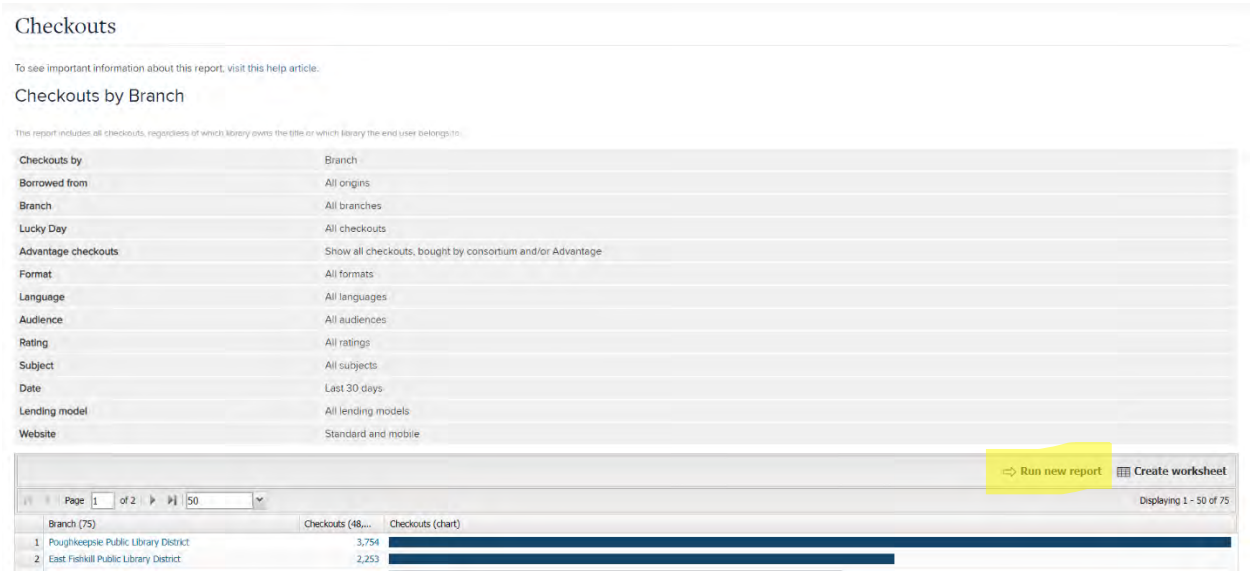
Total Overdrive Circulation (books, audiobooks, videos)

This report will provide the total number of Overdrive checkouts by your patrons. Use this report to complete column C of the tracking spreadsheet. To get the total number of checkouts by your patrons of titles you purchased, see the modifications described at the end of these instructions. Use this modification to complete column F of the 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.

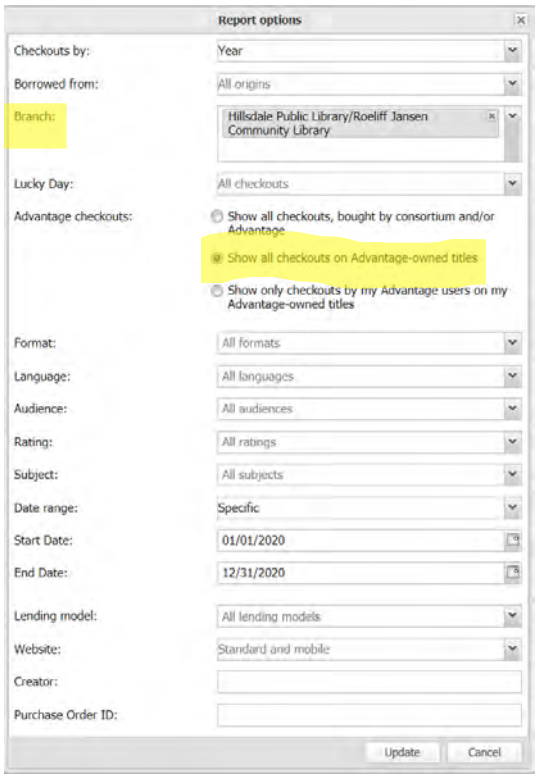


This will bring up the Report Options box.

