Renew periodical subscription

Learn how to renew a periodical subscription in Amlib.

Renew a subscription

1. Navigate to Main > Periodicals > Periodical
2. Search for the title
3. Select XReferences > Subscriptions
4. Select the Renew button

5. Simply change the renewal date year, e.g. 2010 to 2011 and Sub start dates & end dates will automatically be changed. Add the new cost. F3 Update. See example below.

https://help.oclc.org/Library_Management/Amlib/Periodicals/Renew_periodical_subscription

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6. Select OK to the pop-up and set the Stock default window then F3 Update

https://help.oclc.org/Library_Management/Amlib/Periodicals/Renew_periodical_subscription
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7. Click the **New** button in the middle of the screen for issues creation
8. Select the options as necessary from the dropdown boxes, creating the next subscription issues then select **Use These Settings**

9. 1. If these issues are NOT displaying issue numbers correctly, delete the issues and click the **New** button again and reselect your options. If you are happy with the issues display click **F3 Update**