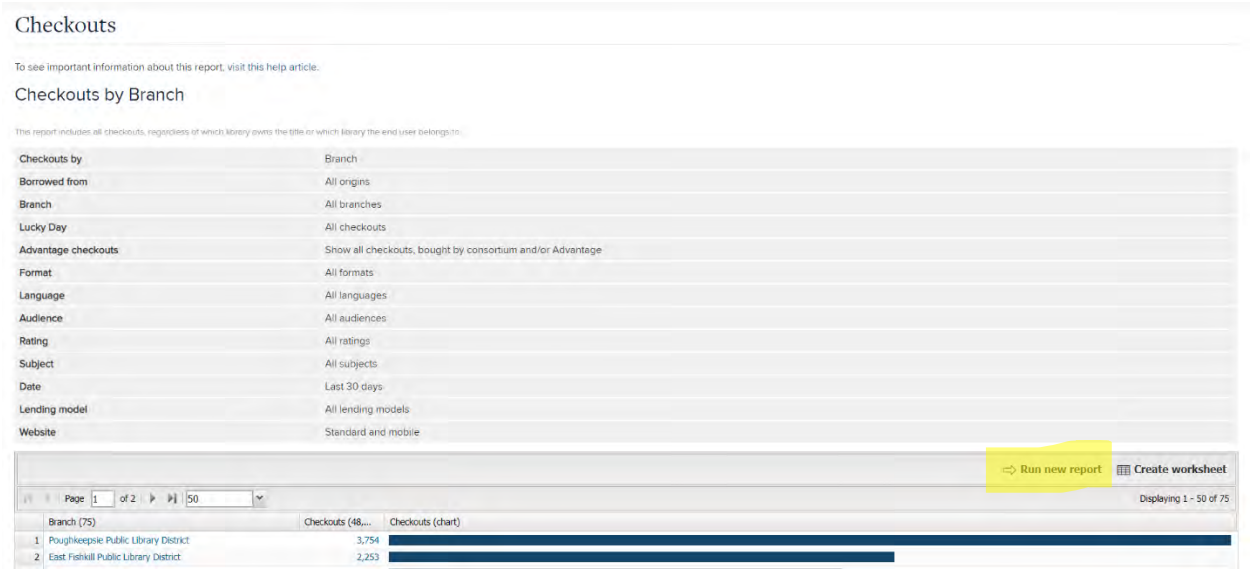
Total Number of Your Overdrive Items That Have Circulated (books, audiobooks, videos)

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:

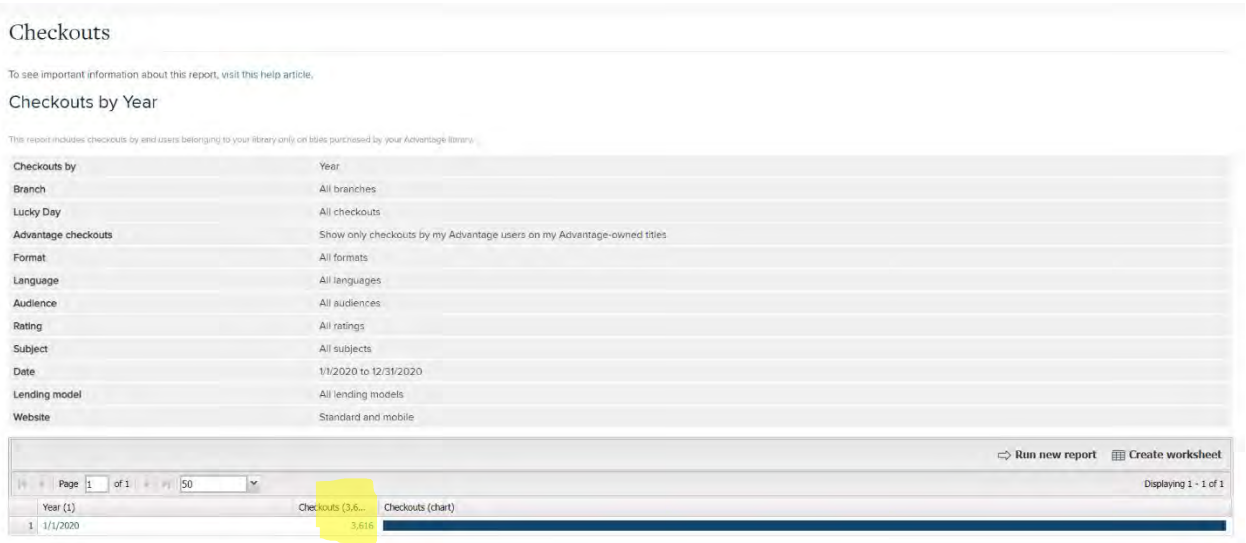
- CHECKOUTS BY: Month or Year
- BORROWED FROM: All Origins
- BRANCH: All Branches
- LUCKY DAY: All Checkouts
- ADVANTAGE CHECKOUTS: Show only checkouts by my Advantage users on my Advantage-owned titles
- FORMAT, LANGUAGE, AUDIENCE, RATING, and SUBJECT: All
- DATE RANGE: Specific, then enter your range.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

