Meta Data File Format Guide

Ingestion Tool V2.1.0

Version 2.1.0

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Meta Data File Format

If you are originating content using the Harvest Media system you will need this document to produce metadata files that are compatible with our ingestion process and provide the maximum amount of metadata to leverage off the platform.

A sample ingestion file will have been supplied with this document and provides example information for first time users. If you do not have this file please contact support@harvestmedia.net

The first row of the metadata file must contain the column headers. The headers are used by our platform to correctly store data in the system. Each track will be represented by a row of data. Blank rows should not exist.

The columns in the below table are supported within the metadata file. The column headers must exists as outlined below. The mandatory columns must be in the order specified; however the non-mandatory columns may be supplied in any order after the listing of mandatory columns.

How to create a tab delimited text file

The format for Harvest Media ingestion files is a TAB delimited TXT file. This is a flexible cross platform format that is easily made using Microsoft Excel or database systems.

For information on how to create a tab delimited text file please visit:

http://blogs.howtogeek.com/mysticgeek/2008/08/03/convert-an-excel-spreadsheet-to-a-tab-delimited-text-file/

Please note that the requirements in the below table are specific to Original Publishers delivering to Warner Chappell Production Music.

Column name	Description	Sample	Header must exist	Data Required
LIBRARY: Name	Library name of the track. Formatting and spelling need to remain consistent throughout the Libraries submissions.	Videohelper	Y	Required
ALBUM: Code	Catalogue number / album code. Must be the same for all track in a single album.	VH022	Y	Required
ALBUM: Identity	Optional	VH022_CD_003	Y	Optional
ALBUM: Title	Title of the album. Cannot contain illegal characters in title: **/ \ : * ? " < > |**	Locker Room Shock	Y	Required
ALBUM: Display Title	Title of the album. Cannot contain illegal characters in title: **/ \ : * ? " < > |**	Locker Room Shock Vol. 3	Y	Required
ALBUM: Description	Verbose description of the album.	Hard-hitting American rock	Y	Required
ALBUM: Keywords	Keywords describing the album.	Rock, Pop Punk, Teens, Teenage	Y	Optional
ALBUM: Tags	Tags to identify the album.	Promo	Y	Optional
ALBUM: Styles	Styles related to the album.	Rock	Y	Optional
ALBUM: Release Date	Format must be in yyyy-mm-dd	2016-05-02	Y	Required
ALBUM: Artwork Filename	Name of artwork file specified in album ingestion folder. Must be .jpg format	Artwork_Christmas.jpg	Y	Optional
TRACK: Title	Title of the track, preferably proper case. **Do not add Version to your track title**	The wink **(should not include 'version')**	Y	Required

TRACK: Display Title	Title of the track, preferably proper case. Do not add Version to your track title	The wink	Y	Optional
TRACK: Alternate Title	Title of the track.	The wink – piano solo	Y	Optional
TRACK: Description	Track verbose description. Cannot be an unpopulated field.	An infectious, crowd raising sing-a-long with an acoustic driven hipster flair. Version - Full Mix	Y	Required
TRACK: Number	Track number in the album. This must be unique. If the track is a sub version, eg. 17A: then use 17.1 or for 17B use 17.2 etc…	1 **(no duplicates allowed)**	Y	Required
TRACK: Is Main	Y for yes or N for no accepted only.	N	Y	Required
TRACK: Main Track Number	Reference main track number when at alternate version	1	Y	Conditional (Yes if Track: Is Main is NO)
TRACK: Version	The version designation of the track, such as Full Mix, Alt, No Vocals, etc. Tracks of the same name must have a unique Version.	Full Mix	Y	Required
TRACK: Duration	Duration of the track. Accepted formats ▪ Seconds ▪ mm:ss	eg: 108 or 1:48	Y	Required
TRACK: BPM	Beats per minute of the sample in the numeric format. Whole numbers only, no ranges.	140	Y	Optional

