

Welcome to the MSI Virtual Bookroom

Media Source Inc. (MSI), which includes the trusted *School Library Journal* (SLJ), *The Horn Book*, *Library Journal* (LJ), and Junior Library Guild (JLG) brands, maintains a shared bookroom where brands can access titles submitted by publishers.

Publishers can register to create an account in our Virtual Bookroom (VBR) where they can submit titles to all four brands simultaneously. Once an account is created, publishers will receive email notifications when titles are successfully submitted, as well as notifications of submission errors.

To submit titles, publishers must establish a VBR account and use the relevant Excel template (Children’s Titles Submission Template or Adult Titles Submission Template) to list all titles for submission. This Excel file, along with the matching PDF file galleys or manuscripts (or, for *Library Journal* only, an e-Galley link), are uploaded into the VBR by the publisher. All eligible titles submitted with either template will be considered by JLG for inclusion in their catalog.

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

ESTABLISHING AN ACCOUNT	2
NAVIGATING THE BOOKROOM	3
FILLING OUT THE EXCEL TEMPLATE	4
UPLOADING TO THE BOOKROOM	6
UPDATING MANUSCRIPT SUBMISSIONS WITH REVIEWABLE PDFs	8
SUBMISSION SUMMARY AND ERROR MESSAGE EMAILS	8

ESTABLISHING AN ACCOUNT

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

(If you had an existing account with the previous version of the LJ, SLJ, or Horn Book Virtual Bookroom, you MUST create a new account to use the updated MSI system.)

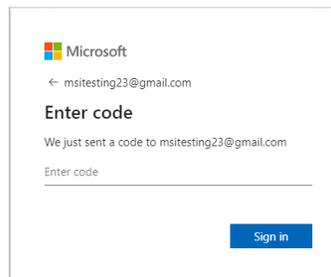
Please use this form to register your account:

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

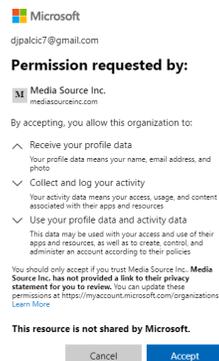
Once established, you will receive an email from books-donotreply@mediasourceinc.com with an approval link in the email body. It can take up to two business days for our system to send you the email.

Before clicking on the link, make sure you are logged out of any existing Microsoft accounts, OR logged in with the email you used to register. Even if you've never created an account, you can "sign in" with the email you used to register for the Virtual Bookroom; enter in that email and hit "next."

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



- 2.) Once verified, you will need to accept the Microsoft terms and conditions.



- a. After accepting, you will be redirected to a personal upload folder. We suggest that you bookmark the link from this email to make it easier to find in the future.

NAVIGATING THE BOOKROOM

When you click on your upload folder link you will see two folders:

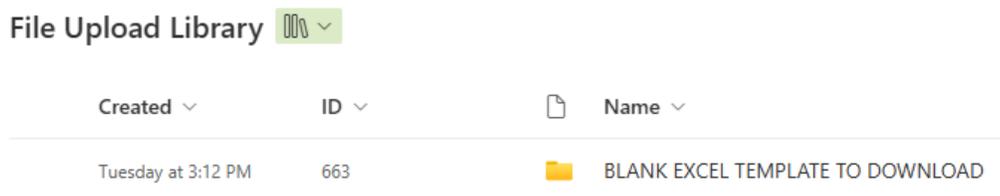
The **BLANK EXCEL TEMPLATE TO DOWNLOAD** folder contains blank versions of the Children's Titles Submission Template and Adult Titles Submission Template.

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.

Please Note: *Once the system begins processing the files (approximately one hour after you upload files to your folder), they will be removed from the folder. You will receive an automated email summary listing titles that were processed successfully and any that were not processed successfully. You may also receive a separate error message if there is an issue with your submission.*

FILLING OUT THE EXCEL TEMPLATE

From the **BLANK EXCEL TEMPLATE TO DOWNLOAD** folder, download the relevant template for your submission. You can do this by selecting the file and clicking the “Download” button in the top ribbon.