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

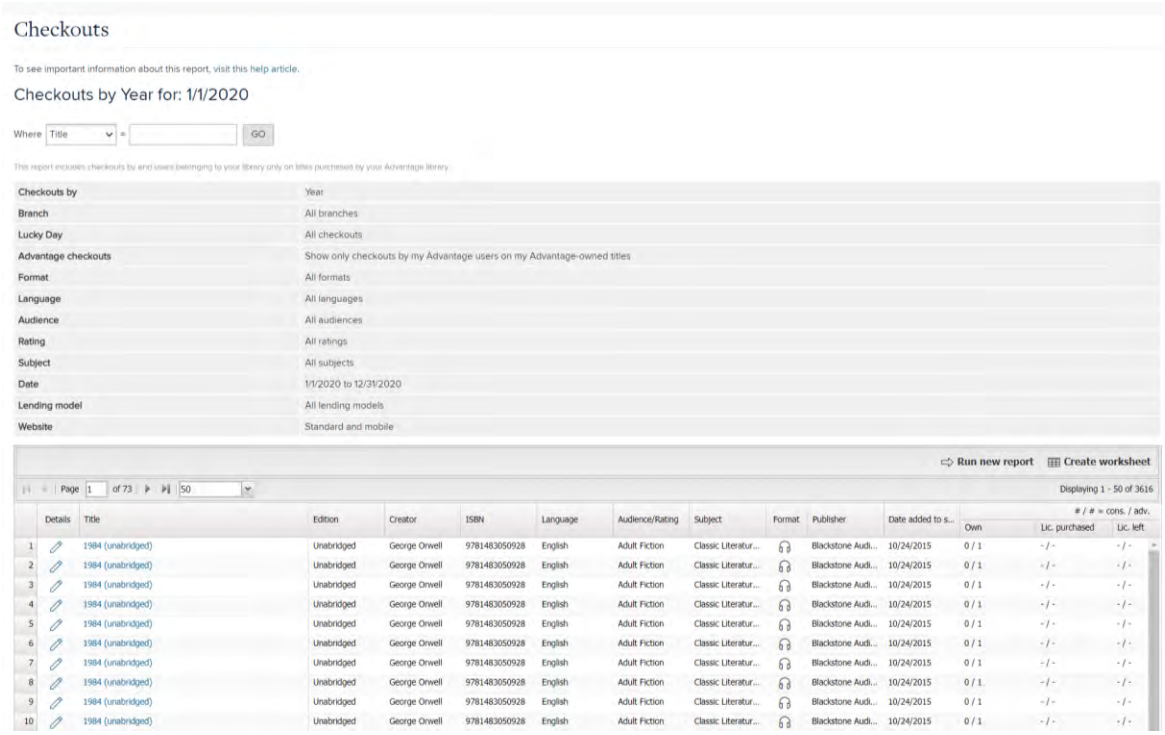
Then UPDATE



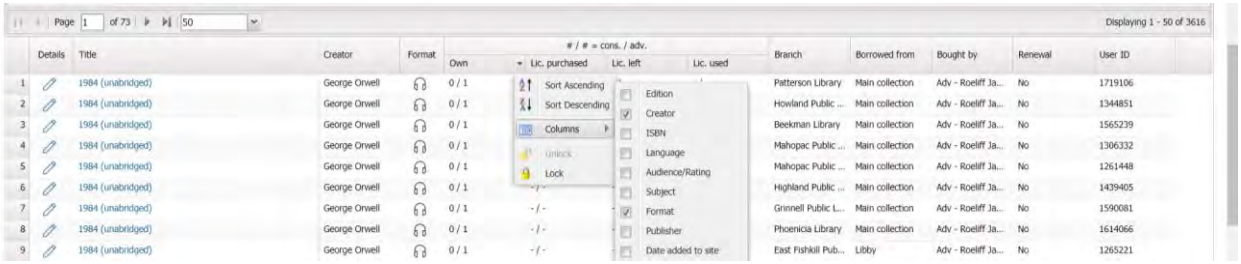
This will bring you to a summary page of checkouts of your titles for the year—in this case 2020.



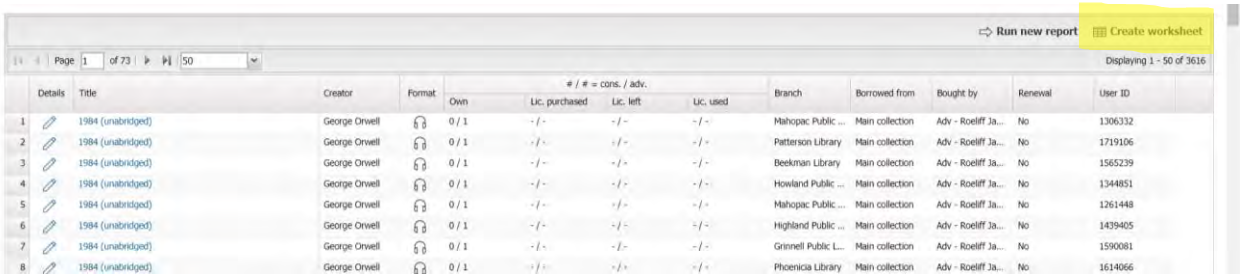
