

## Welcome to LJ Reviews Book Room – Quick-Start Guide

To submit titles, publishers must establish an *LJ* SharePoint account and use *LJ*'s Excel template, listing all titles they are submitting. This file, along with the matching PDFs, are uploaded onto SharePoint by the publisher. NetGalley and Edelweiss links are listed directly on the spreadsheet.

### ESTABLISHING AN ACCOUNT

To submit titles, you need to be added to our system. **THIS IS A ONE TIME PROCESS.**

Please use this form to create an account:

<https://mediasource.formstack.com/forms/ljpublisherinfo>

You will receive an email from [LJ-DoNotReply@mediasourceinc.com](mailto:LJ-DoNotReply@mediasourceinc.com) with a link in the email body. It can take up to two business days for our system to send you the email, but you may receive it much sooner. Click the link and follow the instructions. Once set, you will be redirected to a personal folder where you will be able to securely upload PDF files to our book room. Please bookmark this site.

### NAVIGATING THE BOOK ROOM

Once in the book room you will see three folders: Instructions, Blank Excel Template to Download, and an Upload folder location.

### FILLING OUT THE EXCEL TEMPLATE

Download the BLANK EXCEL TEMPLATE TO DOWNLOAD. **The spreadsheet has two tabs: Contact and Information. Both must be filled in.**

**The Contact tab** asks for your contact information and for details about your submission. **You must fill out the first three lines for every new submission.** The email you supply is where we will send our automatic email updates.

**The Information tab** is where you list the items you are submitting to the book room. Required fields are highlighted in orange and marked with an asterisk.

### Explanation of Important Fields:

**Media Type:** There are two choices: PDF or LINK. Use PDF if you are going to also upload a PDF to the book room. Use LINK if you are going to include a NetGalley widget or Edelweiss link.

**PDF File Name:** This is needed only if you plan to submit PDFs. If so, you need to put the name of the PDF file name here. It **MUST** match the name of the PDF you plan to upload exactly (including spaces, dashes, underscores, etc.).

**Approved for LJ Community Link:** This is needed only if you plan to submit a link to Edelweiss for a title that is approved for our community of reviewers or which is already freely available to all readers to download. Paste the link to the record in Edelweiss in this column.

**NetGalley Widget Link:** This is needed only if you plan to submit a widget. Paste the widget link in this column.

**Please note: one of these three (PDF, Edelweiss record link, or NetGalley widget) is required to submit to the book room.**

**Author:** Must be last name, first name.

**ISBN:** No dashes or spaces please.

**Category:** If you do not want to use BISAC codes to tell us what type of book you are submitting you can use our internal codes. This column asks you to tell us if the book is fiction or nonfiction. **A choice must be made for each title.** There is a small dropdown menu arrow to the right of the column, but you can type/copy/paste/drag Fiction or Nonfiction in each row.

**BISAC and/or Subject/Genre:** Pick the subject of the book. Choices are mandated and listed in alphabetical order. The dropdown list is accessed through the small dropdown arrow to the right of the column. You must use one of these options. If your book does not exactly fit, please select the best, nearest choice. **Please note: This column only works if you have first filled out the category column, since that column controls the list of choices shown in this column.**

**BISAC I:** Supply the first BISAC classification.

**Please note: one of these sets of options (Category and BISAC and/or Subject/Genre columns OR BISAC I must be supplied to submit to the book room. It is fine to supply only BISAC I or to fill out the two-column combination to tell us fiction/nonfiction and then pick one of our prescribed categories. You do not need to do both.**

### **UPLOADING TO THE BOOK ROOM**

**Upload any PDFs first.** Click on the "UPLOAD FILES HERE - (Publishing Company Name)" folder. Upload the PDF files into the folder. **Then upload your Excel file.**

The files will be processed in an hour. **The process is triggered by uploading the Excel file, which is why you should upload the PDFs first.**

### **Please do not change the spreadsheet; please do not create subfolders**

Please do not change the spreadsheet or create subfolders in your publishing folder. Note that the system is running off of a script that is designed to exactly follow the spreadsheet and the publisher folder as they currently exist. If you change a column name on the spreadsheet, add a column to the spreadsheet, or create additional folders or subfolders in your publishing folder, the script will not recognize those elements and your submission will not load, nor will it trigger the correct email receipts to send you. It will in essence be lost. **We welcome your feedback and suggestions for improvements, but please do not make them to the system yourself.**

**Thank you for submitting titles to *Library Journal***

If you ever have questions, feel free to reach out to us at

[BookRoomHelp@mediasourceinc.com](mailto:BookRoomHelp@mediasourceinc.com).