



Instructions for ID Dual Registration

Table of Contents

Introduction	2
Filling Out the Registration Template	3
Obtain a Registration Template	3
Fill in the Contact Details	3
Fill in the Record Details	4
Individual Data Requirements	4
Basic Stand-Alone Records.....	4
Code Tables.....	12
Adding Additional Columns.....	12
Submitting the Registration Template.....	13

Introduction

The Entertainment Identifier Registry (EIDR)¹ and International Standard Audiovisual Number (ISAN)² – collectively, the Registries – both issue curated, globally-unique standard identifiers for audiovisual works and versions thereof. Qualified registrants can obtain standard identifiers individually from each Registry. Here, we provide instructions for obtaining both types of IDs from a single registration transaction.

There are three simple steps:

1. The prospective registrant provides descriptive metadata for one or more audiovisual assets in a standardized Excel spreadsheet template.
2. The registrant submits the completed ID application as an email attachment sent to registration@standard-ids.org.³
3. The Registries process the application and return the requested IDs to the registrant.

The descriptive metadata required varies based on the type of record being submitted. At present, the dual-registration process supports:

- Basic stand-alone records⁴ such as films, documentaries, shorts, etc., excluding versions, for example.

¹ Providing ISO 26324 (DOI) IDs. See eidr.org.

² ISO 15706. See www.isan.org.

³ All other dual-registration communications should be address to info@standard-ids.org.

- Finished works with stable descriptive metadata (title, director, cast, etc.), excluding in-development works or projects.

The submission spreadsheet includes a tab for the registrant’s contact information. All required fields must be provided. If there are any problems with the submission, the individual Registries will contact the registrant to resolve them.

Each Registry will charge the registrant separately for the submitted registrations.

- EIDR IDs (currently via The Title Registrar): \$21 per Abstraction record. Volume discounts are available, including unlimited registrations for a flat fee.⁵
- ISAN IDs (via the ISAN Registration Agency selected by the registrant): ISAN fees are typically in the range 9€ to 25€ for a stand-alone work ISAN. Volume discounts are also applicable, including unlimited registrations for a flat fee.⁶

Per-record registration fees are set individually by each registration agency and may change over time. ISAN registration agencies are under contract with ISAN-IA (the ISAN International Agency), itself under contract with ISO, in order to guarantee not-for-profit purpose & cost-recovery fee model. EIDR is a non-profit organization and offers all of its services directly to the public on a cost-recovery basis. EIDR Participant companies are a mix of non-profit and for-profit organizations and offer EIDR services at various rates, ranging from free to open market pricing, without EIDR’s regulation. The Title Registrar is an independent EIDR Participant company, offering EIDR IDs under the dual-registration initiative at competitive market rates.

For more information, please refer to the dual-registration Web site at www.standard-ids.org.

Filling Out the Registration Template

Obtain a Registration Template

Start by obtaining the latest release of the registration template appropriate for the kind of record(s) you are registering from www.standard-ids.org. Templates are currently available for:

- Basic stand-alone records ([Basic Dual-Registration.xlsx](#)) v9.2

Fill in the Contact Details

The first spreadsheet tab, “Contact Details,” must be filled out before submitting the registration(s).

- Company – Optional – The name of the submitting company
- **Contact Name – Required** – The person to contact if there are any issues
- Telephone – Optional – The contact person’s telephone number

⁴ Sometimes called “non-episodic works,” “abstractions,” or “title records.”

⁵ Learn more: [EIDR Benefits and How EIDR Works](#).

⁶ Learn more: [Where can I order ISAN codes and how much does it cost?](#)

- **Email – Required** – The contact person’s email address for dual-registration correspondence (See [Creating a Title Manager Account.](#))
- **ISAN Login ID – Required** – The submitter’s ISAN Login ID (e.g., myCompany.update) provided by the ISAN registration agency (See [How to create an account with an ISAN registration agency?](#))
- **EIDR Party ID – Optional** – The submitter’s EIDR Party ID (e.g., 10.5237/#####-#####) (See [eidr.org](#))

Fill in the Record Details

Add a row for each submitted record on the second spreadsheet tab, “Basic (Stand-Alone) Records.”