TRACK: Tempo	The tempo of the track	Up tempo	Y	Optional
TRACK: Genre	The genre categories or attributes for the track.	Rock	Y	Required
TRACK: Mixout	Track mixout type	Fade out	Y	Optional
TRACK: Instrumentation	Instruments featured in track. Each item must be separated by commas. Should not contain duplicate terms.	Piano, Guitar	Y	Required
TRACK: Keywords	Keywords describing the track.	Rock, Pop Punk, Teens, Teenage	Y	Required
TRACK: Lyrics	Lyrical content of track if available. Each verse must be separated with a pipe.	Hey, hey, yeah	Let's go everybody	Y	Optional
TRACK: Identity	Optional.		Y	Optional
TRACK: Category Codes	Optional.		Y	Optional
TRACK: Composer(s)	The composers/artists of the track in a short version.	Paul Masvidal / Walter Vincent	Y	Required
TRACK: Publisher(s)	The publisher of the track.	Videohelper Inc.	Y	Required
TRACK: Artist(s)	The artist of the track.	Paul Masvidal / Walter Vincent	Y	Optional
TRACK: Audio Filename	The filename of the track. Note these must match the Wav files. Do not include file extension (.wav)	01 Track 1	Y	Required

Writers and Publishers

The management of Composer, Arranger and Publisher information can be confusing. To simplify this please follow these guidelines:

General shares % rules:
- 'Owner Performance Share %' across WRITERS must total 100%
- 'Owner Performance Share %' across PUBLISHERS must total 100%
- 'Owner Mechanical Share %'across WRITERS + PUBLISHERS must total 100% for a territory OR **can be left blank**

The following columns are not being ingested at this stage
- 'Collection Performance Share %' across WRITERS + PUBLISHERS must total 100% for a territory OR **can be left blank**
- 'Collection Mechanical Share %' across WRITERS + PUBLISHERS must total 100% for a territory OR **can be left blank**

Other shares % patterns:
- 'Owner Mechanical Share %' for WRITERS usually totals 0%
- 'Owner Mechanical Share %' for PUBLISHERS usually totals 100%
- 'Owner Performance Share %' for WRITERS usually totals 100%
- 'Collection Performance Share %' for WRITERS usually totals 50%

Territory
- A right holder can be added for a specific territory (ie: US) that which will override "WORLD" right holder records of the same type (Owner/Collection and Performance/Mechanical)

Relationships
- 'Original Publisher' for WRITERS must reference one of the PUBLISHER with a capacity of Original Publishers
- 'Original Publisher' for PUBLISHERS with a capacity of Sub Publishers must reference one of the PUBLISHERS with a capacity of Original Publishers

Sub publishers
- PUBLISHERS with a capacity of Sub Publishers can be added to setup Collection shares for a specified territory
- 'Collection Performance Share %' for PUBLISHERS with a capacity of Sub Publishers is usually 50%
- 'Collection Mechanical Share %' for PUBLISHERS with a capacity of Sub Publishers is usually 100%

Column Name	Description	Sample	Header must exist	Data Required
ARTIST:{Number}: First Name	e.g. "ARTIST:1: First Name" The first name of an artist for the track.	Paul	N	Optional
ARTIST:{Number}: Middle Name	e.g. "ARTIST:1: Middle Name" The middle name of an artist for the track	David	N	Optional
ARTIST:{Number}: Last Name	e.g. "ARTIST:1: Last Name" The last name/surname of an artist for the track	Masvidal	N	Optional
ARTIST:{Number}: Society	e.g. "ARTIST:1: Society" The collecting society that the artist is registered with.	ASCAP	N	Optional
ARTIST:{Number}: IPI	e.g. "ARTIST:1: IPI" The CAE/IPI code for the artist. A placeholder of 0 is to be used if the number is not known.	1234	N	Optional
WRITER:{Number}: First Name	e.g. "WRITER:1: First Name" The first name of an writer for the track.	Paul	Y	Optional
WRITER:{Number}: Middle Name	e.g. "WRITER:1: Middle Name" The middle name of a writer for the track.	David	Y	Optional

WRITER: {Number}: Last Name	e.g. "WRITER:1: Last Name" The last name/surname of a writer for the track	Masvidal	Y	Required
WRITER: {Number}: Capacity	e.g. "WRITER:1: Capacity" The capacity of the writer as either an Author, Composer, Composer/Author, or Arranger	Composer/Author	Y	Optional
WRITER: {Number}: Society	e.g. "WRITER:1: Society" The collecting society that the writer is registered with.	ASCAP	Y	Required
WRITER: {Number}: IPI	e.g. "WRITER:1: IPI" The CAE/IPI code for the writer. A placeholder of 0 is to be used if the number is not known.	1234	Y	Required
WRITER: {Number}: Territory	e.g. "WRITER:1: Territory" The territory which the writer belongs to. Default is WORLD.	WORLD	Y	Required
WRITER: {Number}: Owner Performance Share %	e.g. "WRITER:1: Owner Performance Share %" The percentage share of recognition for the writer in comparison to any other writers or publishers registered on the track. Do not include the "%" symbol.	100	Y	Required
WRITER: {Number}: Owner Mechanical Share %	e.g. "WRITER:1: Owner Mechanical Share %" The percentage share of recognition for the writer in comparison to any other writers or publishers registered		Y	Optional