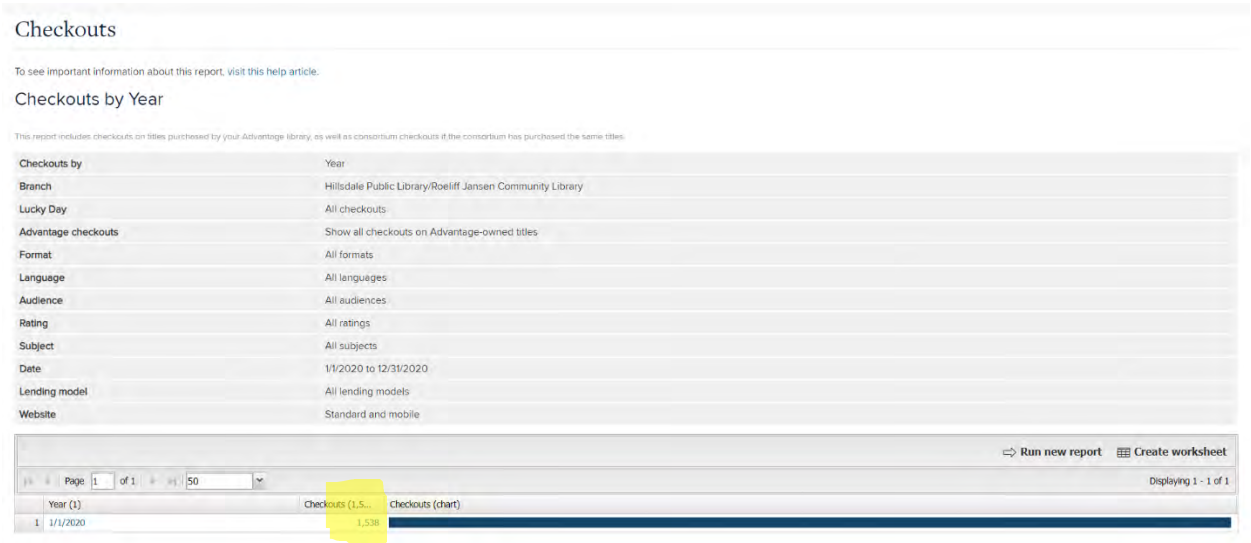
To get the number of all checkouts by your patrons, select:

- CHECKOUTS BY: Month or Year
- BORROWED FROM: All Origins
- BRANCH: Your library
- LUCKY DAY: All checkouts
- ADVANTAGE CHECKOUTS: Select Show all checkouts, bought by consortium and/or Advantage
- 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 your checkouts for the year—in this case 2020.



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

Checkouts

To see important information about this report, visit this help article.

Checkouts by Year for: 1/1/2020

Where Title = GO

This report includes checkouts on titles purchased by your Advantage library, as well as consortium (exclusively if the consortium has purchased the same titles

Checkouts by	Year
Branch	Hillsdale Public Library/Roeliff Jansen Community Library
Lucky Day	All checkouts
Advantage checkouts	Show all checkouts on Advantage-owned titles
Format	All formats
Language	All languages
Audience	All audiences
Rating	All ratings
Subject	All subjects
Date	1/1/2020 to 12/31/2020
Lending model	All lending models
Website	Standard and mobile

Run new report | Create worksheet

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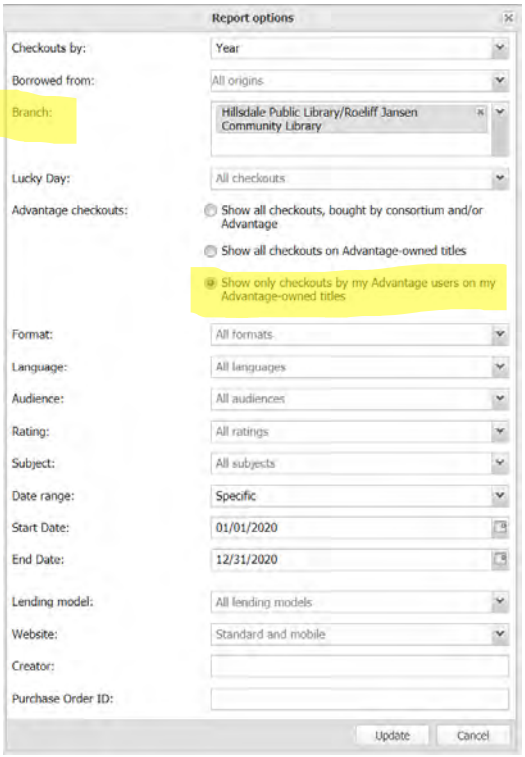
	Details	Title	Edition	Creator	ISBN	Language	Audience/Rating	Subject	Format	Publisher	Date added to s...	# / # = cons. / adv. Own	Lic. purchased	Lic. left
1		1984 (unabridged)	Unabridged	George Orwell	9781483050928	English	Adult Fiction	Classic Literatur...		Blackstone Audi...	10/24/2015	0 / 1	- / -	- / -
2		1984 (unabridged)	Unabridged	George Orwell	9781483050928	English	Adult Fiction	Classic Literatur...		Blackstone Audi...	10/24/2015	0 / 1	- / -	- / -
3		1984 (unabridged)	Unabridged	George Orwell	9781483050928	English	Adult Fiction	Classic Literatur...		Blackstone Audi...	10/24/2015	0 / 1	- / -	- / -
4		1984 (unabridged)	Unabridged	George Orwell	9781483050928	English	Adult Fiction	Classic Literatur...		Blackstone Audi...	10/24/2015	0 / 1	- / -	- / -
5		The 19th Christmas: Women's Murder Club Series, Book 19		James Patterson	9780316494038	English	Adult Fiction	Fiction, Mystery...		Hachette Digital...	11/5/2019	0 / 1	- / -	- / -
6		The 19th Christmas: Women's Murder Club Series, Book 19		James Patterson	9780316494038	English	Adult Fiction	Fiction, Mystery...		Hachette Digital...	11/5/2019	0 / 1	- / -	- / -
7		The 19th Christmas: Women's Murder Club Series, Book 19		James Patterson	9780316494038	English	Adult Fiction	Fiction, Mystery...		Hachette Digital...	11/5/2019	0 / 1	- / -	- / -

