

Welcome to the Virtual Bookroom

School Library Journal (SLJ), the Horn Book, Junior Library Guild (JLG), and Library Journal (LJ) maintain a bookroom through Microsoft SharePoint. Publishers can request a single account to submit to all four of these entities simultaneously, which allows for direct upload of an Excel list of titles and matching PDFs.

To submit titles, publishers must establish a Virtual Bookroom SharePoint account and use the relevant Excel template (Children's Titles Submission Template or Adult Titles Submission Template) to list all titles they are submitting. This Excel file, along with the matching PDFs (or, for Library Journal only, an e-Galley link), are uploaded into the Virtual Bookroom by the publisher. All eligible titles submitted with either template will be considered by JLG. 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.** (If you have an existing account with the first iteration of the LJ, SLJ, or Horn Book Virtual Bookroom, you **MUST** make a new account to use this system.)

Please use this form to register your account:

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

Once established, you will receive an email from books-donotreply@mediasourceinc.com with an approval link in the email body. It can take up to two business days for our system to send you the email. Click the link and follow the instructions. **(Before clicking on the link, make sure you are logged out of any existing Microsoft accounts, OR logged in with the email you registered with.)** Once set, you will be redirected to a personal upload folder where you will be able to upload PDF files and submission template Excels to the bookroom. **Please bookmark this site.**

NAVIGATING THE BOOKROOM

When you click on your upload folder link you will see two folders. The **BLANK EXCEL TEMPLATE TO DOWNLOAD** folder contains blank versions of the Children's Titles Submission Template and Adult Titles Submission Template.

The **UPLOAD FILES HERE - (Publishing Company Name)** folder is where you will upload the PDF files and matching Excel file that you wish to submit to the bookroom.

FILLING OUT THE EXCEL TEMPLATE

From the **BLANK EXCEL TEMPLATE TO DOWNLOAD** folder, download the relevant template for your submission.

Mac Users: make sure you save the file as an “.xlsx” file. You may need to export it in this format.

The spreadsheet has three tabs: Contact, Book Information, and Instructions. Contact and Book Information must BOTH be filled in. The required columns are highlighted in orange and marked with an asterisk (*). Additional columns can be filled in as you wish, but only required fields are necessary.

****If you are submitting a book for JLG consideration, you must fill out columns A and B.****

UPLOADING TO THE BOOKROOM

Upload all PDFs in your submission first. Click on the "UPLOAD FILES HERE - (Publishing Company Name)" folder. Upload the individual PDF files here. **Do not create subfolders within your personal upload folder.**

Once all the PDFs are uploaded, then upload the completed submission template Excel.

UPDATING MANUSCRIPT SUBMISSIONS WITH REVIEWABLE PDFs

Publishers who initially submit a Manuscript **MUST** update the record with either a Review Copy or Print Ready PDF in order for SLJ, the Horn Book, or LJ to consider the title for review and for Junior Library Guild to make a final purchase decision.

Simply submit your PDF files and matching submission template Excel file. If the record already exists and is lacking a Review Copy or Print Ready PDF, the record will be appended with the new PDF file. If the record does not yet exist, the PDF will be processed as usual as a new record.

This process **WILL NOT** change publication date, title, or other bibliographic information already in the record. **ONLY** the pdf and the contact information will be updated.

If your files are being processed, they will disappear from this folder, and the folder will appear empty. You will receive an email summary listing processed and unprocessed titles OR a separate error message email within one business day of your submission attempt. **If you do not receive any email from books-donotreply@mediasourceinc.com, please reach out to BookRoomHelp@mediasourceinc.com.**