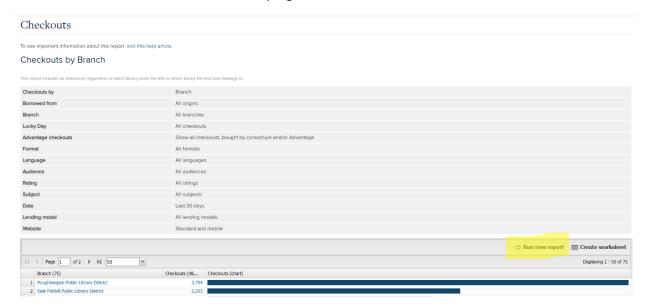
Total Number of Your Overdrive Items That Have Circulated (books, audiobooks, videos)

This report will create a list of Overdrive titles and copies purchased by your library that have circulated to patrons systemwide within the given period. Use this report to fill in column L of tracking spreadsheet.

Checkouts Report:

- Log into Overdrive Marketplace with your Advantage account: https://marketplace.overdrive.com/
- Click on the INSIGHTS tab in the blue bar. This will bring you to a Summary page, which contains summary data for the whole MHLS collection.
- Click on the CHECKOUTS report link in the left sidebar. If you have not run this report before, you will likely see a report for MHLS.
- Select RUN NEW REPORT at the top right of the title list.



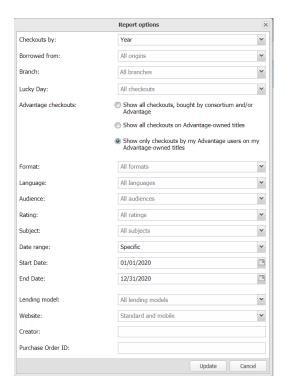
This will bring up the Report Options box.

To get the number of all checkouts by your patrons, select:

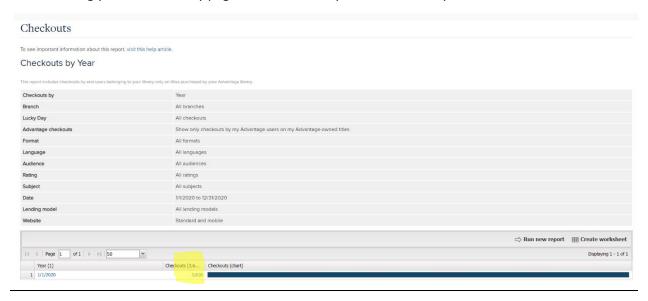
- CHECKOUTS BY: Month or YearBORROWED FROM: All Origins
- BRANCH: All BranchesLUCKY DAY: All Checkouts
- ADVANTAGE CHECKOUTS: Show only checkouts by my Advantage users on my Advantageowned titles
- FORMAT, LANGUAGE, AUDIENCE, RATING, and SUBJECT: All
- DATE RANGE: Specific, then enter your range. Example is for 2020.
- LENDING MODEL: All

- WEBSITE: Standard and Mobile
- CREATOR and PURCHASE ORDER NO.: Blank

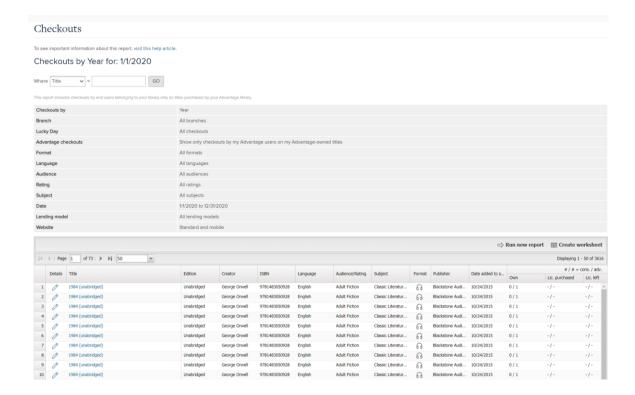
Then UPDATE



This will bring you to a summary page of checkouts of your titles for the year—in this case 2020.



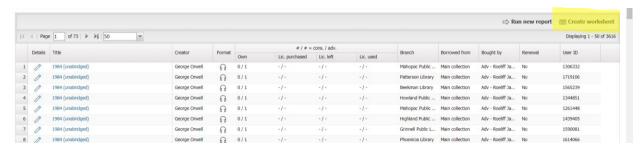
If you click on the number or checkouts, or the date, you will get your detailed report.



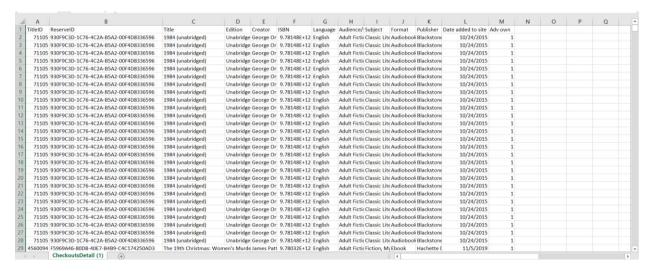
You can get rid of unnecessary columns by clicking on the down arrow on any column title and unchecking unwanted columns.



This report lists all checkouts of your titles. To get the number of titles/copies that checked out, you will need to export this report by clicking on the Create Worksheet tab at the far right of the gray bar at the top of your title list.



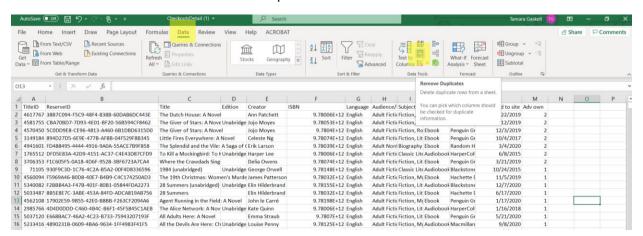
This will create a CVS file, listing all checkouts. You will need to dedupe this spreadsheet to arrive at the total number of titles or copies circulated.



Before deduping, you will need to delete all column to the right that have variable date—such as who borrowed the title, dates, lending periods, etc.—so that all the information for individual titles is the same in each row. If you have more than one copy of some titles, make a note of those titles and the number of copies. It may be helpful to sort on the Adv. Own column for this purpose. You may find some titles with 0 Adv. Own copies. These are copies that were weeded sometime after checkout.

To dedupe:

- Select the cell range where you want to remove the duplicates
- Select Data > Remove Duplicates
- Select Title ID as the column to dedupe



You will now have a list of all titles that circulated in the specified period, as well as the number of copies of each.