



OVERDRIVE

Ordering Procedures

For Public Libraries

April 5, 2024

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What's OverDrive?

OverDrive is one of our eContent vendors, providing access to both eAudio and eBooks. While magazines are also available on Overdrive, subscriptions for these are handled by Parkland staff.

Accessing Overdrive Marketplace

visit <https://marketplace.overdrive.com/Account/Login> and login with your username and password. If you do not have this information contact Libraryservices@prl.ab.ca

Finding Items

When you log in to the Marketplace you'll be taken to the dashboard. There are three different methods of searching the platform for items.

Searching

1. Basic Search Bar
2. Advanced Search
3. Insights and Featured
4. Suggestion carousals

The screenshot shows the OverDrive Marketplace interface. At the top, there is a search bar with the placeholder text "Search OC/OU & MA by title, author, series, or publisher" and a magnifying glass icon. To the right of the search bar is an "Advanced search" dropdown menu. Below the search bar is a navigation bar with various menu items: SHOP, INSIGHTS, ADMIN, CURATE, NEWS, BILLING, SUPPORT, and FEATURED. The "Insights" section is highlighted with a red box and contains a list of search suggestions: "OverDrive's top authors", "Top 200 series search", "Top 200 adult titles", "Top 200 YA titles", and "Top 200 juvenile titles". Below the search bar is a "Canada Top Picks- April 2021" carousel with four book covers: "A COURT OF SILVER FLAMES", "THEY BOTH DIE AT THE END", "JOHN SANDFORD OCEAN", and "ANGIE THOMAS". A large banner for "CHILDREN'S BOOK SALE" is also visible, advertising a 25-50% discount on thousands of juvenile titles.

1. Basic Search

Type a keyword (title, author, subjects, etc.) into the *Search* field and click on the search button (the magnifying glass icon).

This is a close-up screenshot of the search bar. It features a white input field with the placeholder text "Search OC/OU & MA by title, author, series, or publisher" and a green magnifying glass icon on the right side.

2. Advanced search

Click on the *Advanced Search* button to create a more complex search. Use the limits to narrow your search including: formats, subjects, publisher details, publication details, price, holdings, etc.

OverDrive Marketplace

Search OC/OU & MA by title, author, series, or publisher

Advanced search

CARTS

No pinned carts
+ Create cart

SHOP One Copy/One User & Metered Access

INSIGHTS ADMIN CURATE NEWS BILLING SUPPORT FEATURED

GET HELP

Advanced search

EBOOK AUDIOBOOK VIDEO

SEARCH SAVE CLEAR

To search immediately after entering criteria in a field, use Ctrl+Enter (Windows) or Command+Enter (Mac)

Title

Series

ISBN / UPC / Catalog ID

To search multiple ISBNs (200 maximum), separate each ISBN with a comma, semicolon, or line break.

Title ID / Reserve ID

To search multiple Title IDs or Reserve IDs (75 maximum), separate each Title ID or Reserve ID with a comma, semicolon, or line break.

Keyword

Creator / Author / Narrator / Contributor

Audiobook edition

Special features

You can also create a search to display items based on their hold ratio.

Holdings

Holds

Minimum

Maximum

If you create an advanced search that you want to reuse later it can be added to your saved searches. Set the search parameters, click the save button at the top or bottom of the advanced search page, name it and give it a description, then click save. Saved searches can be found in the advanced search dropdown menu.

OverDrive Marketplace

Search OC/OU & MA by title, author, series, or publisher

Advanced search

CARTS

No pinned carts
+ Create cart

SHOP One Copy/One User & Metered Access

INSIGHTS

Advanced search

EBOOK AUDIOBOOK VIDEO

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Title ID / Reserve ID

To search multiple Title IDs or Reserve IDs (75 maximum), separate each Title ID or Reserve ID with a comma, semicolon, or line break.

Keyword

Creator / Author / Narrator / Contributor

Audiobook edition

Special features

holds

+ CREATE NEW SAVED SEARCH

Must-haves

- Canada Top Picks- April 2021
- Children's Book Sale - Diverse Reads
- Children's Book Sale - MA Concurrent Use Titles
- Easter Sale - 2020 & 2021 Releases
- AAPI Antiracism Reading List
- Sourcebooks 2021 Adult Title Preview Collection
- New Beech Street French Canadian Titles
- Recently on NPR 2021 Archive
- Globe and Mail Bestsellers - April 12, 2021
- Ramadan Sale - 2020 & 2021 Releases
- Popular Romance from KWL 50% off
- Children's Book Sale - 2020 & 2021 Releases
- Easter Sale - Self-Help and Better Living
- Featured in Quill & Quire March/April 2021
- Romance from HarperCollins France now on sale
- New French Content Now Available
- Recently on NPR April 2021
- Backlist New to Digital - updated APR 12, 2021

3. Insights and Featured

Overdrive has created lists for suggested titles. They can be located on the left of the Marketplace or for more options and suggestions select the Features tab.