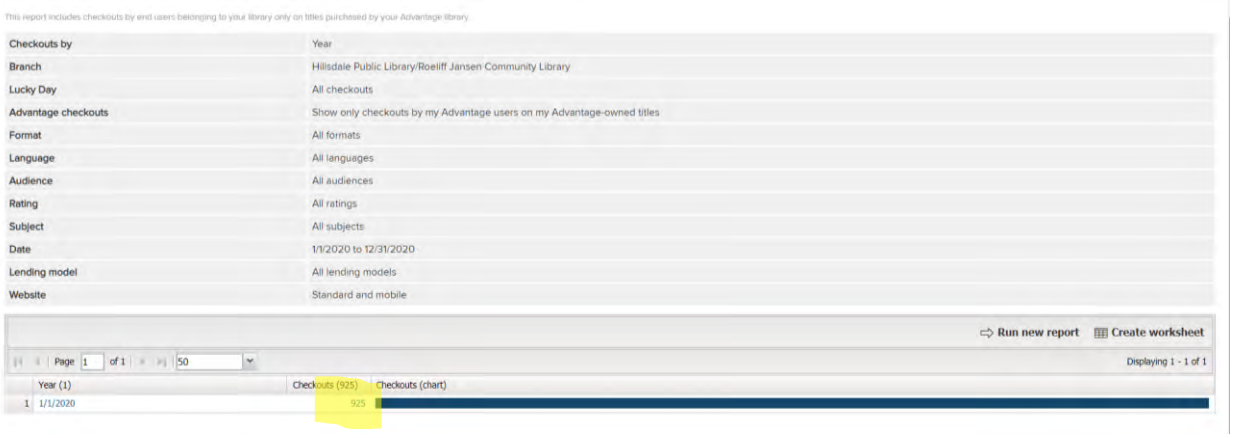
Checkouts of Your Items:

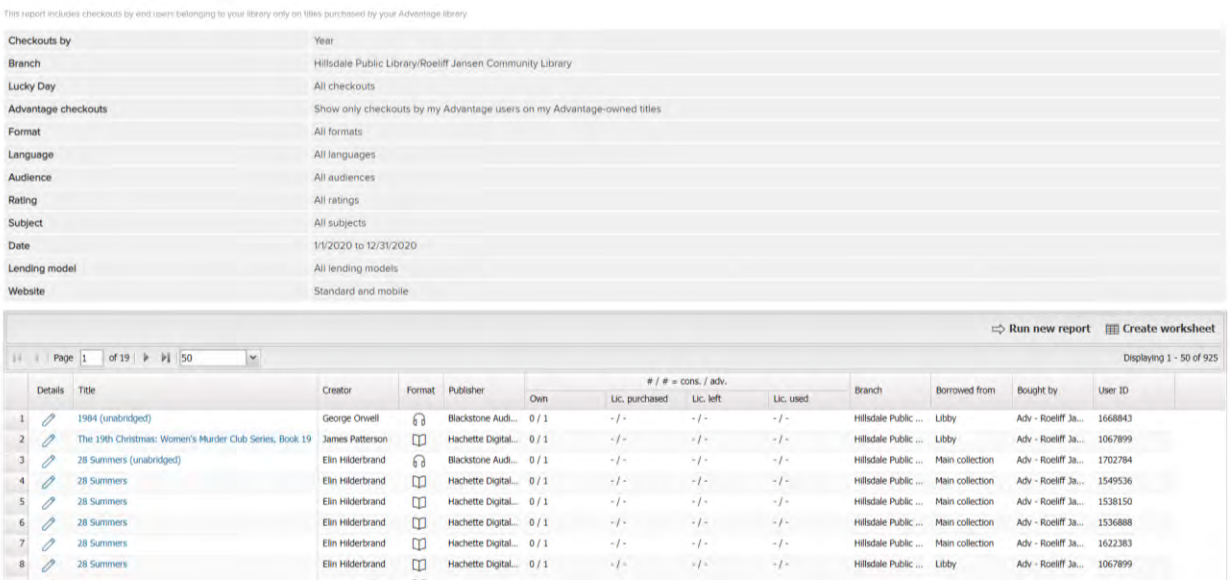
If you want to know which of the Advantage titles you purchased where checked out by your patrons or by all patrons, instead of selecting **Show all checkouts, bought by consortium and/or Advantage**, select one of the other options.

