Order and renew serials subscriptions

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Course description

This recorded course would be useful for any staff responsible for ordering print serials subscriptions. It covers the steps for creating a purchase order for new serials subscriptions and adding serials to an order, setting a subscription period, editing and placing the order, browsing and searching for orders, filtering for subscription order items, and renewing and cancelling serials subscriptions.

View a recorded session

View a recorded session (55 minutes)

Course handouts

Handout ordering renewing serials

Request closed captioning

Closed captioning is available in the US upon request with 5 business days' notice. To request closed captioning for a training session, please contact us at training@oclc.org.

Cancellation policy

In the event of low attendance, OCLC may cancel a training session. In this situation, registrants will be notified by email in advance of the session.