

Serials Subscription Policy and Deadlines

- For journals vended through Harrassowitz or Cox, cancellations should be in David's basket **by the end of June** at the very latest. Provide Sandi with a list of the journal titles (& corresponding dollar amounts) cancelled.
- Journals from other vendors as well as most databases aren't calendar year subscriptions and can expire any month of the year depending on when we began the subscription. If David receives a cancellation request after renewing it (there will be a note on the order record saying it has been renewed), then it probably cannot be cancelled until the next renewal. A subscription cannot be cancelled if it has already been paid, but you may request that a note be added to the record indicating your intention to cancel before the next renewal.
- New subscription orders should be submitted as soon as possible **after the fiscal rollover** (normally in late July - early August).
- For each periodical subscription, make sure to **cancel another one** of equal or greater value.