

## **Subscription Manager**

1. **Purpose:** Responsible for filling back orders and logging institutional subscriptions for the Society's publications. Liaisons with *Provenance* editor and *SGA Newsletter* editor.
2. **Term of Office:** Three years. Appointed by President with Executive Board approval.
3. **Voting Status:** Non-voting member.
4. **Major Duties/Responsibilities:**

### ***Provenance***

- A. Maintains institutional subscription database.
- B. Processes renewals and new subscriptions.
  - a. Notes institution, date of subscription order, check number, and payment amount in subscription database *and* Excel tracking sheet.
  - b. Adds/updates addresses.
- C. Processes back issue orders for institutions and individuals.
- D. Sends checks to treasurer in a timely manner.
- E. Handles claims for *Provenance* for individual and institutional members. Will consult with Administrative Assistant to research individual payment history. Claims must be logged before mailing.
- F. Prepares invoices and renewal notices for subscription services and independent libraries and mails them by September 30.
- G. Responds to rate surveys and other information requests received from subscription services.
- H. Provides mailing labels to the *Provenance* editor when a new issue is ready to be mailed.
- I. Processes back orders of *Provenance*.
- J. Updates information regarding back issues on SGA website.

### ***SGA Newsletter***

- K. Notifies independent libraries and subscription services when most recent newsletter is available online.

## **General**

L. Consults with *Provenance* and *SGA Newsletter* editors by December 1 to determine the budget for the next fiscal year.

M. Forwards to the SGA Archivist two issues of *Provenance* and selected non-current files. Turns over current files to the incoming Subscription Manager.

**5. Approved by the Executive Board: October 12, 2010**