The screenshot shows the OverDrive Marketplace interface. On the left, there is a sidebar with navigation options: 'Must-haves', 'All saved searches', 'Insights', 'OverDrive's top authors', 'See what you're missing', 'Top 200 series search', 'See gaps in series you offer', 'Top 200 adult titles', 'Not in your collection', 'Top 200 YA titles', 'Not in your collection', and 'Top 200 juvenile titles', 'Not in your collection'. The main header includes a search bar, 'Advanced search', 'CARTS', and 'Create cart'. The navigation menu at the top has tabs for SHOP, INSIGHTS, ADMIN, CURATE, NEWS, BILLING, SUPPORT, and FEATURED (highlighted with a red box). Below the navigation, the section is titled 'The Best of Marketplace' with a sub-header 'Here you'll find recommended lists of premium content in Marketplace and money-saving offers on titles from our leading catalog of publishers. Happy shopping!'. A large carousel banner reads 'Next Week's BIGGEST BOOKS' with a 'SHOP NOW!' button. Below the banner are three green buttons: 'MORE LISTS Available on', 'TOP BOOKS OF APRIL', and 'STARRED REVIEWS Updated Monthly!'.

4. Suggestion Carousels

On the main page of Marketplace, Overdrive has created and keeps updated many carousels.

Canada Top Picks- April 2021 < >

The screenshot shows a carousel of five book covers under the heading 'Canada Top Picks- April 2021'. Each book has an 'ADD TO NEW CART' button and a dropdown menu. The books are: 1. 'A Court of Silver Flames' by Sarah J. Maas, priced at \$83.31, an Ebook. 2. 'They Both Die at the End' by Adam Silvera, priced at \$12.99, an Ebook. 3. 'Ocean Prey' by John Sandford, priced from \$28.50, an Ebook. 4. 'Concrete Rose' by Angie Thomas, priced at \$19.99, an Ebook. 5. 'Shadow and Bone' by Leigh Bardugo, priced at \$40.00, an Ebook.

Adding Items to your cart

When you find an item you want:

Ocean Prey
Virgil Flowers Series, Book 13
Virgil Flowers
John Sandford
Penguin Group (USA), Inc. | Penguin Publishing Group | G.P. Putnam's Sons
Adult Fiction
Mystery, Suspense, Thriller
Fiction / Mystery & Detective / General
Fiction / Thrillers / Suspense
Fiction / Crime
Language(s): English
On-sale date: 7/27/2020
Street date: 4/13/2021

Unit(s): 0 **ADD TO MAIN CART**

Choose your lending model:
MA: 12 months (one user) \$28.50
MA: 24 months (one user) \$57.00

OverDrive Read
Adobe EPUB

Share

Own OC/OU: 0 ● Own MA: 1 Own SU: No Own CPC: No Lucky Day copies: 0 Out: 0 All holds: 1 Suspended holds: 0 Holds ratio: 1 Total checkouts: 0

1. Verify the title, author, format, etc. If the item is already owned by the system statistics will display at the bottom of the item information.
2. If there are multiple [lending models](#) for a title you will need chose which one you want to purchase.
3. Then click on the *Add to cart* button next to it. If you have not already created a cart, you can do it this point.

Ocean Prey
Virgil Flowers Series, Book 13
Virgil Flowers
John Sandford
Penguin Group (USA), Inc. | Penguin Publishing Group | G.P. Putnam's Sons
Adult Fiction
Mystery, Suspense, Thriller
Fiction / Mystery & Detective / General
Fiction / Thrillers / Suspense
Fiction / Crime

Unit(s): 1 **ADD TO NEW CART**

(MA: 12 months) + **Add to new cart**

Choose your lending model:
MA: 12 months (one user) \$28.50
MA: 24 months (one user) \$57.00

4. The title will be added to your cart.

Purchase Option Terminology

There are several different lending models available on Overdrive:

OC/OU (one copy/one user): Title borrowed by one user at a time, others place holds. The title stays in our collection with no conditions.

MA (Metered Access): Title borrowed by one user at a time, others place holds. There is some kind of condition on access that limits the time we will have this title such as:

- MA: 12 months
- MA: 26 checkouts

Cost per circ: We're charged a fee for each use of the item. **You cannot order these items.**

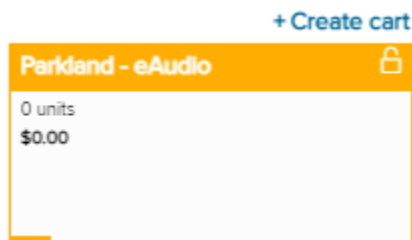
Media Do Reader format: This format is not compatible with our licensing agreement with Overdrive. We cannot purchase titles in this format.

