

## Instructions for Download Destination Selectors

**Budget.** You will be notified in advance of your monthly budget by the Selector Coordinator.

**Marketplace Carts.** You can create a cart by going to View Carts and click on Create Cart, or just start shopping; when you try to add your first title to a cart you'll be prompted to create a cart. Please name your cart with the target order date of the cart plus your initials (e.g., TLN 2-22-2016 CH). If you "pin" this cart it will be the one to which your titles will be added, unless you change the pinned cart. The cart name can be changed later if needed.

You may find it helpful to have more than one application of Marketplace open. Titles will be added to the same pinned cart.

When you are viewing the contents of a cart you'll see several columns. These include Own, and Pending. Pending titles are those included in another cart. You can click on the number in the Pending column to see what cart it's in; often these are OverDrive-provided "top 100" or similar carts. Make sure you don't order a title we already own unless that is your intent.

**Items in Another Cart.** If you see a title in Marketplace with copies Pending, click on the Pending box to see the name of the cart it's in. Librarians who are not currently purchasing for Download Destination may create carts that contain suggested titles. Titles in OverDrive-created carts also show up as Pending, and titles in Patron Recommendation carts show up here too. Items you are interested in purchasing that are already in another cart should still be added to your cart, unless you see that the cart belongs to another active selector. Before sending in your order, check Download Destination to make sure these items are not already owned in case it was another active purchaser who selected the title. This way, we can ensure that items that are a desired part of our collection don't get overlooked because we think someone else might be ordering them, but we still have a mechanism in place to make sure we are not buying duplicates by accident.

**One Copy/One User and Metered Access.** You can purchase both OC/OU and Metered titles. Please use your best judgment in buying multiple copies of popular titles during their original purchase. Remember that these materials serve the patrons at multiple libraries.

**Submitting a Cart.** To order your cart, email Jim Flury with the cart name and ask him to submit. (TLN's Brigitte Felix also has order submission privileges and can submit carts if Jim is on vacation; bfelix@tln.lib.mi.us.) Send the email to the current Treasurer as well. Provide in the email: cart name, total amount of purchase, and number of titles and units. Once the cart is ordered by Jim, the titles will usually be available that day. You can check for your titles at Download Destination by going to Advanced Search, click on the box next to Date Added to Site, and choose Within 7 Days. Note that if the title was already in the collection as an Advantage purchase, it may not show up as purchased by the consortium within the past 7 days.

**Holds Manager.** OverDrive creates a new Holds Manager cart every Tuesday that contains additional copies of titles already owned, for which the ratio of holds to copies owned meets or exceeds 6:1. An assigned selector looks through this cart, adjusts it to fit the Holds Manager weekly budget, and asks Jim Flury to submit it for purchase. There is a cap, by number of copies already owned, over which the Holds Manager will not include titles to the Tuesday cart. This means selectors may be asked, on occasion, to buy additional copies of popular titles when demand is high.

**Format Tips.** Give priority to those titles available in Kindle & EPUB in eBooks. You can purchase Open EPUB books. For eaudiobooks choose unabridged editions.

Many series titles are available in Marketplace as bundles. These bundles are not a good selection choice. Consider buying additional copies of individual titles over the purchase of bundles that patrons likely will not be able to finish in 21 days.

You may see books in Marketplace that have “with Bonus Material” or something similar as part of the title. Some of these are available only for a short period of time, which poses a problem when additional copies need to be purchased to meet holds. Also, it is easy to purchase unneeded duplicate copies without meaning to, since Marketplace will indicate that we do not already own this book when in fact we may. Please avoid these titles when possible.

### **Collection Development Ideas.**

- OverDrive-provided lists in Marketplace, such as new titles, starred review titles, New York Times Best Sellers. Find these under Must Haves.
- Patron Recommendation carts generated each week and compiled into separate carts for eBooks and eaudiobooks
- Carts created by subject-specialist librarians not currently selecting for Download Destination
- OverDrive ContentWire emails, which provide information on sales and highlighted collections
- Other OverDrive sites, especially sorted by date added
- Kindle Top 100 list (Amazon.com)
- Nook Top 100 List (BN.com)
- New York Times Best Sellers (traditional list and eBook list)
- *Booklist* or other review periodical subscribed to by your home library

**Simultaneous Use Titles.** These are annual subscription titles, purchased as a group, which can be downloaded by multiple users at the same time. Other Download Destination selectors choose these titles once a year.

**Forthcoming Titles.** Titles in Marketplace listed with a future release date should not be purchased more than two weeks in advance of the publication date. This is a decision made by the policy committee. Otherwise, these unavailable titles will appear in Download Destination and patrons will begin placing holds before the item can be checked out. The Holds Manager will run and we may end up purchasing more copies of these titles than we need. Be aware that publication dates do change, so a title that you think will be available by the time you place your order may still be listed as pre-order when your order is placed. You can confirm the publication date in another source, such as Baker & Taylor.

**Watching for Duplicates.** Different versions of titles do exist within Marketplace, so titles that appear to be unowned when searching Marketplace may actually be part of our collection as a different edition, or issued by a different publisher. (See, for example, *Twelve Years a Slave*.) To be positive that you are not buying a title already in the collection, check Download Destination. A quick way to accomplish this is to check your entire cart by title in Download Destination as your last step before sending an email to Jim asking him to submit it.

**Publication Dates.** Publication and street dates frequently do not reflect when a book was actually published. The date given may be the date the item was made available as an eBook, and the text may have a copyright date that is several years old. If you are buying a book where the publication date is important (e.g., medical books, test tutors, travel guides) you may need to look for the title

elsewhere, such as Baker & Taylor or Amazon. Also, the edition number (second, third, etc.) of a title may not be evident in a list, but can often be found in the full title record.

### **Searching Marketplace.**

Basic Search. The initial search screen in Marketplace is a keyword search that will search for words in title, subtitle, series name, and author fields. For example: Evanovich twenty; Stephanie Plum takedown; and takedown twenty will all bring up the ebook and eaudiobook records for Takedown Twenty.

Advanced Search. You can limit by format(s), search by subject, limit by publication date, and other options. Subjects are very broad categories which are inconsistently assigned. Using a subject heading (e.g., travel) with a title word (China) will narrow your search, but of course won't pull up a book that doesn't have China in the title! Other options in Advanced Search include publisher, author, audience, on sale date, ATOS book level, interest level, and Lexile Reading levels.

Series. Some titles are not findable by series name in Marketplace because OverDrive is inconsistent in including the series name for each title of the series. Series titles are also not always accurate. If you want to make sure you're not missing a title when checking what we own in a series, find an accurate series list elsewhere (the author's website is usually a good place) and check for a specific book in Marketplace by title.

Series numbering is not always accurate. Marketplace often includes novellas or short stories that appear in anthologies as numbered books in their series lists, which can conflict with the author's own series list.

Feel free to contact OverDrive support by clicking on the Support tab, then General Support, to report incorrect series information. They will fix series information if made aware of a problem, and this will ultimately help our patrons find what they want in Download Destination.

OverDrive Collection Development List. There is a TLN Download Destination sub-list devoted to collection development. Please contact the E-Content Users' Group Chairperson to be added. [Note: this hasn't been active for a couple of years.]

eContent email list. Occasionally there is discussion relevant for selectors in these TLN emails, including requests by Download Destination librarians asking selectors purchase a specific title or genre.

**OverDrive Training Sessions.** OverDrive offers live and recorded training sessions. Courses are listed here: <http://partners.overdrive.com/learning-center/>