	on the track. Do not include the "%" symbol.			
WRITER: {Number}: Collection Performance Share %	e.g. "WRITER:1: Collection Performance Share %" The shares of royalties for the writer for a specified territory in comparison to any other writers or publishers registered on the track. Do not include the "%" symbol.		N	Optional
WRITER: {Number}: Collection Mechanical Share %	e.g. "WRITER:1: Collection Mechanical Share %" The shares of royalties for the writer for a specified territory in comparison to any other writers or publishers registered on the track. Do not include the "%" symbol.		N	Optional
WRITER: {Number}: Original Publisher	e.g. "WRITER:1: Original Publisher" The name of the Original Publisher registered on the track. Must match 'TRACK: Publisher(s)	West One Music Group	Y	Required
PUBLISHER:{number}: Name	e.g. "PUBLISHER:1: Name" The name of a publisher for the track.	West One Music Group	Y	Required
PUBLISHER:{number}: Capacity	e.g. "PUBLISHER:1: Capacity" The capacity of the publisher as either an Original Publisher or Sub Publisher.	Original Publisher	Y	Optional
PUBLISHER:{number}: Society	e.g. "PUBLISHER:1: Society" The collecting society that the publisher is registered with.	PRS	Y	Required

PUBLISHER:{number}: IPI	e.g. "PUBLISHER:1: IPI" The CAE/IPI code for the publisher. A placeholder of 0 is to be used if the number is not known.	1234	Y	Required
PUBLISHER:{number}: Territory	e.g. "PUBLISHER:1: Territory" The territory which the publisher belongs to. Default is WORLD	WORLD	Y	Required
PUBLISHER:{number}: Owner Performance Share %	e.g. "PUBLISHER:1: Owner Performance Share %" The percentage share of recognition for the publisher in comparison to any other writers or publishers registered on the track. Do not include the "%" symbol.	100	Y	Required
PUBLISHER:{number}: Owner Mechanical Share %	e.g. "PUBLISHER:1: Owner Mechanical Share %" The percentage share of recognition for the publisher in comparison to any other writers or publishers registered on the track. Do not include the "%" symbol.	100	Y	Optional
PUBLISHER:{number}: Collection Performance Share %	e.g. "PUBLISHER:1: Collection Performance Share %" The shares of royalties for the publisher for a specified territory in comparison to any other writers or publishers registered on the track. Do not include the "%" symbol.		N	Optional
PUBLISHER:{number}: Collection Mechanical Share %	e.g. "PUBLISHER:1: Collection Mechanical Share %" The shares of royalties for the publisher for a specified territory in comparison to any other writers or publishers		N	Optional

	registered on the track. Do not include the "%" symbol.			
PUBLISHER:{number}: Original Publisher	e.g. "PUBLISHER:1: Original Publisher" The name of the Original Publisher registered on the track if Capacity is set to Sub Publisher.		Y	Conditional

Public Domain works

The format below is to be used for all public domain works.

Original Composer Known - No Arranger	W. A. Mozart (PD) 100% [0]
Original Composer Known - With Arranger	W. A. Mozart (PD) 0% [0], Aaron Gant (Arr) (BMI) 100% [123456789]
Original Composer Unknown - With Arranger	Traditional (PD) 0% [0], Aaron Gant (Arr) (BMI) 100% [123456789]

ISRC and ISWC

Column Name	Description	Sample	Header must exist	Data Required
CODE: ISWC	The ISWC code for the track, usually in the format "P-XXX.XXX.XXX-C"	T-123.456.789-Z	N	Optional
CODE: ISRC	The ISRC code for the track, must be in the format "CC-XXX-YY-NNNNN"	AU-5AL-11-00345	Y	Yes