If you click on the number or checkouts, or the date, you will get your detailed report.



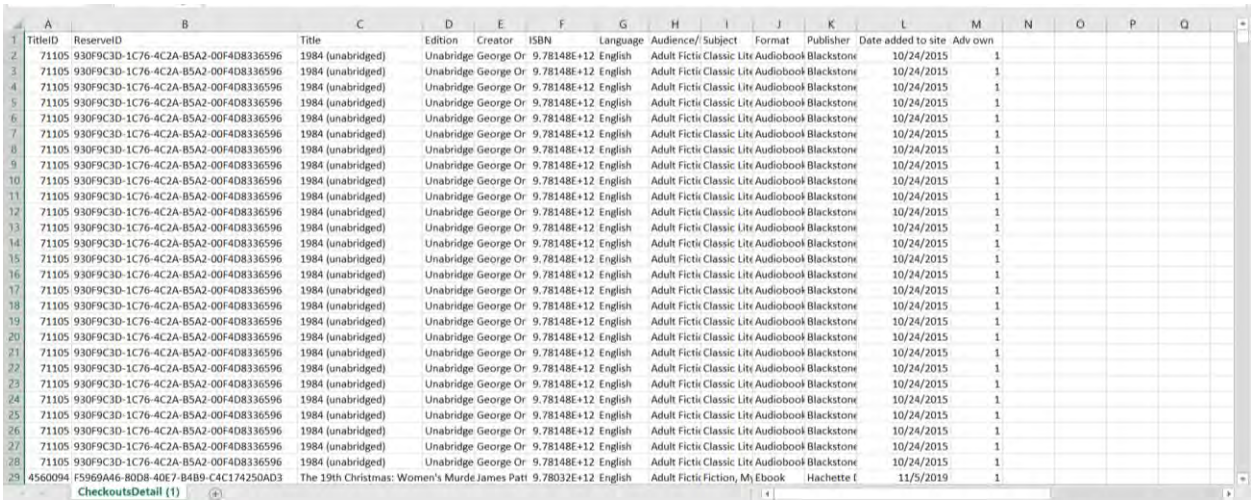
You can get rid of unnecessary columns by clicking on the down arrow on any column title and unchecking unwanted columns.



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.



