

**Mid-Hudson Library System
OverDrive Collection Development Guidelines**

1. SHARED COLLECTION DEVELOPED WITH MHLS E-RESOURCE COST-SHARE FUNDS FOR OVERDRIVE

a. Background

- i. Mid-Hudson Library System has had a cost-shared eAudiobook and eBook collection since 2010. In that time the service has proved highly successful as measured by patron demand. Each year circulation has increased, including 235,620 circulations in 2016, a 21% increase over the previous year. These guidelines inform the selection and purchasing of materials funded with MHLS E-Resource cost-share funds.

b. About the Collection

- i. It contains the formats of eBooks and eAudiobooks.
- ii. The focus is fiction bestseller and popular materials.
- iii. Items that are purchased through cost-share funds are available to the patrons of all MHLS libraries.
- iv. MHLS will provide a bibliographic record in the catalog for these items.
- v. These items will display in the MHLS catalog and the shared OverDrive interface.
- vi. Only unabridged items will be purchased through cost-share funds.

c. Purchasing

- i. MHLS staff will purchase fiction titles in popularity order from the NY Times Bestsellers list as far as down the list as the monthly cost-share funds reach.
- ii. Titles/copies will be purchased monthly.
- iii. Cost-share funds will be allocated proportionally to purchase materials throughout the entire year.

2. SHARED COLLECTION DEVELOPED WITH CENTRAL LIBRARY DEVELOPMENT AID (CLDA) AND CENTRAL BOOK AID (CBA) FUNDS

- a. CLDA/CBA funds are appropriated annually by the MHLS Central Library/Collection Development Advisory Committee to cover a portion of the non-fiction content.
- b. Central selectors will purchase bestselling and popular non-fiction, on an ongoing proactive basis.
- c. Additional copies of titles will be purchased when the holds ratios are above 5:1, depending on availability of funds.

3. SHARED COLLECTION DEVELOPED WITH INDIVIDUAL LIBRARY/COUNTY FUNDS

- a. Items purchased with individual library/county funds are available to every library and MHLS will add them to the catalog.

4. SEPARATE COLLECTION(S) DEVELOPED WITH INDIVIDUAL LIBRARY/COUNTY FUNDED ADVANTAGE PLUS ACCOUNTS

- a. Copies may be purchased through Advantage accounts to fill holds for Advantage account patrons.
 - i. There is an existing bibliographic record in the MHLS catalog for these titles.
 - ii. These copies will not display in the MHLS catalog or the shared OverDrive interface.
 - iii. These copies will display in the OverDrive interface for Advantage Plus account patrons when logged in.
- b. Items may be purchased through Advantage Plus accounts for new titles added to the MHLS shared collection.
 - i. There will be a bibliographic record in the MHLS catalog for these items.
 - ii. These copies will display in the MHLS catalog or the shared OverDrive interface.
 - iii. These copies will display in the OverDrive interface for Advantage account patrons when logged in.

5. TITLES THAT HAVE EXPIRED

- a. For any metered access title with zero checkouts left or zero days left, MHLS will remove the title from the OverDrive collection and delete the bibliographic record from the MHLS catalog.

6. PATRON INITIATED REQUESTS

- a. As of 4/3/2017, through a vote of the MHLS Directors Association, patron initiated requests was established through the OverDrive Recommend to Library function. Individual libraries will receive patron requests for titles to purchase.

7. CIRCULATION SETTINGS

- a. Loan period: patron chooses 21, 14 or 7 days (patrons choice)
- b. Number of titles a patron can have checked out at one time = 10
- c. Waiting list pickup period = 3 days
- d. Maximum number of titles a patron can add to their waiting list = 10
- e. Circulation is authenticated through Sierra and follows the same parameters (cannot check out if card is expired or owes over \$10)

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