**Magazine and Newspaper Subscription Information 2017-2018**

A list of the magazines ordered for your library media center is sent to each Media Specialist via email at the beginning of the school year. If you ordered a newspaper subscription, it should start delivery the first day of the school year.

**EBSCO** will be providing our magazines and this continuation with the same company should lessen roll-over problems. Please do take time in August, September, and October to make sure you are getting what you ordered for this year. Check the mailing labels for expiration dates. It takes some time for subscriptions to finally lapse and so, even though a subscription was not renewed, you may continue to receive the magazine for several weeks or months. Also, if the publisher does not find the original subscription to renew, they often start a new one and so you may be receiving duplicates.

If you are receiving all your magazines, find, sign, and return the “pink copy” of the Purchase Order to Chris Falk in the Media Services Office.

If subscriptions are not coming as they should, contact Chris Falk in the Media Services office, 295-3924, **immediately**. Please have all the information about your subscription problem. For duplicate subscription problems, you must send copies of the mailing labels to the office.

Information needed to make a claim includes:

1. Title of magazine

2. The type of claim:

Subscription has not started

Issues not being received (Will need specific issue dates)

Duplicates being received (After the end of September)

Please keep notes on problems with subscriptions to which you can refer if we have questions.

**BOOKLIST / BOOKLINKS / BOOKLIST ONLINE** are combined into one subscription. All subscriptions have to be renewed each year and the subscription account number changes. Several of our media centers share a subscription.

Booklist Online subscription information will likely have to be updated.  EBSCO does not take care of this.

To update your Online subscription you will need your latest Booklist mailing label.

Go to [http://booklistonline.com](http://booklistonline.com/) and put in your old user name (StateStreetRoss) and your password (Booklist).*If these were not your user name and password, let me know what they were and use them.*

If you get a message that says your subscription has expired, "Proceed" to the renewal page.

In the renewal page, enter your new subscription number.  (See below for *example* of where to find your subscription number...don't use the number on this sample, but the one on YOUR Booklist. BE SURE to not include the number before the hash tag at the end.)

Save/submit the new information and you should get a message letting you know that you can now log in with your user name and password.  This also give you an opportunity to change your "Profile" if you wish.

If you have problems, please let Diane Leupold know.

 