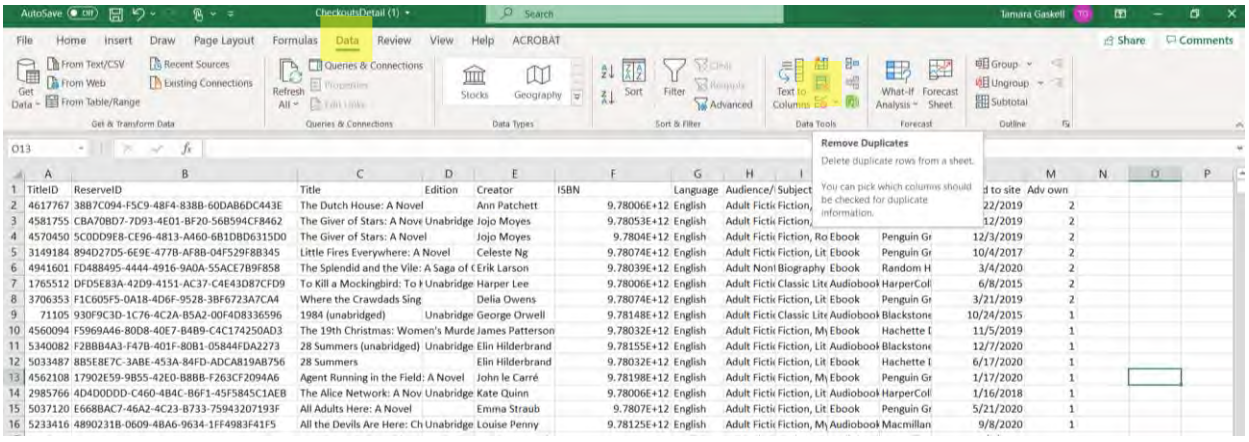
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	TitleID	ReserveID	Title	Edition	Creator	ISBN	Language	Audience/	Subject	Format	Publisher	Date added to site	Adv own				
2	71105	930F9C3D-1C76-4C2A-B5A2-00F4D8336596	1984 (unabridged)	Unabridge	George Or	9.78148E+12	English	Adult Fictic	Classic Lite	Audiobook	Blackstone	10/24/2015	1				
3	71105	930F9C3D-1C76-4C2A-B5A2-00F4D8336596	1984 (unabridged)	Unabridge	George Or	9.78148E+12	English	Adult Fictic	Classic Lite	Audiobook	Blackstone	10/24/2015	1				
4	71105	930F9C3D-1C76-4C2A-B5A2-00F4D8336596	1984 (unabridged)	Unabridge	George Or	9.78148E+12	English	Adult Fictic	Classic Lite	Audiobook	Blackstone	10/24/2015	1				
5	71105	930F9C3D-1C76-4C2A-B5A2-00F4D8336596	1984 (unabridged)	Unabridge	George Or	9.78148E+12	English	Adult Fictic	Classic Lite	Audiobook	Blackstone	10/24/2015	1				
6	71105	930F9C3D-1C76-4C2A-B5A2-00F4D8336596	1984 (unabridged)	Unabridge	George Or	9.78148E+12	English	Adult Fictic	Classic Lite	Audiobook	Blackstone	10/24/2015	1				
7	71105	930F9C3D-1C76-4C2A-B5A2-00F4D8336596	1984 (unabridged)	Unabridge	George Or	9.78148E+12	English	Adult Fictic	Classic Lite	Audiobook	Blackstone	10/24/2015	1				
8	71105	930F9C3D-1C76-4C2A-B5A2-00F4D8336596	1984 (unabridged)	Unabridge	George Or	9.78148E+12	English	Adult Fictic	Classic Lite	Audiobook	Blackstone	10/24/2015	1				
9	71105	930F9C3D-1C76-4C2A-B5A2-00F4D8336596	1984 (unabridged)	Unabridge	George Or	9.78148E+12	English	Adult Fictic	Classic Lite	Audiobook	Blackstone	10/24/2015	1				
10	71105	930F9C3D-1C76-4C2A-B5A2-00F4D8336596	1984 (unabridged)	Unabridge	George Or	9.78148E+12	English	Adult Fictic	Classic Lite	Audiobook	Blackstone	10/24/2015	1				
11	71105	930F9C3D-1C76-4C2A-B5A2-00F4D8336596	1984 (unabridged)	Unabridge	George Or	9.78148E+12	English	Adult Fictic	Classic Lite	Audiobook	Blackstone	10/24/2015	1				
12	71105	930F9C3D-1C76-4C2A-B5A2-00F4D8336596	1984 (unabridged)	Unabridge	George Or	9.78148E+12	English	Adult Fictic	Classic Lite	Audiobook	Blackstone	10/24/2015	1				
13	71105	930F9C3D-1C76-4C2A-B5A2-00F4D8336596	1984 (unabridged)	Unabridge	George Or	9.78148E+12	English	Adult Fictic	Classic Lite	Audiobook	Blackstone	10/24/2015	1				
14	71105	930F9C3D-1C76-4C2A-B5A2-00F4D8336596	1984 (unabridged)	Unabridge	George Or	9.78148E+12	English	Adult Fictic	Classic Lite	Audiobook	Blackstone	10/24/2015	1				
