE Block updates in ONIX.pdf](#)

### 7.1.6 Transitioning from ONIX 2.1 to ONIX 3.0

The APA's development of TitlePage's capacity to receive and store for TitlePage was completed in September 2019, however TitlePage continues to support and accept ONIX 2.1. This allows a window for Australian Publishers to develop and test ONIX 3.0 feeds.

The extensive ONIX 3.0 specifications from EDItEUR can be seen here, which is to be used accompanied by the TitlePage ONIX 3.0 element summary which also covers specific requirements and guidelines that go beyond EDItEUR's requirements.

ONIX 3.0 allows for far better handling of digital products, sets and series, marketing collateral, rights and markets information, and block-level updates. Beyond the new functionality, to this point TitlePage has only held a very limited subset of data fields. With the arrival of ONIX 3.0, TitlePage stores, and will soon display, all of it.

At this time, the new display of the expanded dataset is not enabled. What this means is that if you load a title in ONIX 3.0, it will still only display the fields that you are familiar with on TitlePage – if there are other fields being provided, they will be stored by the system, but not yet displayed.

If you rely on a third party to manage your data, talk to them about when they will be ONIX 3.0 capable to ensure that you, by extension, are not left behind.

To assist with your developments, the APA can provide you with access to a User Acceptance Testing environment ([uat.titlepage.com](http://uat.titlepage.com)) for testing of your ONIX 3.0 feeds:

- You can upload ONIX files using FTP URL: [ftp.uat.titlepage.com](ftp://uat.titlepage.com) with same credentials you currently use to access production system on [titlepage.com](http://titlepage.com)
- Once the file is processed by UAT loader, you will receive an email summary report showing the first 100 titles with comparison URLs between [titlepage.com](http://titlepage.com) and [uat.titlepage.com](http://uat.titlepage.com).
- Note: the UAT does not contain your current title data.
- Please note that TitlePage does not accept the ONIX short tag format - the Reference Name tag should be used in all cases.

Each month, TitlePage creates a full export of all your title data, in both ONIX 2.1 and ONIX 3.0, translating between the two. These files can be accessed within your TitlePage FTP. You can also access a translated ONIX 3.0 version of any of your titles via the Edit Titles functionality while logged into the TitlePage using your Publisher credentials, by selecting "*Edit with 3.0 ONIX*".

## **7.2 Who Should List a Record on TitlePage**

### **7.2.1 Publisher eligibility**

To list titles on TitlePage a publisher must own or control the Exclusive Copyright in Australia for that title. They must also agree to undertake all relevant title management as specified in the signed TitlePage Publisher User Agreement, or have a nominated third party who will be undertaking this on their behalf.

### **7.2.2 Third parties uploading for Publishers**

Publisher's may authorise a third party to maintain metadata on their behalf. Commonly, this third party would be their Distributor or Sales Agent. D Third parties authorised in this way should ensure they use each individual publisher's account for uploading their titles, rather than uploading all titles using their account.

### **7.2.2 Titles Switching from One Publisher to Another**

When a title moves between publishing houses, this information needs to be provided to TitlePage, change the availability of the title to "Not Available" and listing the product as "No Longer Our Product". This communicates to booksellers that they need to direct their order to the new listing publisher.

Once the transition is complete, and booksellers are ordering from the new supplier, these titles should be removed from the previous account, as if left indefinitely this can cause confusion from booksellers - as well as an unnecessary cost to the publisher on their annual TitlePage subscription.

## 8. Common Problems

When uploading an ONIX file to the TitlePage system, there are a number of reasons why your file could be rejected.

File rejection will occur due to the following:

1. Bad Zip files:
  - Ensure files are zipped as **Binary**, not ASCII.
  - Ensure only one file is zipped for each upload.
  - Ensure the file follows the filenaming convention (e.g. file1.zot should unzip to file1.cot).
  - Ensure all files transfer with the correct extension (.XOT).
  
2. XML validation failure:
  - The file does not contain valid XML.
  
  - Examples of poor XML structure:
    - Failure to close XML tags, e.g. <Product> without </Product>
    - Incorrect case, e.g. <contributor> instead of <Contributor>
  
3. Wrong or missing data - does not confirm to the ONIX XSD

## 9. Contacting TitlePage Support

If you have any further questions that this guide or the TitlePage Support Page (Insert link) does not answer, please contact us using the blue Support button on the lower right of the TitlePage screen, or send us an email at [titlepage@publishers.asn.au](mailto:titlepage@publishers.asn.au) and we will get back to you as soon as we can.

*The TitlePage Team*

Australian Publishers Association

[www.titlepage.com](http://www.titlepage.com)