Welcome to SLJ Reviews Book Room – Quick-Start Guide

To submit titles, publishers must establish an *SLJ* SharePoint account and use *SLJ*'s Excel template, listing all titles they are submitting. This file, along with the matching PDFs, is uploaded onto SharePoint by the publisher.

ESTABLISHING AN ACCOUNT

To submit titles, you need to be added to our system. **THIS IS A ONE-TIME PROCESS.**
Please use this form to create an account:
https://mediasource.formstack.com/forms/sljpublisherinfo

You will receive an email from SLJ-DoNotReply@mediasourceinc.com with a link in the email body. It can take up to two business days for our system to send you the email, but you may receive it much sooner. Click the link and follow the instructions. Once set, you will be redirected to a personal folder where you will be able to securely upload PDF files to our book room. Please bookmark this site.

NAVIGATING THE BOOK ROOM

Once in the book room, you will see three folders: Instructions, Blank Excel Template to Download, and an Upload folder location.

FILLING OUT THE EXCEL TEMPLATE

Download the BLANK EXCEL TEMPLATE TO DOWNLOAD. **The spreadsheet has two tabs: Contact and Information. Both must be filled in.**

The Contact tab asks for your contact information and for details about your submission. **You must fill out the first three lines for every new submission**. The email you supply is where we will send our automatic email updates.

The Information tab is where you list the items you are submitting to the book room. Required fields are highlighted in orange and marked with an asterisk.

Explanation of Required Fields:

PDF File Name: Please put the name of the PDF file name here. It **MUST** match the name of the PDF you plan to upload exactly (including spaces, dashes, underscores, etc.).
Author: Must be last name, first name.
ISBN: No dashes or spaces please.
Format/Category: This column asks you to tell us if the book fits into one of our internal categories, such as Chapter Book Fiction or Graphic Novels Nonfiction, among others. **A choice must be made for each title.** There is a small dropdown menu arrow to the right of the column. Please select the option that most describes the format or category of each title submitted.

UPLOADING TO THE BOOK ROOM

Upload any PDFs first. Click on the "UPLOAD FILES HERE - (Publishing Company Name)" folder. Upload the PDF files into the folder. **Then upload your Excel file.**

The files will be processed in an hour. **The process is triggered by uploading the Excel file, which is why you should upload the PDFs first.**

Please do not change the spreadsheet; please do not create subfolders

Please do not change the spreadsheet or create subfolders in your publishing folder. Note that the system is running off of a script that is designed to exactly follow the spreadsheet and the publisher folder as they currently exist. If you change a column name on the spreadsheet, add a column to the spreadsheet, or create additional folders or subfolders in your publishing folder, the script will not recognize those elements and your submission will not load, nor will it trigger the correct email receipts to send you. It will in essence be lost. **We welcome your feedback and suggestions for improvements, but please do not make them to the system yourself**.

Thank you for submitting titles to *School Library Journal*
If you ever have questions, feel free to reach out to us at
BookRoomHelp@mediasourceinc.com.