15	71105	930F9C3D-1C76-4C2A-B5A2-00F4D8336596	1984 (unabridged)	Unabridge	George Or	9.78148E+12	English	Adult Fictic	Classic Lite	Audiobook	Blackstone	10/24/2015	1				
16	71105	930F9C3D-1C76-4C2A-B5A2-00F4D8336596	1984 (unabridged)	Unabridge	George Or	9.78148E+12	English	Adult Fictic	Classic Lite	Audiobook	Blackstone	10/24/2015	1				
17	71105	930F9C3D-1C76-4C2A-B5A2-00F4D8336596	1984 (unabridged)	Unabridge	George Or	9.78148E+12	English	Adult Fictic	Classic Lite	Audiobook	Blackstone	10/24/2015	1				
18	71105	930F9C3D-1C76-4C2A-B5A2-00F4D8336596	1984 (unabridged)	Unabridge	George Or	9.78148E+12	English	Adult Fictic	Classic Lite	Audiobook	Blackstone	10/24/2015	1				
19	71105	930F9C3D-1C76-4C2A-B5A2-00F4D8336596	1984 (unabridged)	Unabridge	George Or	9.78148E+12	English	Adult Fictic	Classic Lite	Audiobook	Blackstone	10/24/2015	1				
20	71105	930F9C3D-1C76-4C2A-B5A2-00F4D8336596	1984 (unabridged)	Unabridge	George Or	9.78148E+12	English	Adult Fictic	Classic Lite	Audiobook	Blackstone	10/24/2015	1				
21	71105	930F9C3D-1C76-4C2A-B5A2-00F4D8336596	1984 (unabridged)	Unabridge	George Or	9.78148E+12	English	Adult Fictic	Classic Lite	Audiobook	Blackstone	10/24/2015	1				
22	71105	930F9C3D-1C76-4C2A-B5A2-00F4D8336596	1984 (unabridged)	Unabridge	George Or	9.78148E+12	English	Adult Fictic	Classic Lite	Audiobook	Blackstone	10/24/2015	1				
23	71105	930F9C3D-1C76-4C2A-B5A2-00F4D8336596	1984 (unabridged)	Unabridge	George Or	9.78148E+12	English	Adult Fictic	Classic Lite	Audiobook	Blackstone	10/24/2015	1				
24	71105	930F9C3D-1C76-4C2A-B5A2-00F4D8336596	1984 (unabridged)	Unabridge	George Or	9.78148E+12	English	Adult Fictic	Classic Lite	Audiobook	Blackstone	10/24/2015	1				
25	71105	930F9C3D-1C76-4C2A-B5A2-00F4D8336596	1984 (unabridged)	Unabridge	George Or	9.78148E+12	English	Adult Fictic	Classic Lite	Audiobook	Blackstone	10/24/2015	1				
26	71105	930F9C3D-1C76-4C2A-B5A2-00F4D8336596	1984 (unabridged)	Unabridge	George Or	9.78148E+12	English	Adult Fictic	Classic Lite	Audiobook	Blackstone	10/24/2015	1				
27	71105	930F9C3D-1C76-4C2A-B5A2-00F4D8336596	1984 (unabridged)	Unabridge	George Or	9.78148E+12	English	Adult Fictic	Classic Lite	Audiobook	Blackstone	10/24/2015	1				
28	71105	930F9C3D-1C76-4C2A-B5A2-00F4D8336596	1984 (unabridged)	Unabridge	George Or	9.78148E+12	English	Adult Fictic	Classic Lite	Audiobook	Blackstone	10/24/2015	1				
29	4560094	F5969A46-80D8-40E7-B4B9-C4C174250AD3	The 19th Christmas: Women's Murde	James Patt		9.78032E+12	English	Adult Fictic	Fiction, My	Ebook	Hachette [	11/5/2019	1				

