

EBOOK CONVERSION SERVICES Terms and Conditions

2022-10-01

EBB Technologies (EBB), as “Contractor” to desLibris Publishing Solutions (DPS) will perform digital conversion for publishers (“Client”) under the following terms and conditions.

Service Provided

Contractor will convert Source files to formats ordered and deliver completed files for review and approval by Client. Where Accessible EPUB3 is ordered, the files delivered will conform to Benetech standards. DPS is a [Benetech-certified conversion services vendor](#).

The Process

DPS will provide a client portal on the DPS platform which will support all file deliveries and interaction between DPS and Client. To place an order, client will add a title, submit source files and choose one or more delivery formats. An Estimate (Pro forma invoice) will then be provided to Client by DPS which will confirm format delivery and specify pricing. After client acceptance or modification, the order will be produced and delivered to the DPS Client site with an invoice. Delivery outside the system via client-specified channels (Dropbox) is also provided on request.

Guarantee and Pricing

Files delivered will be compliant with current specifications for each format. Contractor will check finished files against the latest EPUBCheck and [ACE](#). The ACE Report is provided with every delivery to show validation of the finished work. Because the tools are frequently updated, errors not flagged by the version current as of the date of delivery may not be eligible for correction without extra charge.

Per-page prices are specified in the Estimate. Clients are entitled to two free remediation rounds, under which specific client requests for correction or change are delivered without charge. After two rounds, remediation services will be chargeable.

A 25% surcharge may be applied for titles with complex layouts. This will be specified on the Estimate presented for client approval.

Terms

Payment terms: Net 30 days. Prices are in Canadian dollars; minimum charge: \$15 per title.

Conversion Service Provider:

eBookBurner Technologies Private Limited
Plot No. 81, Door No. 17/6,
Meenakshi Street,
Dhanalakshmi Colony, Vadapalani,
Chennai 600 026, India
<https://ebookburner.com>

Billing Agent

desLibris Publishing Solutions
1-206 Stanley Ave
Ottawa, ON K1M 1P3
<https://deslibris.pub>

Appendix: Accessible EPUB3 Production Detail

For Accessible file conversion, best practice dictates that image descriptions be created and provided by authors or editors familiar with the book content. If this is supplied with the source file for an Accessible order, the finished converted file will contain the alt-text.

The Alt-Text Assessment Report (ATAR) Template

If alt-text is not supplied with the source file, the EBB conversion process inserts a placeholder or dummy alt-text marker with each image. An Excel file (the ATAR Template) is then generated which provides thumbnails of all images in the text as well as columns for entry of Alt-text. When the template is saved, a run-time process replaces the placeholders with the text supplied and a certified Accessible file is generated.

The ATAR template also includes an “ATAR Score” which sets a “complexity” rating on the title and a numeric value which serves as a basis for a quote on Alt-text creation by a third party. On request DPS will provide references and pricing by qualified Alt-text providers.

The ATAR Reader

The DPS platform provides access to the proprietary ATAR Reader, which allows client editors to add Alt-text interactively online. When this file is saved, it will be added to the “Completed Conversions” folder.

Delivery

Completed files will be delivered on the client site in the DPS platform, from which publishers may download as required. Tools like ACE which are used for Accessible file assessment will be provided to clients for validation of finished work.

ONIX Metadata

Accessible specifications require that accessibility metadata be included in the ONIX record for a given title. [See more here](#): ONIX Code List 196 enables the inclusion accessibility compliance metadata in an ONIX message. This information can then travel with the publication through distribution channels so that customers can be made aware of the accessible features the EPUB offers.

The DPS platform provides access to the OnixEdit Cloud server, where these codes may be added. An optional charge will be included in the Estimate to cover this service, but client may edit and download the record in the Onixedit server without cost.

Source/Input File Formats Accepted for Accessible EPUB

These source files are accepted in order of preference.

All source files must represent the final pre-publication version.

InDesign:

An InDesign package (Zip) file containing fonts, images and other assets is the preferred source file format.

Reflowable EPUB2 or EPUB3:

Valid EPUB file tagging will be optimized for Accessible EPUB3 compliance.

MS-Word:

Acceptable only where final manuscript is available in Word form (publication has not taken place).

PDF:

Text will be extracted from the PDF file, spellchecked, suspect-checked, compared with source and converted to the Accessible EPUB3 format.

Audio and Video files:

Where these are components of the book, they will be added to the final EPUB3. Extra charges may apply.

Hardcopy:

Conversion from hardcopy originals is available at an extra charge. Shipping to the conversion facility in Chennai is required at publisher expense. Books shipped will not be returned, since bindings will be cut before pages are scanned.

