

Instructions for Download Destination Selectors

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

Timing of Orders. Currently there are two adult selectors and one youth/YA selector. If you are a new adult selector, please get in touch with the other adult selector to work out an ordering schedule. If you both plan to submit orders once a month, separate the orders by about two weeks so we have a steady influx of new titles.

What to Buy. Your job is to select new titles only. Buy a single copy, the cheapest one available.

Marketplace Carts. You can create a cart by going to Carts then 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 period of the cart plus your initials (e.g., Late Apr. 2021 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 can also pin more than one cart.

You may find it helpful to have more than one application of Marketplace open. You can hold down the Ctrl key on your keyboard and click a link to open it in a new tab. Titles will be added to the same pinned cart, but you may need to refresh your browser to see an accurate cart total.

Items in Another Cart. If you see a title in Marketplace with copies Pending, you can click on Pending to see the name(s) of the pending cart(s). Titles in OverDrive-created carts, such as Patron Recommendations, show up as Pending. (Note that the total number of Patron Recommendations included under Pending does not accurately reflect the total number of recommendations we have received for a given title. See Collection Development Ideas below for details on getting an accurate count.) Items you are interested in purchasing that are already in another cart should still be added to your cart.

Acronyms and Abbreviations

Acronym	Meaning
Cons.	Consortium
Adv.	Advantage
OC/OU	One Copy/One User
MA	Metered Access
SU	Simultaneous Use
CPC	Cost Per Circ

Other phrases you may run into:

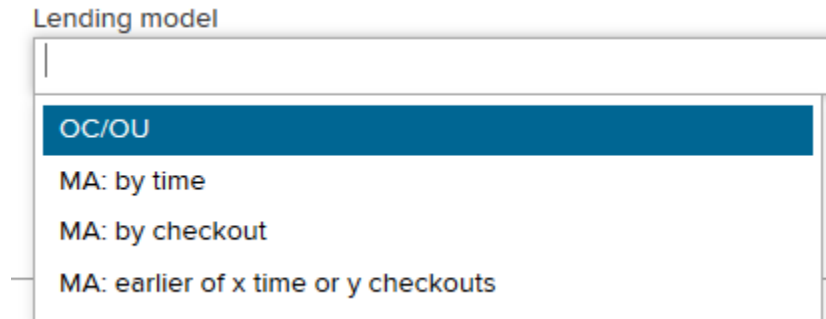
Adv Plus Shared: Advantage libraries have the option of making their titles available to the entire consortium collection, reserving hold rights so that their patrons jump to the head of the line when holds are placed. Advantage Plus shared copies are listed separately from number of copies owned overall by the consortium, but should be counted as copies available.

Lucky Day copies: This is an OverDrive option we do not participate in, where some copies of popular titles are not included in the holds lists.

Suspended holds: Patrons can suspend their holds temporarily if they cannot download a title that becomes available to them at an inconvenient time. Suspended holds are included in total holds.

Lending Models

OverDrive offers a variety of lending models that publishers have instituted.



OC/OU means this copy stays in our collection forever, as long as we continue to participate in Download Destination.

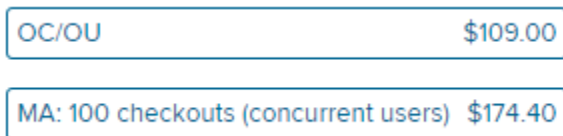
MA: by time means copies purchased will only be available for a specific amount of time, often for 24 months from date of purchase.

MA: by checkout means each copy can only be checked out a certain number of times, then it expires. Harper Collins ebooks follow this model (26 checkouts).

Below is an example of MA: earlier of x time or y checkouts



Many eaudiobooks are OC/OU. Some publishers offer a choice of OC/OU and MA. Recorded Books and a few other publishers offer the option of purchasing a OC/OU copy or a 100 concurrent use metered copy, which looks like this:



Please purchase the OC/OU copy for these titles and let the person in charge of the Holds Manager make the decision to buy concurrent use copies later.

The consortium does not participate in the Cost Per Circ lending model.

One Copy/One User and Metered Access. You can purchase both OC/OU and metered titles. In most cases, selectors purchase a single copy of an ebook or eaudiobook. *Buy the cheapest*

copy available so your budget goes further. The volunteer in charge of the Holds Manager will buy additional copies, including a OC/OU copy or a longer term metered copy if available.

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 Policy Committee Treasurer as well, and if you are an adult selector, cc the other adult selector. 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. If the title was already in the collection as an Advantage purchase, it may not show up as a new purchase.

Holds Manager. Another Download Destination volunteer purchases additional copies of titles based on the number of holds accrued. The holds ratio we try to maintain is 10:1; that is, for every ten holds we buy an additional copy. This, of course, is based on the budget. We buy a maximum of 20 copies of a single format of a single title.

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

Many series titles are available in Marketplace as bundles (e.g., first three titles in the series). These bundles are not a good selection choice. Consider buying 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 say "with bonus material," "movie tie-in," 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, in a different edition.

Collection Development Ideas.