Checkouts of Your Items by Your Patrons:

Show only checkouts by my Advantage users on my Advantage-owned titles shows only the checkouts from your collection by your patrons, when you limit BRANCH to your library. Use this report to get the number for column F of the tracking spreadsheet.







This report includes checkouts by end users belonging to your library only on titles purchased by your Advantage library.

Checkouts by	Year
Branch	Hillsdale Public Library/Roeliff Jansen Community Library
Lucky Day	All checkouts
Advantage checkouts	Show only checkouts by my Advantage users on my Advantage-owned titles
Format	All formats
Language	All languages
Audience	All audiences
Rating	All ratings
Subject	All subjects
Date	1/1/2020 to 12/31/2020
Lending model	All lending models
Website	Standard and mobile

Run new report | Create worksheet

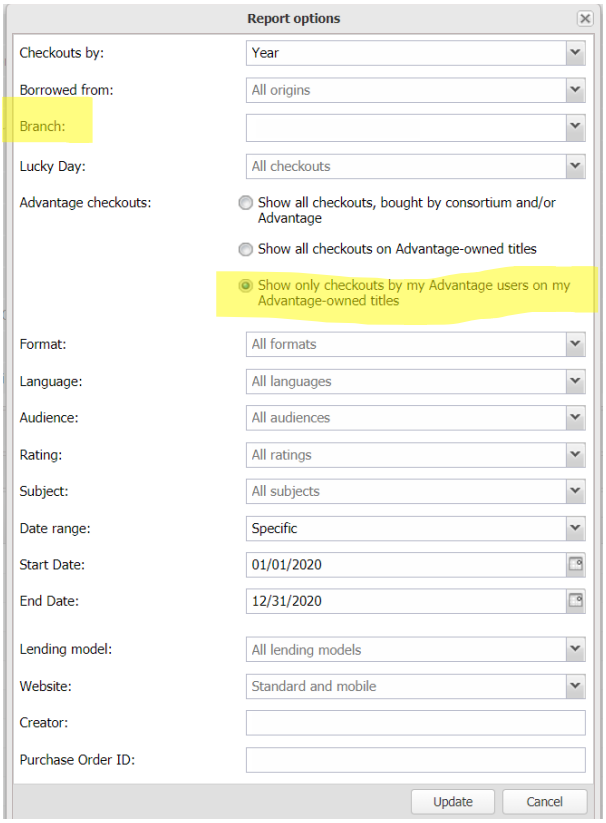
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	Details	Title	Creator	Format	Publisher	# / # = cons. / adv.				Branch	Borrowed from	Bought by	User ID
						Own	Lic. purchased	Lic. left	Lic. used				
1		1984 (unabridged)	George Orwell		Blackstone Audi...	0 / 1	- / -	- / -	- / -	Hillsdale Public ...	Libby	Adv - Roeliff Ja...	1668843
2		The 19th Christmas: Women's Murder Club Series, Book 19	James Patterson		Hachette Digital...	0 / 1	- / -	- / -	- / -	Hillsdale Public ...	Libby	Adv - Roeliff Ja...	1067899
3		28 Summers (unabridged)	Elin Hilderbrand		Blackstone Audi...	0 / 1	- / -	- / -	- / -	Hillsdale Public ...	Main collection	Adv - Roeliff Ja...	1702784
4		28 Summers	Elin Hilderbrand		Hachette Digital...	0 / 1	- / -	- / -	- / -	Hillsdale Public ...	Main collection	Adv - Roeliff Ja...	1549536
5		28 Summers	Elin Hilderbrand		Hachette Digital...	0 / 1	- / -	- / -	- / -	Hillsdale Public ...	Main collection	Adv - Roeliff Ja...	1538150
6		28 Summers	Elin Hilderbrand		Hachette Digital...	0 / 1	- / -	- / -	- / -	Hillsdale Public ...	Main collection	Adv - Roeliff Ja...	1536888
7		28 Summers	Elin Hilderbrand		Hachette Digital...	0 / 1	- / -	- / -	- / -	Hillsdale Public ...	Main collection	Adv - Roeliff Ja...	1622383
8		28 Summers	Elin Hilderbrand		Hachette Digital...	0 / 1	- / -	- / -	- / -	Hillsdale Public ...	Libby	Adv - Roeliff Ja...	1067899

