# **Purchase Plus FAQ**

# **Popular Title Subscriptions**

#### How/when are allowances received?

Allowances are credited according to specified invoicing intervals. For example, accounts based on annual invoicing and payments are credited for a full year's allotment at the time of invoicing. Accounts set up with monthly invoicing and payments are credited for one twelfth of the annual allotment at the time of invoicing. Allowances may be expended at any time throughout the year.

## What if all allowances are used before subscription renewal?

If you expend all allowances prior to the end of the subscription period, you have the option to increase your subscription plan size and/or purchase additional allowances at your current subscription price.

### What happens to leftover allowances?

Upon renewal of a Purchase Plus subscription, unused allowances automatically "roll over" into the next subscription period.

#### Can plans be modified?

Purchase Plus plan sizes can be increased at any time during the subscription period. Decreases in plan size are permitted only upon annual renewal. Purchase Plus plans are non-refundable. Termination of services — which requires a 60-day advanced written notice — results in forfeiture of any unexpended allowances.

#### What does "standard cataloging and processing" include?

Standard cataloging and processing includes: a MARC record with item record, clear book jacket cover, green insert including property label and spine label data, and barcode.

## Is it possible to order items that are not included in the Purchase Plus monthly lists?

Purchase Plus lists are "open" lists. As such, customers are free to search for items not included in the lists. However, not all titles are Purchase Plus eligible (search results in Bibz® contain an indicator for non-eligible titles).