- Each record must be in its own row.
- Processing will begin with the first data row and will continue until the first empty row.
- Required fields (columns) have a red “Required” header. These fields must be populated with valid entries for each data row.
- Optional fields have a green “Optional” header. These fields may be left empty. If they are filled in, then they must be populated with valid entries.
- Some data points can occur more than once per record (e.g., Original Language) while others can occur only once (e.g., Work Type). Repeating fields have a number in their name (e.g., “Original Language 1”).
- When providing values in a repeating column, begin filling in from the left (lowest column number first) so that any blank cells are to the right.
- Each data point must be in a separate field. For example, if there is more than one Director, each must be entered in a separate column. They cannot both be entered in the same cell.
- Do not change the column order, other than to add repeating columns in numeric order.
- Do not repeat a particular value more than once per record (e.g., do not list the same Title more than once; you can list the same Original Language more than once so long as each entry has a different Language Mode; you can have two Directors, so long as they have different names; etc.).
- Do not include formulas or cells with special formatting. All entries must be plain Text.
- The assigned IDs will be returned in the respective “TBD” columns at the right edge of the spreadsheet, along with any error messages or notes.

Individual Data Requirements

Basic Stand-Alone Records

Unique Row ID

Required. An alphanumeric string, unique within the spreadsheet. This could be the registrant’s house ID for the submitted record or a simple integer record number. The same value cannot repeat in this column, but could be re-used in other registration spreadsheets (e.g., if using a simple record number) and could appear in other columns (e.g., if using the registrant’s house ID that also appears in the same record as an Alternate ID).

Mode

Required. Select from “AudioVisual”, “Visual”, or “Other”. Most records will be “AudioVisual”. Use “Visual” only when there is video but no sound.

Work Type

Required. Select from the following list.⁷

- AD – Commercials, advertising films, and other supplemental materials (Supplemental)
- FF – Feature Film (Movie)
- TF – TV movie or Telefilm (TV)
- DO – Documentary (TV)
- ED – Educational (TV)
- SH – Short (Short)
- NE – News (TV)
- LV – Live Event (TV)
- PF – Performance, e.g., dance, music, stage productions, etc. (TV)
- SP – Sporting Event (TV)
- TE – Television Entertainment not otherwise listed (TV)

Work Kind

Required. Select from “L” (for Live Action), “A” (for Animated), or “LA” (for a mix of Live Action and Animation).

Year of Reference

Required. The four-digit year (“yyyy”) of production or copyright as it appears in the credits of the work, from 1896 to current year +1.

Release Date

Required. The full date (in the format “yyyy-mm-dd” or “mm/dd/yyyy”) or four-digit year (if the full date is not known) of the work’s original release or first public presentation, either actual (in the past) or anticipated (up to 10 years in the future). May or may not be the same as the Year of Reference.

Duration

Required. The approximate running time of the work in minutes or seconds expressed as a positive integer number, rounding up if necessary.

- Zero (“0”) is not allowed.
- For works produced for television broadcast, you may use the scheduled time slot duration if the actual running time is not known.

Time Unit

Required. The unit of measurement used when recording the Duration. Select from “MIN” (for minutes) or “SEC” (for seconds).

⁷ The ISAN Work Type equates to the parenthetical EIDR Referent Type. See [ISAN Data Fields](#) and [EIDR Data Fields Reference](#), respectively.

Original Title

Required. The name by which the work was (or will be) first known in its original release in its home territory, presented in mixed case without trailing articles. Full support for Unicode characters is provided.

NOTE: If there are more Original Titles than available columns, then add additional Original Title columns as necessary, incrementing the number by 1 each time. See [Adding Additional Columns](#).

NOTE: If a work was known by multiple titles in its original release, select the most prominent of them and list it first. This will be used as the EIDR Resource Name. All other Original Titles and any Alternate Titles will be recorded as EIDR Alternate Resource Names.