Created	ID	Name
Tuesday at 3:12 PM	663	BLANK EXCEL TEMPLATE TO DOWNLOAD

Mac Users: You must save the spreadsheet as an “.xlsx” file. Once you download the relevant template, it may save automatically as a “.numbers” file. To convert it to a .xlsx file, hit “Export” in the upper left corner of the document. It will come up with a dialog box; choose “One per sheet” and hit next. If any other dialog boxes come up, select “okay” or “next.”

The template has three tabs (1. Contact; 2. Book Information; 3. Instructions). The Contact and Book Information tabs must BOTH be completed.

- 1. Contact:** Enter your contact information and details about your submission. You must fill out the entire row on the Contact tab. The submission name is used to identify each submission. You can choose whatever you would like for this name. The contact email provided on this tab will receive automatic email updates about this submission.
- 2. Book Information:** This is where you list bibliographic information for all the titles you are submitting. The required columns are highlighted in orange and marked with an asterisk (*).

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

For columns with dropdown menus: There is a small dropdown-menu arrow to the right of each cell in the column (different from the small arrow in the column header). Clicking this arrow will allow you to select an option. You cannot fill in these cells with anything other than what is listed on the dropdown menu.

PDF Type: This is a dropdown menu with three choices: Manuscript, Review Copy, or Print Ready. Manuscripts can be submitted early, but they must be replaced by a Review Copy or Print Ready PDF within 90 days of publication date to be considered for review by SLJ, The Horn Book, and/or LJ. See below for instructions to update a manuscript submission to a reviewable PDF.

Media Type: This is a dropdown menu with two choices: PDF or Link. If you are submitting to SLJ, Horn Book, or JLG you can only submit a PDF. If you are submitting to LJ, you can submit either a PDF or an e-Galley link, or both. If you are submitting both a PDF and e-Galley link, select PDF.

PDF File Name: Each PDF file name **MUST** match exactly the name of the PDF that will be uploaded (including spaces, dashes, underscores, etc.). We recommend copying and pasting the file name from the PDF record into the spreadsheet.

Book Title: Enter the title of the book.

Primary Author: This should be entered as Last Name, First Name.

Publisher: Enter the publisher of the book. If you would like to include both publisher and imprint, separate them with a slash (Publisher/Imprint).

Primary ISBN: Enter the trade edition ISBN with no dashes or spaces.

Publication Date: This MUST be entered as MM/DD/YYYY.

Section (on Children's Titles Submission Template) OR Subject/Genre (on Adult Titles Submission Template): This is a dropdown menu with multiple options. You MUST select an option from the dropdown menu. You cannot create your own option. You can copy and paste or drag down to edit multiple rows of this column if the information exactly matches an option from the list.

Explanation of Optional Fields:

e-Galley Link: Enter an Edelweiss, NetGalley, or other e-Galley link. The edition must be unlocked for any user and remain active for at least four (4) months prior to publication date.

Subtitle: Enter the subtitle of the book.

Illustrator: This should be entered as Last Name, First Name.

Library Edition ISBN: Enter the library edition ISBN with no dashes or spaces.

Format: This is a dropdown menu with four options: Trade Hardcover, Trade Paperback, Board Book, or Library-Bound Edition.

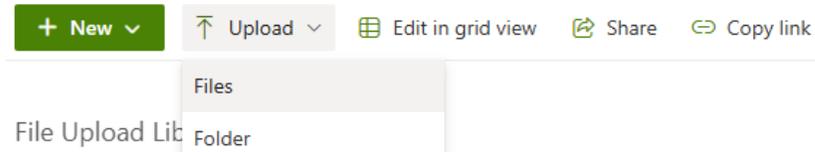
Be sure you have completed **BOTH** the Contact and Book Information tabs on the spreadsheet. You will upload this Excel **AFTER** you upload the PDFs in your submission (see next section for full instructions).

