Renew periodical subscription

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.
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]
7. 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**

![Default Issue Creation Parameters](image)

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**