WCPM specific columns

Required data marked with an asterisk must be selected from a specified list provided by Warner Chappell Production Music. Please refer to the metadata template *WARNERCHAPPELL_HarvestMedia_MetaData_Template_2.1.0_FINAL*

Column name	Description	Sample	Header must exist	Data Required
ATTRIBUTE: WCSP: Track Notes	Accessory field for track notes.	Recorded in Nashville, TN.	Y	Optional
ATTRIBUTE: WCSP: Category	The primary Category of the track/album. Must contain only one master Category from the Master Category list.	Latin > Mexican Banda; Latin > Norteño	Y	*Required
ATTRIBUTE: WCSP: Featured Instrument	The featured and/or solo instrument(s) in the track, if any. Each instrument must be separated by comma and a space. Must not contain duplicate terms.	Guitar, Spanish	Y	*Optional
ATTRIBUTE: WCSP: Instrumentation	The basic instrumentation in the track, selected from the Instrumentation dropdown list. Each item must be separated by comma and a space and cannot contain duplicate terms.	Accordion/Concertina; Bass - Electric	Y	*Required
ATTRIBUTE: WCSP: Location	Accessory field if needed.	Nashville, TN	Y	Optional
ATTRIBUTE: WCSP: Mood	Moods are descriptive term for mood of the track, selected from the supplied pre-defined list. A maximum of 5 terms from list is accepted.	Passionate	Y	*Required
ATTRIBUTE: WCSP: Usage	Usage is a descriptive term for suggested usage of the track, selected from the supplied pre-defined list. A maximum of 5 terms from list is accepted.	Romance; Special Occasions; Travel/Vacation; Documentary	Y	*Required

ATTRIBUTE: WCSP: Era	Describes the period of music, such as the 1950s, selected from the dropdown list.	2000s	Y	*Optional
ATTRIBUTE: WCSP: Vocal	Enter an N for false if the track has no vocals. Enter a Y for true if there are vocals.	Y	Y	*Required
ATTRIBUTE: WCSP: Vocal Type	Type of vocal featured in track, selected from VocalType dropdown list		N	*Optional

Category columns

Categories are only relevant for agents who have a Search Gen Player, or a custom build with Harvest Media.

Soundminer Categories are mandatory for agents distributing to Warner Chappell Production Music. These must be sourced from the provided list within the excel template file. Please note that this list will be updated regularly. **These columns will be phased out in the coming months.**

Column name	Description	Sample	Header must exist	Data Required
CATEGORY: {Desc}	e.g. "CATEGORY: Category name" The categories to which this track applies	See below	Optional	Optional
ATTRIBUTE: SM Category	e.g. "ATTRIBUTE: SM Category" Soundminer Category. Limited to 64 characters	See below	Y	Yes
ATTRIBUTE: SM Subcategory	e.g. "ATTRIBUTE: SM Subcategory" Soundminer Sub-Category. Limited to 64 characters	See below	Y	Yes

General notes

- Any field that includes {Desc} can be named as you require for your own reference however it MUST contain the leading field label i.e. WRITER: or ISRC:

- The number of WRITER and PULISHER entries supplied are unlimited.

- Important to delete any of the optional columns you are not using.

- If a WRITER or PUBLISHER column is supplied; all columns for that entry must exist. For example, if a "WRITER:1: First Name" column is supplied then all columns for WRITER:1: must be supplied in order for the metadata file to be valid.

Notes specifically related to Warner Chappell Production Music

- Warner specific columns should not contain duplicate terms.

- Categories and Sub-Categories must be selected from Warner Chappell Production Music's specified list and must not exceed 64 Characters. These columns will be discontinued in the near future.

- Warner specific columns must be selected from Warner Chappell Production Music's specified picklists.

- Picklist terms must be separated by a semi-colon.

- Popular artists, musical acts and performers must not be referenced in any verbose metadata.

- The list of illegal characters which should not be used which are / \ : * ? " < > |

Notes specifically related to Harvest Media Categories

Category data imports into the Harvest Media category structure. The structure does not check the actual data, spelling or accuracy.

The category titles below must match to the top level categories you have set up in the admin. i.e. a top level category in the admin of "Scenarios" would have a column header of CATEGORY: Scenarios

Each cell in your spreadsheet should look like this in order to create the correct hierarchy of data.