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. You can do this using the upload button or by simply dragging and dropping the files into the folder. **Do not create subfolders within your personal upload folder.**

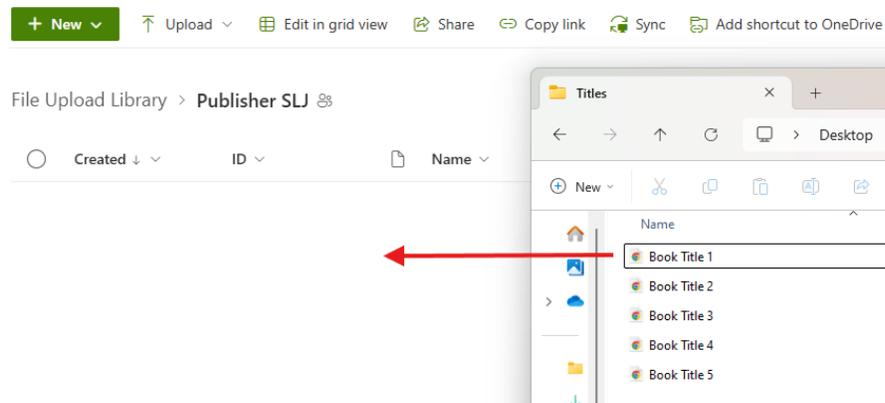
Upload Button:

Click Upload > Files then select the file(s) you want to upload.

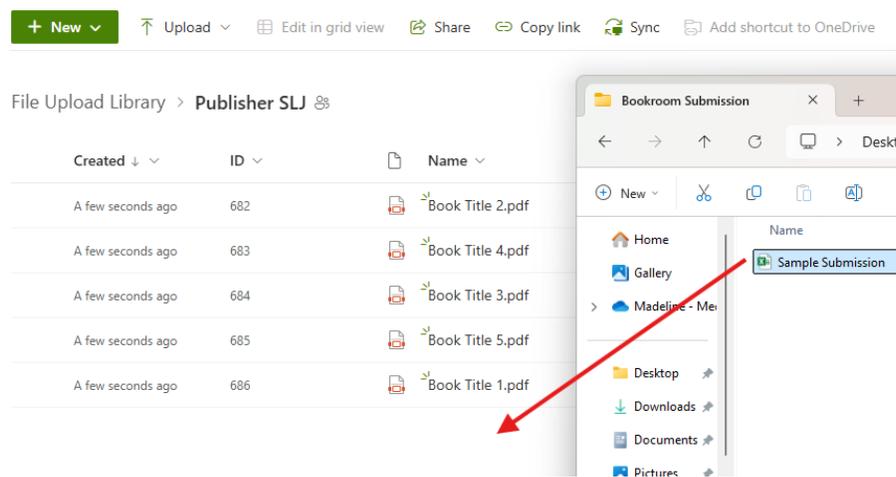


Drag and Drop:

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 uploaded, then upload the completed Excel template.



If you upload any file type OTHER than .xlsx or .pdf, IT WILL BE AUTOMATICALLY DELETED, and we will have no record of the upload.

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. **If you do not receive any email from books-donotreply@mediasourceinc.com, please reach out to BookRoomHelp@mediasourceinc.com.**

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.

Anyone in the publisher organization can update a record. For example, if a rights staff member initially submitted a manuscript, a publicity staff member can later update the record with a reviewable galley. You do not need to know if a record already exists in the VBR to submit a Review Copy or Print Ready PDF.

If the record already exists in the VBR and does not include a Review Copy or Print Ready PDF, the record will be updated with the new PDF file. If the record does not yet exist, the PDF will be processed 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.

In circumstances when only a manuscript has been submitted and a Review Copy or Print Ready PDF is needed, the VBR will send out monthly reminders to the **contact email** with a reminder to submit the required PDF up **until three months before the title's publication date**. After that date, while we would still appreciate receiving a reviewable copy, we cannot guarantee that a review will be published before the title's pub date.

SUBMISSION SUMMARY AND ERROR MESSAGE EMAILS

You will receive a submission summary email from books-donotreply@mediasourceinc.com with the subject: Virtual Bookroom Submission Summary. The submission summary email will list all titles that were processed successfully, as well as any that were not processed due to errors. Below is an example of a submission summary email and a list of potential error messages and the most common ways to fix them.