Original Title Language

Required. The language code for the language of the Original Title.⁸

- In most cases, an ISO 639-1 2-character alpha code (in lowercase letters) will suffice.
- Use ISO 639-2 3-character alpha code (in lowercase letters) if a 2-character code is not available.
- Use BCP 47 (RFC 5646) language codes to express non-standard scripts, regional dialects, etc.
- If the language cannot be determined, use “und” for “undetermined.”

NOTE: This is the language of the title itself, not the language spoken in the home territory or the dominant language in the work (though they are often the same).

Original Title Class

Optional. Select an entry from the Title Class list. For Original Title, this will most often be “release”. Leave blank if unknown.⁹

Alternate Title

Optional. Supports multiple entries. Additional name(s) by which the work was (or will be) known in different markets, distribution channels, at different points in time, in different languages, etc. The presentation order does not affect registration or de-duplication. Full support for Unicode characters is provided.

NOTE: Please include all known names for the work without repeating any of the Original Titles. This is vital to ensure proper de-duplication across territories and over time.

NOTE: If there are more names than available columns, then add additional Alternate Title columns as necessary, incrementing the number by 1 each time. See [Adding Additional Columns](#).

Alt Title Language

Required if the corresponding Alternate Title exists. Supports multiple entries, one per Alternate Title. The language code for the language of the Alternate Title. See [Original Title Language](#) for notes on language codes.

⁸ See [Using Language Codes](#) for more information.

⁹ See [Data Fields Reference](#) for more information.

Alt Title Class

Optional. Supports multiple entries, one per Alternate Title. Select an entry from the Alt Title Class list. For local territory titles, this will most often be “regional”. Leave blank if unknown.

Original Language

Required. Supports multiple entries. The language code for the most prominent language(s) expressed (spoken, written, or signed) in the work in its original form.

- See [Original Title Language](#) for notes on language codes.
- Script codes are not valid for spoken languages (i.e., it is not possible to speak in Cyrillic).
- If there are no spoken or signed languages, then record the written language (of the credits, intertitles, etc.).
- If the language cannot be determined, use “und” for “undetermined.”
- If there are no spoken, written, or signed languages, then use “zxx” for “no linguistic content.”

NOTE: If there is more than one prominent language in a work, then add additional Original Language columns as necessary, incrementing the number by 1 each time. See [Adding Additional Columns](#).

Language Mode

Required. Supports multiple entries, one per Original Language. Select from “Audio” (for spoken languages) or “Visual” (for signed or written languages).

NOTE: Each additional Original Language column must have a companion Language Mode column.

Country of Reference

Required. Supports multiple entries. Use ISO 3166-1 Alpha-2 two-character codes or “XX” for “unknown.”

Country Type

At least one PRO Country of Reference required. Supports multiple entries, one per Country of Reference. Select from the following list.¹⁰

- PRO – Country of Production (i.e., where the main production company’s headquarters are located)
- PUB – Country of Publication (for Video Games)
- SHO – Shooting Location

Company

Optional. Supports multiple entries. The name(s) of the production or distribution companies associated with the work.

¹⁰ The ISAN Country Type “ORG” equates to the EIDR Country of Origin. See [Schema Appendix: List of Codes](#) and [Data Fields Reference](#), respectively.

Company Role

Required if the corresponding Company exists. Supports multiple entries, one per Company. Select from “producer” or “distributor”. Producers are preferred. Include as many as apply.

Company Party ID

Optional. Supports multiple entries, one per Company. If available, provide the EIDR Party ID associated with the Company.¹¹

Metadata Authority Party ID

Optional. Supports multiple entries. If applicable, provide the EIDR Party ID associated with any Company that asserts to possess complete and accurate descriptive metadata for the identified work and agrees to assist with its maintenance in the future.¹²

Color Kind

Required. Select an entry from the Color Kind list.

