

Welcome to LJ Reviews Book Room

LJ maintains a book room through Microsoft SharePoint. Publishers can request an account through *Library Journal* which allows for direct upload of an Excel list of submissions as well as matching PDFs, NetGalley Widgets, and Edelweiss Links.

Once established, publishers will get email notifications when titles are received, if a title cannot be processed, and if a title has been assigned for review.

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, is uploaded onto SharePoint by the publisher. NetGalley and Edelweiss links are listed directly on the spreadsheet. If you have any questions, feel free to reach out to us at BookRoomHelp@mediasourceinc.com.

ESTABLISHING AN ACCOUNT

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

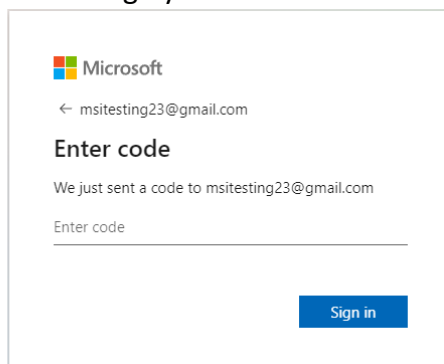
Please use this form to register your account:

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

Once established, you will receive an email from 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.

Before clicking on the link, you need to either not be logged into a Microsoft account at all, or you must be logged in with the email you registered with. Click on the link and follow the directions.

- 1.) To verify your account, you will be asked to enter a 6 to 8-digit number that you will receive through your email.



The screenshot shows a Microsoft verification email interface. At the top left is the Microsoft logo. Below it, the email address 'msitesting23@gmail.com' is displayed with a back arrow. The main heading is 'Enter code'. Below that, a message states 'We just sent a code to msitesting23@gmail.com'. There is a text input field labeled 'Enter code' with a horizontal line underneath. At the bottom right, there is a blue button labeled 'Sign in'.

- 2.) Once verified, you will need to accept the terms and conditions of Microsoft in order to access our book room.



djpalcic7@gmail.com

Permission requested by:

M Media Source Inc.
mediasourceinc.com

By accepting, you allow this organization to:

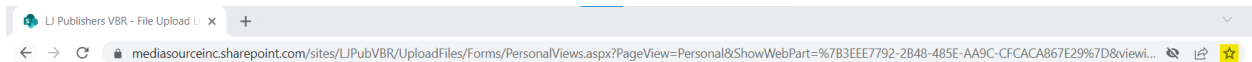
- ∧ Receive your profile data
Your profile data means your name, email address, and photo
- ∨ Collect and log your activity
Your activity data means your access, usage, and content associated with their apps and resources
- ∨ Use your profile data and activity data
This data may be used with your access and use of their apps and resources, as well as to create, control, and administer an account according to their policies

You should only accept if you trust Media Source Inc.. **Media Source Inc. has not provided a link to their privacy statement for you to review.** You can update these permissions at <https://myaccount.microsoft.com/organizations> [Learn More](#)

This resource is not shared by Microsoft.

Cancel Accept

- a. After accepting, you will be redirected to a personal folder where you will be able to securely upload PDF files to our book room. **This folder is only accessible by members of your publishing company who have been added to our system.**
- b. We suggest that you bookmark this site to make it easier for you to find in the future. You can do this by clicking the star on the right side of the URL bar at the top of your browser.



NAVIGATING THE BOOK ROOM

Once in the book room you will see three folders:

File Upload Library

Name	Modified	Modified By
1 - INSTRUCTIONS	About an hour ago	Joey Palcic
2 - BLANK EXCEL TEMPLATE TO DOWNLOAD	About an hour ago	Joey Palcic
UPLOAD FILES HERE - Anthony Publishing	28 minutes ago	Data Analytics

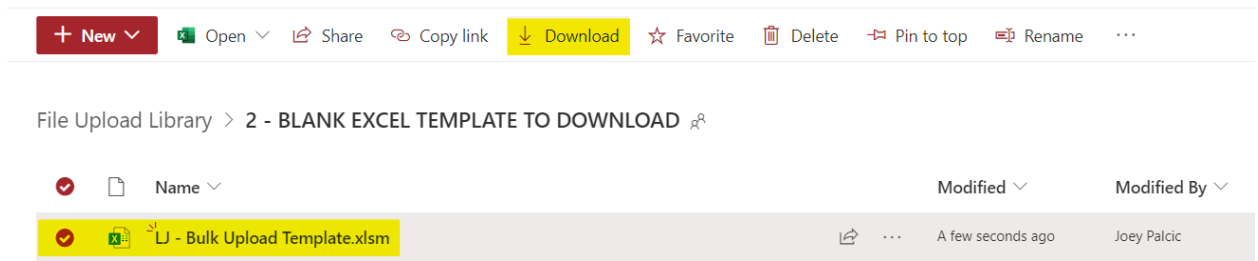
The **INSTRUCTIONS** folder contains a copy of this document.