All checkouts on Advantage-owned titles, when limited to your branch, shows checkouts by your patrons for things that you own in your advantage collection, but your copy may or may not have been the one to fulfill the hold. (For example, if you had 2 patrons on hold for something, one of them may have gotten your copy, while the other got a copy from another location, and both of those checkouts would show up on this list.) If you look at the other branches, they show any of that library's patrons that have checked out a title that your library owns, whether or not your copy actually filled it.

Checkouts of Your Items by All Patrons:

Show only checkouts by my Advantage users on my Advantage-owned titles will show checkouts from your collection by all patrons, when you do not limit by branch, but leave BRANCH blank. Use this report to get the number for column I of the tracking spreadsheet.





Checkouts by	Year
Branch	All branches
Lucky Day	All checkouts
Advantage checkouts	Show only checkouts by my Advantage users on my Advantage-owned titles
Format	All formats
Language	All languages
Audience	All audiences
Rating	All ratings
Subject	All subjects
Date	1/1/2020 to 12/31/2020
Lending model	All lending models
Website	Standard and mobile

Run new report | Create worksheet

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	Details	Title	Creator	Format	Publisher	# / # = cons. / adv.				Branch	Borrowed from	Bought by	User ID
						Own	Lic. purchased	Lic. left	Lic. used				
1		1984 (unabridged)	George Orwell		Blackstone Audi...	0 / 1	- / -	- / -	- / -	Mahopac Public ...	Main collection	Adv - Roeliff Ja...	1306332
2		1984 (unabridged)	George Orwell		Blackstone Audi...	0 / 1	- / -	- / -	- / -	Highland Public ...	Main collection	Adv - Roeliff Ja...	1439405
3		1984 (unabridged)	George Orwell		Blackstone Audi...	0 / 1	- / -	- / -	- / -	Beekman Library	Main collection	Adv - Roeliff Ja...	1565239
4		1984 (unabridged)	George Orwell		Blackstone Audi...	0 / 1	- / -	- / -	- / -	Patterson Library	Main collection	Adv - Roeliff Ja...	1719106
5		1984 (unabridged)	George Orwell		Blackstone Audi...	0 / 1	- / -	- / -	- / -	Grinnell Public L...	Main collection	Adv - Roeliff Ja...	1590081
6		1984 (unabridged)	George Orwell		Blackstone Audi...	0 / 1	- / -	- / -	- / -	Phoenicia Library	Main collection	Adv - Roeliff Ja...	1614066
7		1984 (unabridged)	George Orwell		Blackstone Audi...	0 / 1	- / -	- / -	- / -	Howland Public ...	Main collection	Adv - Roeliff Ja...	1344851
8		1984 (unabridged)	George Orwell		Blackstone Audi...	0 / 1	- / -	- / -	- / -	Mahopac Public ...	Main collection	Adv - Roeliff Ja...	1261448
9		1984 (unabridged)	George Orwell		Blackstone Audi...	0 / 1	- / -	- / -	- / -	Poughkeepsie P...	Libby	Adv - Roeliff Ja...	1491773
10		1984 (unabridged)	George Orwell		Blackstone Audi...	0 / 1	- / -	- / -	- / -	Julia L. Butterfie...	Libby	Adv - Roeliff Ja...	1694011
11		1984 (unabridged)	George Orwell		Blackstone Audi...	0 / 1	- / -	- / -	- / -	Town of Ulster ...	Libby	Adv - Roeliff Ja...	1463578
12		1984 (unabridged)	George Orwell		Blackstone Audi...	0 / 1	- / -	- / -	- / -	Woodstock Publ...	Libby	Adv - Roeliff Ja...	1301255
13		1984 (unabridged)	George Orwell		Blackstone Audi...	0 / 1	- / -	- / -	- / -	Olive Free Libra...	Libby	Adv - Roeliff Ja...	1731677