- BLACK_WHITE
- COLOR
- COLORIZED
- MIXED
- TINTED
- GRAYSCALE
- MONOCHROME
- SEPIA
- B_W_WITH_COLOR_PARTS
- COLOR_WITH_B_W_PARTS
- RGB
- CMY
- YCBCR
- YUV
- SRGB
- PALETTE
- _601_COLORIMETRY
- _709_COLORIMETRY
- OTHER

Credits

Optional. Supports multiple entries. The names (as credited) of the people who participated in the creation or presentation of the work, one per Credits entry, presented in mixed case.

- Arrange the entries so that the more prominent or important Roles are listed first.
- List the credits in each category (Role) in first billed order.
- You must include at least one Director (DIR or TVDIR).

¹¹See [Data Fields Reference](#).

Role

Required if the corresponding Credits exists. Supports multiple entries, one per Credits. Select from the following list.

- ACT - Actor (Actor)
- ADA - Adaptation
- ANC - Anchor (Actor)
- ART - Game artist
- AUTH - Author
- CAM - Camera
- CAN - Candidate [Game show, contest, ...] (Actor)
- CAS - Casting
- CDES - Character designer [games, animation]
- CHA - Character
- CHO - Choreographer
- COA - Coach
- COD - Conductor
- COM - Composer
- CON - Contributor (Actor)
- COT - Commentator (Actor)
- CREA - Creator
- CUT - Cutter (editing)
- DEV - Game developer
- DIR - Director (Director)
- DIS - Distributor
- EPRO - Executive producer
- GDES - Game designer
- GDIR - Game director (Director)
- GST - Guest (Actor)
- HST - Host, Presenter (Actor)
- JUG - Judge (Actor)
- LPRO - Lead programmer
- MSC - Stage director
- MUS - Music by
- NAR - Narrator (Actor)
- PAR - Participant (Actor)
- PERF - Performer (Actor)
- PPROD - Post production editor
- PRO - Producer
- SCI - Scriptwriter
- SCR - Screenwriter
- SPK - Speaker (Actor)
- TVDIA - TV director assistant
- TVDIR - TV director (Director)
- VOI - Voice

NOTE: The ISAN Participant Role Code equates to the parenthetical EIDR Credits type.¹³

Alt ID

Optional. Supports multiple entries. A unique identifier associated with the submitted work other than an ISAN or EIDR ID. For example, the registrant's house ID(s) or IDs from AlloCiné, BFI, IMDb, Lumière, Wikidata, the work's production company(ies), etc. One per Alt ID entry.

Type

Required if the corresponding Alt ID exists. Supports multiple entries, one per Alt ID. Select from the following list.

- Ad-ID (ADID)
- Baseline (PROPRIETARY, gracenote.com)
- cIDF (PROPRIETARY, npo-ba.org/cid)
- CRID (same)
- DOI (same)
- GRid (same)
- IMDB (same)
- ISWC (Proprietary, iswc.org)
- ISRC (same)
- IVA (PROPRIETARY, internetvideoarchive.com)
- SMPTE-UMID (UMID)
- TVG (PROPRIETARY, tvguide.com)
- UPC (GTIN)
- URI (same)
- UUID (same)
- URN (URI)
- Proprietary (PROPRIETARY) – Requires a Domain
- CNC (Proprietary, cnc.fr)
- REGID (Proprietary, custom per registrant) – Requires a Domain

¹³ See [Schema Appendix: List of Codes](#) and [Data Fields Reference](#), respectively.

NOTE: Most of the Alt ID Types are common to both Registries. When an Alt ID Type is rendered differently between the Registries, the alternate notation is included in parentheses for your reference.

NOTE: “Proprietary” is a standards organization term of art. It does not imply that the associated ID is confidential; simply that it is not part of a recognized formal or ad-hoc international standard. Such IDs then require a unique domain to identify the issuing organization. The REGID is an example of a Proprietary ID.

Domain

Required if the corresponding Alt ID Type is “Proprietary” or “REGID”. Otherwise, leave blank. Supports multiple entries, one per Alt ID.

The registrant’s house ID(s) are coded as “REGID” with the associated Domain set to the standard Internet domain of the organization (e.g., citwf.com, lumiere.obs.coe.int, etc.). Any other ID Types not explicitly identified in the Alt ID Type list are coded as “Proprietary” with an identifying Domain.