The **BLANK EXCEL TEMPLATE TO DOWNLOAD** folder contains a blank version of the Excel template that is needed to submit titles to the book room.

The **UPLOAD FILES HERE - (Publishing Company Name)** folder is where you will upload the Excel file and the matching PDF files that you wish to submit to the book room. **Please note:** one hour after uploading files to this folder, they will be removed and processed. You will receive an automated email noting which PDF files were processed. If we were unable to process a file, you will receive an automated email stating which files were not processed and why.

FILLING OUT THE EXCEL TEMPLATE

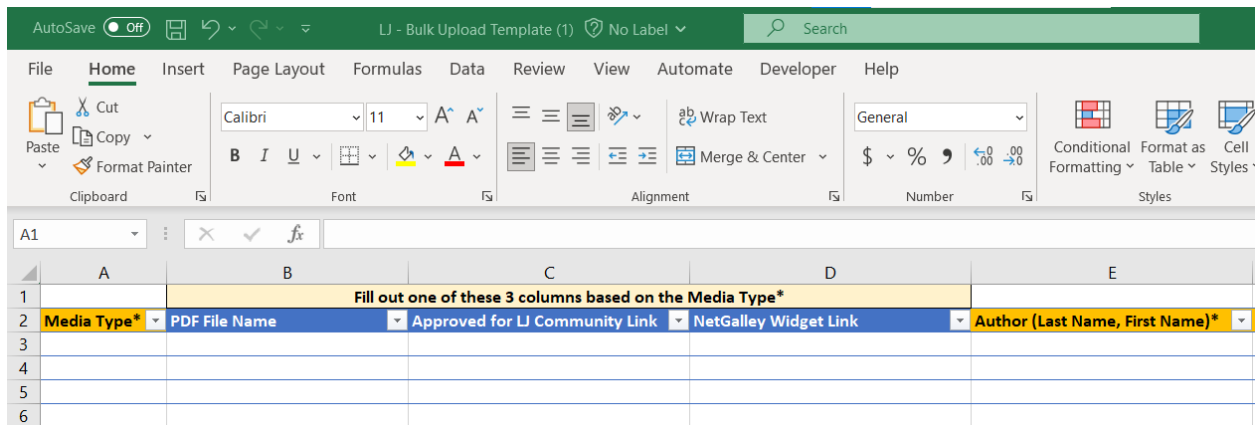
Download the BLANK EXCEL TEMPLATE TO DOWNLOAD. You can do this by selecting the file and clicking the “Download” button in the top ribbon.



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 name of your submission can be anything you want it to be, we only use it to tell you information about what you submitted so pick something that is meaningful to you.) **The email you supply on the contact tab 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. The required fields are highlighted in orange and marked with an asterisk. Please make sure to follow the directions stated in the first row. Additional columns can be filled in as you wish but only required fields are necessary.



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.

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.

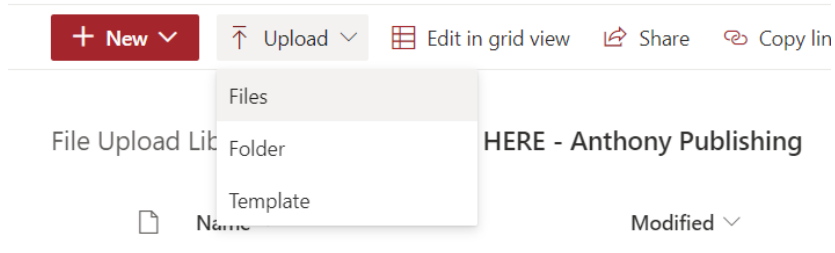
Once you have completed **BOTH** tabs on the spreadsheet, save it and upload it after you have uploaded your PDFs (if supplying) to our book room.