CheckoutsDetail (1)

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



	A	B	C	D	E	F	G	H	I	M	N	O	P
1	TitleID	ReserveID	Title	Edition	Creator	ISBN	Language	Audience/	Subject	d to site	Adv own		
2	4617767	38B7C094-F5C9-48F4-838B-60DAB6DC443E	The Dutch House: A Novel		Ann Patchett	9.78006E+12	English	Adult Fictic	Fiction,	22/2019	2		
3	4581755	CBA70BD7-7D93-4E01-BF20-56B594CF8462	The Giver of Stars: A Nove	Unabridge	Jojo Moyes	9.78053E+12	English	Adult Fictic	Fiction,	12/2019	2		
4	4570450	5C0DD9E8-CE96-4813-A460-6B1DBD6315D0	The Giver of Stars: A Novel		Jojo Moyes	9.7804E+12	English	Adult Fictic	Fiction, Ro	Ebook	Penguin Gr	12/3/2019	2
5	3149184	894D27D5-6E9E-477B-AF8B-04F529F8B345	Little Fires Everywhere: A Novel		Celeste Ng	9.78074E+12	English	Adult Fictic	Fiction, Lit	Ebook	Penguin Gr	10/4/2017	2
6	4941601	FD488495-4444-4916-9A0A-55ACE7B9F858	The Splendid and the Vile: A Saga of C		Erik Larson	9.78039E+12	English	Adult Nonf	Biography	Ebook	Random H	3/4/2020	2
7	1765512	DFD5E83A-42D9-4151-AC37-C4E43D87CFD9	To Kill a Mockingbird: To K	Unabridge	Harper Lee	9.78006E+12	English	Adult Fictic	Classic Lite	Audiobook	HarperCol	6/8/2015	2
8	3706353	F1C605F5-0A18-4D6F-9528-3BF6723A7CA4	Where the Crawdads Sing		Delia Owens	9.78074E+12	English	Adult Fictic	Fiction, Lit	Ebook	Penguin Gr	3/21/2019	2
9	71105	930F9C3D-1C76-4C2A-B5A2-00F4D8336596	1984 (unabridged)	Unabridge	George Orwell	9.78148E+12	English	Adult Fictic	Classic Lite	Audiobook	Blackstone	10/24/2015	1
10	4560094	F5969A46-80D8-40E7-B4B9-C4C174250AD3	The 19th Christmas: Women's Murde		James Patterson	9.78032E+12	English	Adult Fictic	Fiction, My	Ebook	Hachette [	11/5/2019	1
11	5340082	F2BBB4A3-F47B-401F-80B1-05844FDA2273	28 Summers (unabridged)	Unabridge	Elin Hilderbrand	9.78155E+12	English	Adult Fictic	Fiction, Lit	Audiobook	Blackstone	12/7/2020	1
12	5033487	8B5E8E7C-3ABE-453A-84FD-ADCA819AB756	28 Summers		Elin Hilderbrand	9.78032E+12	English	Adult Fictic	Fiction, Lit	Ebook	Hachette [	6/17/2020	1
13	4562108	17902E59-9B55-42E0-B8BB-F263CF2094A6	Agent Running in the Field: A Novel		John le Carré	9.78198E+12	English	Adult Fictic	Fiction, My	Ebook	Penguin Gr	1/17/2020	1
14	2985766	4D4D0DDD-C460-4B4C-B6F1-45F5845C1AEB	The Alice Network: A Nov	Unabridge	Kate Quinn	9.78006E+12	English	Adult Fictic	Fiction, Lit	Audiobook	HarperCol	1/16/2018	1
15	5037120	E668BAC7-46A2-4C23-B733-75943207193F	All Adults Here: A Novel		Emma Straub	9.7807E+12	English	Adult Fictic	Fiction, Lit	Ebook	Penguin Gr	5/21/2020	1
16	5233416	4890231B-0609-4BA6-9634-1FF4983F41F5	All the Devils Are Here: Ch	Unabridge	Louise Penny	9.78125E+12	English	Adult Fictic	Fiction, My	Audiobook	Macmillan	9/8/2020	1

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