If the same organization has more than one ID type, then add a clarifying domain suffix (e.g., disney.com/MPM-P, disney.com/MPM-I, disney.com/ProductID; or bfi.org.uk, bfi.org.uk/gifford).

Relation

Optional in most cases. Supports multiple entries, one per Alt ID. If the relationship between the provided Alt ID and the work being registered is not one-to-one (“IsSameAs”) then you must include a clarifying Relation from the following list to indicate how the registered work is related to the provided Alt ID.

- IsSameAs
- IsEntirelyContainedBy
- ContainsAllOf
- IsPartiallyContainedBy
- ContainsPartOf
- IsDerivedFrom
- IsSourceOf
- HasCueSheet
- Other

NOTE: The Relation would be expressed in a sentence as “Submitted Record Relation Alt ID”, e.g., “Submitted Record is a derivative work of (IsDerivedFrom) the work identified by the provided IMDb ID.”

Description

Optional. A free text description of the submitted work, up to 128-characters long.

NOTE: This is not a synopsis. It is clarifying information about the work that will assist in manual de-duplication or will provide clarifying information for later discovery. For example, “Double-shot in Hindi (this version) and Tamil.” or “A composite movie made from Space 1999 episodes.”

Description Language

Required if Description exists. The language code for the language of the Description. See [Original Title Language](#) for notes on language codes.

Registrant Extra

Optional. Any additional information that will help identify/clarify the submitted record. Free text up to 128-characters long.

Operator's Notes

Optional. Special processing notes. This is informational only. It is not included in the record submitted for registration.

Assigned ISAN

The assigned ISAN will be returned to the registrant in this column.

Assigned EIDR ID

The assigned EIDR ID will be returned to the registrant in this column.

Registration Errors & Notes

If an ID cannot be assigned by one of the Registries, then any error messages or notes from the respective Registry will be returned in this column.

Code Tables

The third spreadsheet tab, “Code Tables,” is provided for your reference. It includes the allowed values for each field with a controlled vocabulary. Other fields are free-text. Please refer to the applicable Code Table entry when providing values for the associated fields.

NOTE: Code values are case sensitive.

If you do not use one of the allowed values, then your submission may be rejected.

Adding Additional Columns

Please provide as much information about each record as possible. The spreadsheet template comes with a default number of columns for values that can potentially repeat. If there are more columns than you need for a particular record, leave the extra ones blank. If you need more, add them to the spreadsheet in order following the established naming convention.

For example, if you need a second Metadata Authority, add a new column immediately to the right of the existing “Metadata Authority Party ID 1” and name it “Metadata Authority Party ID 2”.

Most repeating columns come in sets. For example, “Country of Reference 1” and “Country Type 1”. If you need an additional Country of Reference, add two columns immediately to the right of the existing “Country of Reference 1” and name them “Country of Reference 2” and “Country Type 2”, respectively.

If you do not follow the established naming conventions, then your submission may be rejected.

Submitting the Registration Template

When all of the metadata for all of the submitted records have been filled in, save the file using a unique and descriptive file name, retaining the Excel file extension. For example, a file name that includes the submitting company's name, type of records being submitted, and the submission date.

NOTE: Do not simply re-use the original Excel template file name.

Attach the file to an email and send it to registration@standard-ids.org using the email address identified on the spreadsheet's Contact Details tab. All other communications should be directed to info@standard-ids.org. Retain a copy of your submission email until you have received your IDs from both Registries.

NOTE: Attach only one registration template per email. Material in the body of the email may not be read by automated processing systems.

The assigned IDs will be returned to the submitting email address, along with any automated communications. Specific questions regarding the submissions (including billing issues) will be directed to the contact email address provided on the Contact Details tab.

NOTE: Before submitting more than 200 records in a single spreadsheet or more than 500 records within a 7-day period, please contact info@standard-ids.org so the Registries can staff appropriately and can provide an estimated turn-around time.