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. You can do this using the upload button or by simply dragging and dropping the files into the folder.

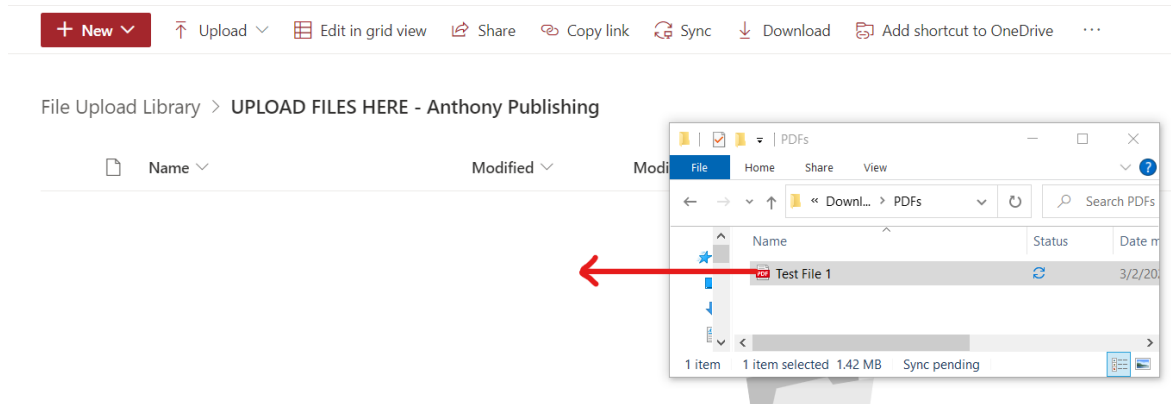
Upload Button:

- Click Upload > Files then select the file you want to upload.

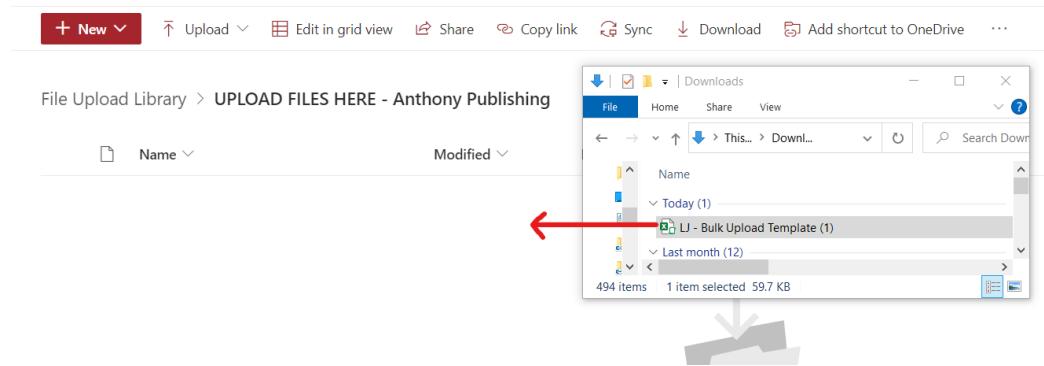


Drag and Drop:

- Find the file you would like to upload from your computer.
- Drag the file and place it into the blank space below the column headers. You will see a red dashed outline around the screen when you are in the space where you can drop the file.



Once all the PDFs are loaded, next upload the populated **Excel file** into the same "UPLOAD FILES HERE - (Publishing Company Name)" folder.



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.** You will receive an email of processed files and an email of files that were not processed, if there are any.

If you have files that did not process for any reason other than "ISBN already exists," then fix the issue and re-upload the corrected Excel spreadsheet.

Titles That Did Not Process

DN Do Not Reply
 To Joey Palcic
 Cc Joey Palcic; Data Analytics

Reply Reply All

ISBNs That Did Not Process

Date: 04/19/23 11:08:11

We were unable to process the following files during the bulk upload:

Title	ISBN	Reason
Grey Street	3210987654321	ISBN already exists
Get Back	9876543211234	ISBN already exists
Dogged	1234567890123	Needs PDF
Total		3

You can submit as many, or as few, titles per spreadsheet as you wish. You can submit a new spreadsheet every day or submit a spreadsheet once a season, or any other combination you wish.

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 have any questions, feel free to reach out to us at BookRoomHelp@mediasourceinc.com.