

Finding how many eBooks, Audiobooks, Videos available:

1. Log in to the OverDrive Marketplace
2. Select Insights > Reports > Title Status & Usage
3. Select 'Run new report' and enter the following criteria

Report options

Title:

Period Type:

Start Date:

End Date:

Formats:

Language:

Subject:

Audience:

Preorder titles: Include Exclude

Lending model:

ISBN:

To search multiple ISBNs (max of 200), enter a list of print and/or eBook ISBNs where each ISBN is separated by a comma or semicolon or line break.

Rating:

Content access levels:

Holdings:

Minimum checkouts:

Maximum checkouts:

Status:

4. Select Update
5. Once presented with results, you'll find the total number of available titles under the create worksheet button



6. Repeat Steps 1-4 for the remaining formats

Total Circulation between October 1 and September 30th:

1. Log in to the OverDrive Marketplace
2. Select Insights > Reports > Circulation Activity
3. Select 'Run new report' and enter the following information

The screenshot shows a 'Report options' dialog box with the following settings:

Checkouts by:	Branch
Borrowed from:	All
Branch:	All branches
Formats:	All formats
Language:	All
Audience:	Adult Fiction, Adult Nonfiction
Rating:	All ratings
Subject:	All
Period Type:	Specific
Start Date:	10/01/2015
End Date:	09/30/2016
Content access levels:	All access levels
User type:	All users
Lending model:	All Lending models
Website:	Standard and mobile
Creator:	
Purchase Order ID:	

Buttons: Update, Cancel

4. Select Update
5. Once results are displayed, scroll through the list of branches to find the specific branch you're looking for.
6. Repeat Steps 1-5 for the other audiences (selecting Juvenile Fiction/Nonfiction the next time you run it and Young Adult Fiction/Nonfiction the 3rd time this report is run)