Carts

Click on the *Cart* button on the top right of the page to view all titles currently in your cart. You can create a cart by selecting *create cart*.

When you can create a cart be sure to name it using the naming convention [Library code] – [format] and include your fund information in the description.

You can also pin your carts if you would like to see the totals while you are shopping. It will display on the right side of the screen.

A screenshot of a "Create cart" dialog box. It has a title bar with "Create cart" and a close button. Below the title bar, it says "Fields marked by * are required." There are two input fields: "Name" with the text "Parkland - eAudio" and "Description" with the text "Allotment". Below the fields are two checkboxes: "Pin as main cart" (checked) and "Lock to prevent changes by others" (unchecked). At the bottom are two buttons: "CREATE" (green) and "CANCEL" (grey).

Managing Carts

You can look at the items you've selected by going to the carts menu and selecting your cart. Your cart contains a cart summary including costs and an item count.

Actions that can be preformed

- Delete titles from the cart
- Move titles to another cart
- Add or remove columns from the item display
- Set lending modeling

Cart ID#	6705286	Standard units	3
Cart type	Select List	Standard titles	3
Last edited	4/14/2021 by s evices	Standard total	TBD
Total units	3	Preorder units	0
Total titles	3	Preorder titles	0
Holds	2	Preorder total	\$0.00

Standard units total: TBD
At checkout, you can either pay the total by credit card or request an invoice.

EDIT CART CREATE WORKSHEET COPY TITLES MOVE TITLES DELETE TITLES

Set all titles to copies

Some titles in this cart are available in more than one lending model (rows are shaded in yellow). You can choose a lending model for each title below.

Note: You can also do this later by clicking the Select link in the "Lending model" column next to each applicable title.

Notes:
For standalone libraries: "Total checkouts" is the sum of all checkouts of this title by your end users.
For members of consortia: "Total checkouts" is the sum of all checkouts of consortium copies of this title by any members of your consortium.
Total checkouts and latest checkout are updated nightly.

*Checkouts remaining" is the number of checkouts remaining for your MA (Metered Access) units, if those units are metered by checkout.

Adding and removing columns

You can add or remove columns in your carts at any time. To add or remove columns, click **Add/remove columns** below, then click the button(s) for the column(s) you would like to add or remove. Blue buttons are active columns and white buttons are columns that have been removed.

ADD/REMOVE COLUMNS >

	Title	Ed...	ISBN	Creator(s)	Audien... Rating	Subject(s)	Language	Publi...	Format	Lan... mo...	Pre... revi...	Pe...	Dates				Own				Activity				Total					
													On sale	Street	First copy bought	Last copy expires	MA	Checkouts remaining	OC/OU	SU	C...	Total check...	Active holds	Recommendations	Latest Chac...	Uni...	Unit price	Total		
<input type="checkbox"/>	1 Ocean Pray: Virgil Flowers Series, Book 13		9780059	John Sandford	Adult Fiction	Mystery, Suspense, Thriller	English	Penguin Group (USA) Inc.	<input type="checkbox"/>	Select	0	0	0	7/27/2020	4/13/2021	3/12/2021	4/14/2022	1	0	0	N	N	0	1	0	0	n/a	1	TBD	TBD
<input type="checkbox"/>	2 They Both Die		978006...	Adam Silveira	Young Adult	Mythology, Young Adult	English	Harper... Publish...	<input type="checkbox"/>	MA: 25	4	0	3/5/2017	9/5/2017	3/2/2021	n/a	1	25	0	N	N	0	0	0	0	0	n/a	1	\$12...	\$12.99

Ordering

Verify Items

First, make sure your cart has only allotment or bill direct items in it and does **not** contain titles that are published after the end of October in the current year.

If you would like to save a spreadsheet of the titles in your cart, select *create worksheet* or *Create Quote*.

Order your Cart

To order your cart submit the *Library MARC Order Cart* form on the PRL support site (<http://support.prl.ab.ca/index.php/forms/ebook-orders-form/>)

When Parkland's acquisitions department processes your order, they will download the cart and delete it. They will then email you to let you know that your order has been processed.

Pricing

Prices in the Marketplace are in Canadian dollars, but be aware that preorder prices will sometimes fluctuate before the publication date.

Statistics

Monthly checkout statistics for your patrons are available in the Polaris reports module. The *Insights* tab in the Marketplace can be used to access reports on general collection activity.

Questions? Contact your PRL consultant