



harvest media

Meta Data File Format Guide Ingestion Tool

V2.1.0

Version 2.1.0 New Standard Format

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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 exist 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/>

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.	Locker Room Shock	Y	Required
ALBUM: Display Title	Title of the album.	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.	The wink	Y	Required
TRACK: Display Title	Title of the track, preferably proper case.	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. Main track number must be a whole number. 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.	Full Mix	Y	Required
TRACK: Duration	Duration of the track. Accepted formats <ul style="list-style-type: none"> ▪ 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.	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.	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) or commas (,)	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 deleted**
- 'Collection Mechanical Share %' across WRITERS + PUBLISHERS must total 100% for a territory OR **can be deleted**

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 50%
- '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 on the track. Do not include the “%” symbol.	0	Y	Optional
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 registered on the track. Do not include the “%” symbol.		N	Optional
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 domains work

The suggested format below is to be used for 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	Y	Optional
CODE: ISRC	The ISRC code for the track, usually in the format “CC-XXX-YY-NNNNN”	AU-5AL-11-00345	Y	Optional

Category columns

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

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

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 PUBLISHER 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 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 Toms	Hi-Tech; Electronica; Detective; Thriller; Showbiz; Dance; 1960s; Era; 1960s: General

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

Common Errors

Listed below are the common error messages returned 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. Filename contains a comma.
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 ' <i>name</i> ' territory.	Total percentage shares of PUBLISHER do not equal 100%.
The owner mechanical share total for publisher(s) is invalid for ' <i>name</i> ' territory.	Total percentage shares of PUBLISHER do not equal 100% each.
The performance share total for writer(s) is invalid for ' <i>name</i> ' territory.	Total percentage share of WRITER do not equal 100%.
Duplicate publisher name(s) and/or IPI(s) found for ' <i>name</i> ' 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 ' <i>name</i> ' territory.	Duplicate WRITER name or IPI cannot exist more than once on a single track in the same territory.
No writers/publishers found for ' <i>name</i> ' territory.	PUBLISHER and WRITER fields are empty.
WRITER <i>n</i> : [Publisher doesn't match listed publishers]	'WRITER: {Number}: Original Publisher' contains a publisher that is not listed in PUBLISHER fields for this track.
CAT: < <i>name</i> > is not identified. Column: <i>n</i>	Categories now must have the header as;; CATEGORY: < <i>name</i> >
Header Error ATTRIBUTE: WCSP: Track Notes is not a valid Attribute. Column: 86 ATTRIBUTE:WCSP: Category is not a valid Attribute. Column: 87 ATTRIBUTE:WCSP: Featured Instrument is not a valid Attribute. Column: 88 ATTRIBUTE: WCSP: Instrumentation is not a valid Attribute. Column: 89 ATTRIBUTE:WCSP: Location is not a valid Attribute. Column: 90 ATTRIBUTE:WCSP: Mood is not a valid Attribute. Column: 91 ATTRIBUTE:WCSP: Usage is not a valid Attribute. Column: 92 ATTRIBUTE:WCSP: Era is not a valid Attribute. Column: 93 ATTRIBUTE:WCSP: Vocal is not a valid Attribute. Column: 94 ATTRIBUTE:WCSP: Vocal Type is not a valid Attribute. Column: 95	Warner Chappell Production Music headers exist in the file. Please remove or contact support@harvestmedia.net if you are delivering to WCPM.
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.