Example of a submission summary email:

Thank you for using the Virtual Bookroom. Below is a summary of titles uploaded from your recent submission: **Sample Submission** using the Excel file **Sample Submission.xlsx**

The following titles were processed successfully:

1: 1234567891011, Book Title 1

The following titles were NOT processed. Errors are listed to the right:

2: 1234567891012, Book Title 2, *Error: Missing PDF file or file name does not exactly match what is listed in Excel template*

3: 1234567891013, Book Title 3, *Error: Missing author name*

4: 1234567891014, Book Title 4, *Error: Missing or invalid publication date*

5: 1234567891015, Book Title 5, *Error: Invalid section*

Error List and Fixes:

Error: Missing PDF file or file name does not exactly match what is listed in Excel template

You either did not upload the PDF for the record OR the file name listed on the submission template does not EXACTLY match the file name of the uploaded PDF. For a missing PDF(s), please upload the PDF(s) **AND** re-

upload the submission template. If you got this error message and you have uploaded all the PDFs in the submission template, likely the file name listed on the submission template does not EXACTLY match the file name of the uploaded PDF. Please correct the file name in the submission template (we recommend copying and pasting directly from the PDF record). Common discrepancies include missing underscores, spaces, version number, etc. You do NOT need to add .pdf to the file name. After correcting the file names, re-upload the submission template. If you correct the error within 48 hours of receiving the email, you do NOT need to re-upload the PDF.

Error: Missing ISBN

You did not enter an ISBN on the submission template. Please fill in the ISBN and re-upload the submission template. If you correct the error within 48 hours of receiving the email, you do NOT need to re-upload the PDF.

Error: Missing or Invalid PDF type

Either you did not select a PDF type from the dropdown menu OR you entered in an option that was not on the menu. Please select an option from the dropdown menu and re-upload the submission template. If you correct the error within 48 hours of receiving the email, you do NOT need to re-upload the PDF.

Error: Missing or invalid e-Galley link

You selected Link for media type and did not provide an e-Galley link OR provided an invalid link. Please correct the media type or provide an e-Galley link and re-upload the submission template.

Error: Missing PDF file name

You did not enter a PDF file name on the submission template. Please fill in the PDF file name and re-upload the submission template. If you correct the error within 48 hours of receiving the email, you do NOT need to re-upload the PDF.

Error: Missing book title

You did not enter a book title on the submission template. Please fill in the book title and re-upload the submission template. If you correct the error within 48 hours of receiving the email, you do NOT need to re-upload the PDF.

Error: Missing author name

You did not enter the author name on the submission template. Please fill in the author name and re-upload the submission template. If you correct the error within 48 hours of receiving the email, you do NOT need to re-upload the PDF.

Error: Missing publisher name

You did not enter the publisher name on the submission template. Please fill in the publisher name and re-upload the submission template. If you correct the error within 48 hours of receiving the email, you do NOT need to re-upload the PDF.

Error: Missing or invalid publication date

You did not enter a publication date OR you did not enter the date in MM/DD/YYYY format. Please correct the publication date and re-upload the submission template. If you correct the error within 48 hours of receiving the

email, you do NOT need to re-upload the PDF.

Error: Missing or invalid subject/genre

Either you did not select a subject/genre from the dropdown menu OR you entered in an option that was not on the menu. Please select an option from the dropdown menu and re-upload the submission template. If you correct the error within 48 hours of receiving the email, you do NOT need to re-upload the PDF.

Error: Missing or invalid section

Either you did not select a section from the dropdown menu OR you entered in an option that was not on the menu. Please select an option from the dropdown menu and re-upload the submission template. If you correct the error within 48 hours of receiving the email, you do NOT need to re-upload the PDF.

Error: ISBN already exists

You entered an ISBN that already exists for a previously submitted manuscript PDF or previously submitted e-Galley link. You cannot resubmit a manuscript PDF or an e-Galley link. However, you can append a record with either a Review Copy or Print Ready PDF. Simply submit your PDFs and matching submission template Excel file and, if the record already exists and is lacking a Review Copy or Print Ready PDF, the record will be appended with the new PDF and new contact information.

ADDITIONAL ERROR MESSAGE EMAILS

If you do not receive a submission summary email, you may receive a separate error message, also from books-donotreply@mediasourceinc.com with the subject line: Virtual Bookroom Error Notice. Each of these emails contains specific instructions on how to fix the error and resubmit your titles.

You should receive a submission summary email OR an error notice, **IF YOU DO NOT RECEIVE EITHER WITHIN ONE BUSINESS DAY AFTER YOUR SUBMISSION ATTEMPT**, please contact BookRoomHelp@mediasourceinc.com for further assistance.

Thank you for submitting titles to the Virtual Bookroom (VBR).

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

BookRoomHelp@mediasourceinc.com.