

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 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 Nov. 2018 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. 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, click on Pending to see the name(s) of the pending cart(s). 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. (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, unless you see that the cart belongs to another active selector.

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, then let the selector in charge of the Holds Manager buy additional copies.

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, and cc the other current selectors. 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 in Download Destination by clicking on See All to the right of Just In, then arrange by Date Added: Last 7 Days. 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 in 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 (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-provided lists in Marketplace, such as hot picks, new titles, starred review titles, and New York Times Best Sellers. Find these under Must-haves.
- Look at titles patrons have recommended we purchase. Under Insights choose Reports. Click on Recommendations. Set it up as follows:

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

- Carts created by subject-specialist librarians not currently selecting for Download Destination
- OverDrive collection development lists (see Resources URL below)
- Other OverDrive library collections, especially sorted by date added
- Kindle Top 100 list (Amazon.com)
- Nook Top 100 list (BN.com)
- *Booklist* or other review periodicals subscribed to by your home library

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, 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. 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.

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. 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 takedown, 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, 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, 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 Kent District Library's What's Next page <http://ww2.kdl.org/libcat/whatsnext.asp>) 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 Technical Support under Contact Us, to report incorrect or missing 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.

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

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