- OverDrive provides many useful lists in Marketplace, such as Top Picks of This Week, Hot Picks of Next Week, NYT and USA Today Bestseller lists, publisher sales, and more. Find these under Must-Haves.
- Look at titles patrons have recommended we purchase. Under the Insights tab choose Title Activity Reports, then Recommended Titles. Set it up as follows:

Chart by	Title
Date	Last 60 days
Branches	All Branches
Formats	All formats
Holdings	Not in collection

If this report has not been being checked regularly, looking at recommendations received in the last 60 days may not be long enough. Change it to a longer period if you want.

As an alternative to using reports, you can also obtain this information by looking at the OverDrive-generated Patron Recommendation carts that appear in the consortium's list of carts every Tuesday. Open the most recent cart. If titles do not load, look for a link to SHOW TITLES on the right. Once the titles are loaded you will want to delete some of

the columns. Click on the down arrow to the right of any column to see Sort Ascending, Sort Descending, and Columns. Click Columns and start deleting extraneous columns so you can see the relevant information on your screen without scrolling left to right. Then click on the down arrow to the right of the column Total Recommendations and sort by descending. Look at the column First Copy Bought; n/a means we have not yet purchased that title. Focus on newly released titles.

- OverDrive-generated carts, such as Top 100 Audiobook Gaps
- OverDrive-generated Collection Development lists, available at <https://resources.overdrive.com/>
- *Booklist* or other review periodicals subscribed to by your home library
- You can search the internet for Books into Movies 20XX, or Books into TV Series 20XX, and pull up numerous lists to stay ahead of what may become popular titles in the near future

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. Be aware that publication dates do change. Check the expected publication dates of pre-pub titles before you submit your cart to make sure they haven't been extended beyond two weeks. You can also confirm publication dates in another source, such as Baker & Taylor. You will find titles in the Recommended Titles list that have publication dates months in the future. Please watch for this and do not add them to a cart unless the date is within two weeks.

Watch for Duplicates. Different versions of titles are offered within Marketplace, so titles that appear to be unowned when searching Marketplace may actually be part of our collection as a different edition, an edition no longer for sale, or issued by a different publisher. (See, for example, the many ebook editions of *Twelve Years a Slave* available in Marketplace.) 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. You can also check the "Own" columns in your cart to make sure the edition you want to buy is not already owned.

Publication Dates. On-sale 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, to confirm if it is a new or an older title. Also, the edition number (second, third, etc.) of a title may not be evident in a results list, but can often be found in the full title record.

Searching Marketplace.

Settings Preferences

In the upper right corner you'll see a link to Settings. In My Preferences, you may want to set English as your preferred language filter, and Most Popular Across Libraries as your preferred display sort. Other options are also available.

Basic Search. The initial search screen in Marketplace is a keyword search of title, series, and author. For example: Pickett Box will bring up the Joe Pickett series by C.J. Box. You can use the filters list to the left of your search results to narrow by format, owned or not, and so on.

Advanced Search. You can limit by format(s), search by subject, limit by street date, and many other options. Subjects are very broad categories that are inconsistently assigned. Other options in Advanced Search include publisher, author, audience, price, interest level, and Lexile reading levels. You will likely not use advanced search very often. Both basic and advanced search let you display your results in various ways (e.g., most recent street date, most popular across libraries), which can be helpful.

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, and frequently OverDrive will start with one series name then change it for later books in the series. If you want to make sure you're not missing a title when checking what is available in a series, find an accurate series list elsewhere. The author's website is usually a good place, or Fantastic Fiction <https://www.fantasticfiction.com/>, or Kent District Library's What's Next database <http://ww2.kdl.org/libcat/whatsnext.asp>. Once you find a reliable list of series titles, check for a specific book in Marketplace by title if it appears to be missing from a series search.

Series numbering is also not always accurate. OverDrive sometimes 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 Technical Support under Contact Us, to report incorrect or missing series information. They will fix series information pretty quickly if made aware of the problem, and this will ultimately help our patrons find what they want in Download Destination.

eContent Users Group email list. Occasionally there is discussion relevant for selectors in this TLN email group, including requests by library staff asking selectors to purchase a specific title or genre. Go to <https://tln.lib.mi.us/lists/> and ask to be added to the list if you are interested.

OverDrive Training. OverDrive offers live and recorded training sessions. Courses are listed here: <https://resources.overdrive.com/>.

Circulation Limits for Patrons

In case you are not a heavy user of the Download Destination collection, these are the limits imposed on patrons (screenshot from my account):



ACCOUNT LIMITS	
LOANS	0 of 6
HOLDS	1 of 10
RENEWALS	3 days before expiration ?
WISH LIST	0 of 5,000
RECOMMEND TO LIBRARY	1 title every 7 days (1 remaining)

Patrons can choose whether they want to check out ebooks or eaudiobooks for 7, 14, or 21 days, and can set default checkout periods in their account. An exception is when a title has 50+ holds in Download Destination; then there is a maximum 14-day checkout period. That restriction is lifted when the holds drop to under 20.

Videos can be checked out for 3, 5, or 7 days. Download Destination selectors previously purchased videos, but we found that they were not terribly popular (the selection is not great), so a decision was made to stop purchasing them and instead focus on the extremely popular ebooks and eaudiobooks.

CH/KS/CB 8/22/12
Revised by CH 5/20/21