CATEGORY: {your category name}	CATEGORY: {your category name}
Brass; Flute: Ethnic; Orchestra/Ensembles; Percussion; Shaker; Strings; Drums: Tom	Hi-Tech; Electronica; Detective; Thriller; Showbiz; Dance; 1960s; Era; 1960s: General

Toms	

Category 1:

- Brass
- Flute
    - o Ethnic
- Orchestra/Ensembles
- Percussion
- Shaker
- Strings
- Drums
    - o Tom Toms

Category 2:

- Hi-Tech
- Electronica
- Detective
- Thriller
- Showbiz
- Dance
- 1960s
- Era
- 1960s
    - o General

Syntax:

- A comma followed by a semi-colon "**;** " separates a category
- A colon followed by a space "**:** " indicates that the next term is a child item to the previous category

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Common Errors

Listed below are the common error messages retuned when metadata or album content is invalid.

Error message	Description
Album Release Date is not valid. It should be in the format: yyyy-mm-dd	Date format is not in yyyy-mm-dd
Track Duration is not valid.	Duration is not in the format of mm:ss or seconds.
In folder *<folder name>*, metadata contains a 0 (zero) value for track durations on line(s):*n* You can continue with this ingestion, but we recommend this data to be entered correctly.	Duration field is set to 0. We suggest this data is added.
C:\Desktop\Library Name\Album Name\Test_Track1.wav does not exist	Audio file is missing in the album folder OR the filename doesn't match.
In folder 2.1.0 NEW ingestion - metadata, AT ROW: 3, 4 contain duplicated file name: Test_Track2.wav	'TRACK: Audio Filename' has duplicate data.
In folder 2.1.0 NEW ingestion - metadata, metadata file contains no data.	There is no data in the file.
Album Title doesn't exist.	'ALBUM: Title' is missing data.
Track Title doesn't exist.	'TITLE: Title' is missing data.
NOTE: We're unable to ingest collection shares on your account at this time. These are being ignored.	Any data in the following fields will not be ingested into your account. This is for selected accounts only. WRITER:{number}: Collection Performance Share % WRITER:{number}: Collection Mechanical Share % PUBLISHER:{number}: Collection Performance Share % PUBLISHER:{number}: Collection Mechanical Share %
Track Composer(s) doesn't exist.	'TRACK: Composer(s)' data is missing
Track Publisher(s) doesn't exist.	'TRACK: Publisher(s)' data is missing
The owner performance share total for publisher(s) is invalid for *'name'* territory.	Total percentage shares of PUBLISHER do not equal 100%.
The owner mechanical share total for publisher(s) is invalid for *'name'* territory.	Total percentage shares of PUBLISHER do not equal 100% each.
The performance share total for writer(s) is invalid for *'name'* territory.	Total percentage share of WRITER do not equal 100%.

Duplicate publisher name(s) and/or IPI(s) found for *'name'* territory.	Duplicate PUBLISHER name or IPI cannot exist more than once on a single track in the same territory.
Duplicate writer name(s) and/or IPI(s) found for *'name'* territory.	Duplicate WRITER name or IPI cannot exist more than once on a single track in the same territory.
No writers/publishers found for '*name*' territory.	PUBLISHER and WRITER fields are empty.
WRITER *n*: [Publisher doesn't match listed publishers]	'WRITER: {Number}: Original Publisher' contains a publisher that is not listed in PUBLISHER fields for this track.
CAT: *<name>* is not identified. Column: *n*	Categories now must have the header as:; CATEGORY: <name>
Error: Row:2	The row location of error.
Length is not valid.	The Length data must be in the format of seconds or mm:ss e.g. 130, 2:16
Header format is invalid Header should begin with	The header row does not comply with the Harvest Media standard or HM New Standard.
The total share of WRITERS is invalid	Total percentage share of WRITER do not equal 100%.
In folder *xyz*, AT ROW: 2, 3 contain duplicated file name: Test_Track1.wav	Duplicate filename exists in metadata.
In folder *xyz*, metadata file contains invalid characters at row: 2, column: 46.	Invalid characters ♂ ? : \ / " * < > | have been found in the metadata.
The total share of publisher is invalid.	Total percentage share of PUB do not equal 100%.
The artwork in folder *xyz* should be in format jpg.	The artwork in the album folder is not in jpg format
The following folders could not be added to the list as they are not valid Catalogues or Albums	Various errors may exist in the metadata. Use the Metadata Validator for details.