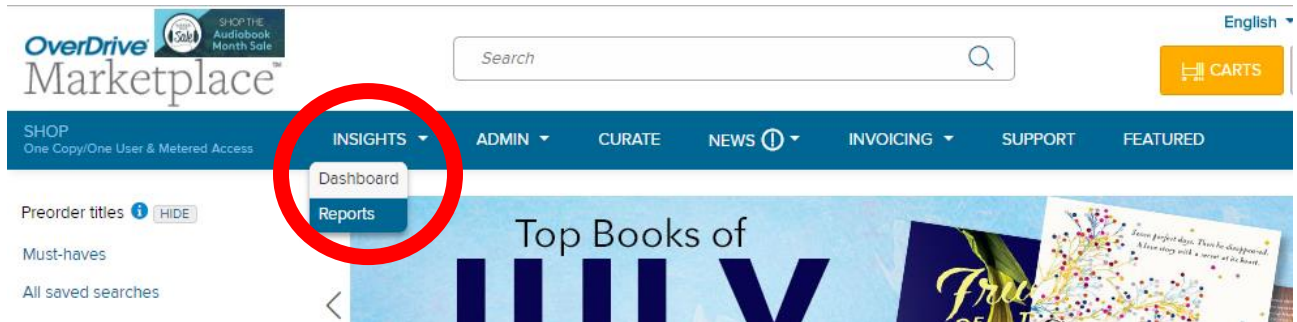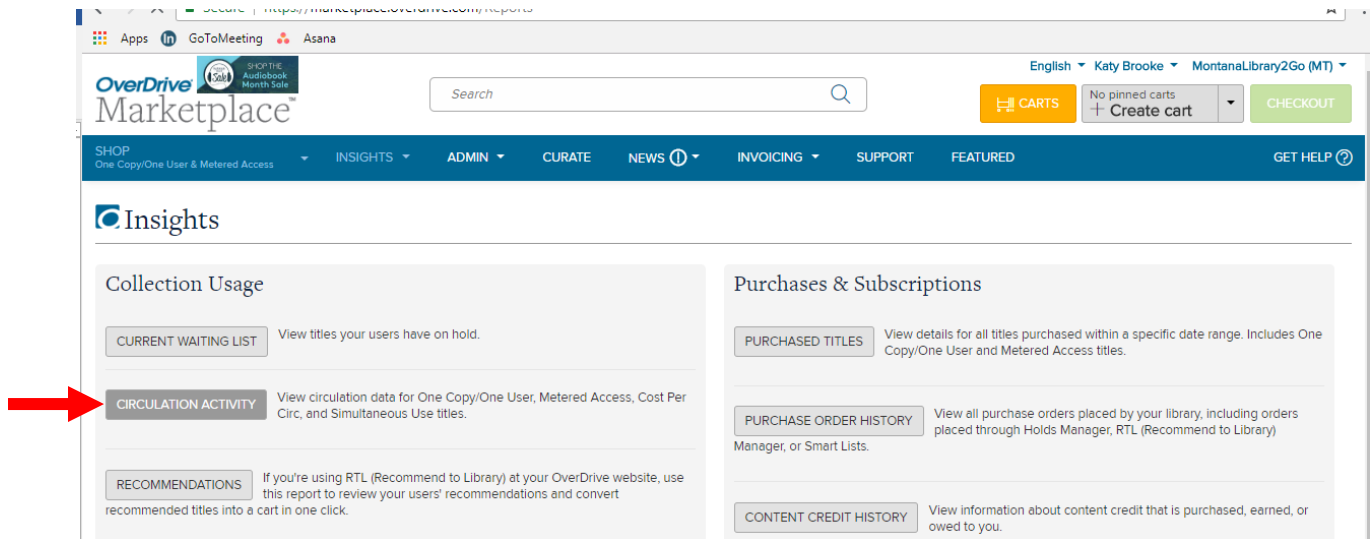## Running a circulation report in OverDrive Marketplace

1. Go to marketplace.overdrive.com
2. Login
3. From the main menu, select **Insights** -> **Reports**

4. From the Reports menu, select **Circulation Activity**

5. The default report will show all circulation for the entire MontanaLibrary2Go system. To set report paramenters for your branch, select **Run New Report**

6. In report options, make the following selections:
   a. In **Checkouts By** select **Format** (this will show total checkouts separated by media type)
   b. In **Branch** select your branch name
   c. In **Last** select **1** and **Year** (for last year's activity)
   d. Click **Update** to show report

Note: You can also run the report for a specific time frame by selecting the following in **Report Options**:

   a. In **Period Type** select **Specific**
   b. Enter the **Start Date** and **End Date** you wish you see the report for

7. You can download your report by clicking on **Create Worksheet**