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# 2018 Customer Service Announcements

### **Customer Services Contacts**

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The fax is shared so please do not fax credit card details. Please email or telephone us with this information. Please direct all orders, renewals, claims or queries to the above address.

### Journals & ePackages

### Subscription Options - 2018

We have introduced a new "Consolidation Print" option. For 2018, we offer the following:

Print and Online: print copies plus online access

Online: Online-only access by institution Consolidated Print: Online access during the year then a single bound print

copy of all issues approx. 3 months after the final issue is published. Online Packages for journals & books: Highly Discounted. Please contact us

for details

**IMPORTANT NOTICE for Next Year:** Please note that from 2019, in addition to Online Only, we will only offer a Consolidated Print option whereby all issues will be bound into one volume and despatched upon publication of the final issue of the volume year.

### Subject Packages

**Journals:** Our Online Only subject packages offer significant discounts (25% - 60%) on regular prices and can be tailored to an institution's preferences. Please contact us for further details.

https://www.equinoxpub.com/home/ejournals/

For information on our subject packages or for multi-site pricing, please contact Equinox.

**eBooks:** Equinox's eBook platform offers libraries a number of ways to access our new and backlist titles online for the first time. Please check our website for further details <u>https://www.equinoxpub.com/home/equinoxonline/</u>

### Multi-Site Subscriptions

If a Library/Licensee maintains or provides service to users that are outside of one single geographical contiguous location, or multiple departments that operate independently of the parent institution, then the library/Licensee may need to obtain a multi-site or consortium license. Please contact us for further multi-site details and pricing.

### <u>Consortia</u>

Library consortia should contact Yvonne Nazareth to discuss options

### Frequency Changes

Health and Social Care Chaplaincy moves to 3 issues per year

### New to Equinox 2017/2018

Please see attached price list for further details Archaeological and Environmental Forensic Science Body and Religion Instructed Second Language Acquisition Journal of Language and Discrimination

**NEW:** Equinox's eBook platform offers libraries a number of ways to access our new and backlist titles online for the first time. We offer in excess 230 titles. New titles are added upon publication. We normally publish a total of between 30 and 50 new books each year.

# **Ordering**

All orders must be pre-paid. Our preference is for payment by Paypal as it is secure, fast and there are no costs to the customer as there are with bank transfers.

Prices take effect at the beginning of the volume or with the issues indicated and are subject to change without notice. Please Order by *volume* and *issue* number instead of issue date to ensure accuracy in processing. New subscriptions for late running journals will be entered for the current active volume. All subscriptions run on a calendar year basis except that Online access is extended in the case of late running journals until a volume is completed.

Subscriptions ordered at the individual rate must be for the subscriber's own personal use. Subscription agents may order at the individual rate (separate price list available on our website) only if the full end user details are supplied, and the agent has confirmed the customer is an individual. A subscription purchased at the individual rate may not be transferred to an institution.

All prices include postage. Despatch to UK customers is via 2<sup>nd</sup> class post. Copies to overseas customers are sent via Air Printed Matter. Some journals are printed in the United States and despatched via the local postal system.

# **Claims, Cancellation and Refunds**

For further information regarding cancellations of subscriptions or e-packages, please contact or check our site license agreement: <u>https://www.equinoxpub.com/home/information-for-librarians-and-subscription-agents/</u>

Send all claims to journals@equinoxpub.com

Cancellations or request for refunds should be sent to our Sheffield address or <u>journals@equinoxpub.com</u> Claims will only be honoured for up to six months after publication of an issue (missing physical copies). No refunds will be made after the publication of the first issue of a volume. Unpublished issues will be refunded at the proportionate rate. There is an admin. fee for refunding subscriptions that have already been processed. Libraries cancelling online subscriptions are normally eligible for archival access to issues they previously subscribed to via Portico or by other arrangements agreed with Equinox.

# <u>Taxes</u>

Subscription Agents are responsible for collecting local taxes. The Equinox European Community VAT number is 820 5066 61. Prices are Exclusive of VAT.

All VAT registered EU customers must supply VAT number or proof of exemption or VAT will be added to applicable subscriptions at the current rate.

Online and Combined Print + Online subscriptions for bill-to addresses within the UK are subject to the following VAT from  $1^{st}$  Jan 2011:

For Online-only subscriptions, please add 20% (or current VAT rate) to the full list price.

For Combined subscriptions, please add 6% to the list price. (This equals 20% VAT added to **33%** of the list price)

### Seminary / Reduced Rates

Reduced rates are restricted to secondary schools, sixth-form colleges or their equivalent and single campus, small theological colleges, charities and seminaries not affiliated with universities. Please contact us to confirm whether an institution is eligible before placing order for journals or e-packages.

# **Online Access**

Unless otherwise noted on the pricelist, all current online subscriptions include access to all available digitized back files whether currently online or that are added at any time during the subscription year (i.e. newly digitized back files).

Access is via IP verification. Equinox is investigating other forms of authentication and any new options will be announced on the website and through social media.

### Site Licenses

Institutions need to complete our Site License which can be found at <u>www.equinoxpub.com</u> (FOR LIBRARIES)

### **Payments**

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