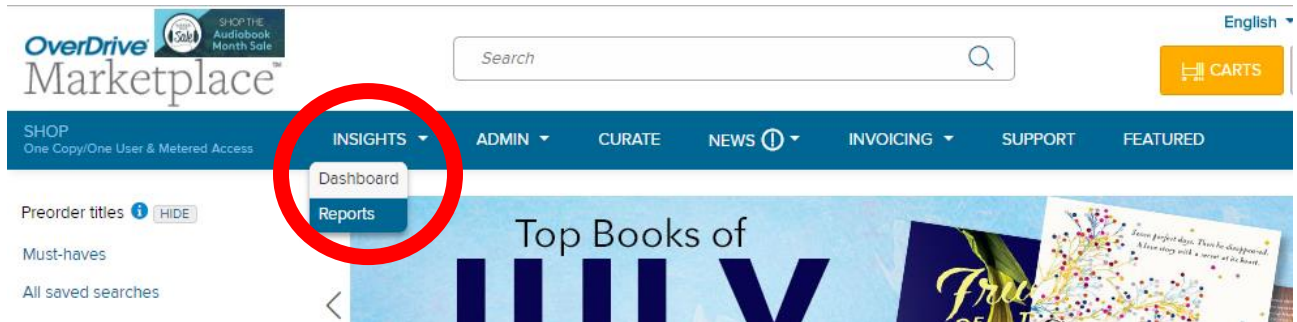
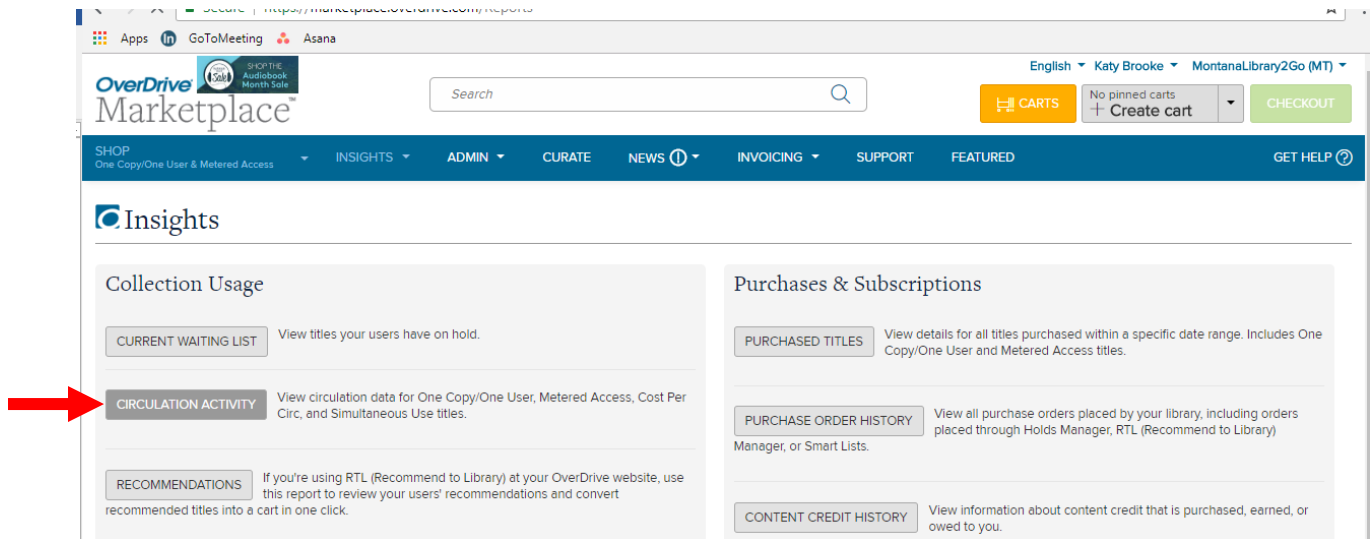


Running a circulation report in OverDrive Marketplace

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 parameters for your branch, select **Run New Report**

Circulation activity

Checkouts by Title

Notes:

To see the accurate number of unique checkouts across all lending models for your digital collection, click [Run new report](#), then select "All lending models" in the "Lending model" field. If you add up checkouts by individual lending model, you may get an inaccurate total because of the way checkouts for titles purchased under multiple lending models are calculated.

To view results for formats that are no longer active in your digital collection, click [Run new report](#), then select "All formats" in the "Formats" field.

"Pending" means that the user borrowed the title but did not select a specific format for it (e.g., Kindle Book, OverDrive Read, Adobe EPUB, etc.). If the loan expires before the user selects a format, the format will stay "Pending."

If you added the Project Gutenberg Simultaneous Use plan to your collection, activity for titles in that plan is included in this report. To see only that activity, click [Run new report](#), then select "Publisher" in the "Checkouts by" field. Click [Update](#), then sort by publisher and look for the publisher "Project Gutenberg."

Checkouts by	Title
Borrowed from	All
Branches	All Branches
Formats	All formats
Languages	All
Audiences	All audiences
Ratings	All ratings
Subjects	All
Date	Last 30 days
Lending model	All lending models
Website	Standard and mobile

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

Report options

Checkouts by: **Format**

Borrowed from: All

Branch: **Lewistown Public Library**

Formats: All formats

Language: All

Audience: All audiences

Rating: All ratings

Subject: All

Period Type: Last

Last: **1** Years

Lending model: All lending models

Website: Standard and mobile

Creator:

Purchase Order ID:

Update Cancel

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

Date: Last 1 years

Lending model: All lending models

Website: Standard and mobile

Period Type: **Specific**

Start Date: **01/01/2017**

End Date: **12/31/2017**

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

Run new report Create worksheet

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Displaying 1 - 8 of 8

Format (8)	Checkouts (8,238)	Checkouts (chart)
1 OverDrive MP3 Audio...	3,550	
2 Adobe EPUB eBook	1,575	
3 Kindle Book	1,345	
4 Pending (Audiobook)	565	
5 Pending (eBook)	495	
6 OverDrive Listen	359	
7 OverDrive Read	324	
8 Open EPUB eBook	25	