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.

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

Printed: Thu, 18 Nov 2021 15:56:01 GMT
6. Select **OK** to the pop-up and set the Stock default window then **F3 Update**

### Periodical Subscriptions and Issues - Error

The Stock Defaults do not exist for all copies.

[OK]
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**
### Periodical Subscriptions and Issues - Chelsea Library

<table>
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<tr>
<th>Recorded Date</th>
<th>Library Group</th>
<th>No. of Orders</th>
<th>Order No.</th>
<th>Supplier Code</th>
<th>Renewal Date</th>
<th>Start Date</th>
<th>End Date</th>
<th>Qty/Subs</th>
<th>Subs Cost</th>
<th>Qty/Issue</th>
<th>Cost/Issue</th>
<th>Circ List</th>
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<td>DYM</td>
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<td>31/10/2011</td>
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#### Issue Description

- **Volume 32 Issue 1 October 2012**
  - Due Date: 01/10/2012
  - Likely Date: 01/10/2012
  - Copies Due: 1
  - Copies Read: 0
  - Date Recd: N
  - Circ List: N

- **Volume 32 Issue 1 September 2012**
  - Due Date: 01/09/2012
  - Likely Date: 01/09/2012
  - Copies Due: 1
  - Copies Read: 0
  - Date Recd: N
  - Circ List: N

- **Volume 32 Issue 1 August 2012**
  - Due Date: 01/08/2012
  - Likely Date: 01/08/2012
  - Copies Due: 1
  - Copies Read: 0
  - Date Recd: N
  - Circ List: N

- **Volume 32 Issue 1 July 2012**
  - Due Date: 01/07/2012
  - Likely Date: 01/07/2012
  - Copies Due: 1
  - Copies Read: 0
  - Date Recd: N
  - Circ List: N

- **Volume 32 Issue 1 June 2012**
  - Due Date: 01/06/2012
  - Likely Date: 01/06/2012
  - Copies Due: 1
  - Copies Read: 0
  - Date Recd: N
  - Circ List: N

- **Volume 32 Issue 1 May 2012**
  - Due Date: 01/05/2012
  - Likely Date: 01/05/2012
  - Copies Due: 1
  - Copies Read: 0
  - Date Recd: N
  - Circ List: N

- **Volume 32 Issue 1 April 2012**
  - Due Date: 01/04/2012
  - Likely Date: 01/04/2012
  - Copies Due: 1
  - Copies Read: 0
  - Date Recd: N
  - Circ List: N

- **Volume 32 Issue 1 March 2012**
  - Due Date: 01/03/2012
  - Likely Date: 01/03/2012
  - Copies Due: 1
  - Copies Read: 0
  - Date Recd: N
  - Circ List: N