

Guidelines for ordering for South Dakota Titles To Go

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For new members or members who just want a refresher, here is a webpage with printable PDFs and videos on how to order and run reports in the market place.

<http://resources.overdrive.com/>

1. Budget

- a. Your monthly order needs to stay within the monthly allowance.
- b. Your budget should be divided equally between audio and e-books.

2. Ordering

- a. You should place 2 orders a month.
 - i. Purchasing priority: Try to order between all genres and age groups eg. Mystery, Sci-Fi
 - ii. Holds to an extent (The by-laws state that we should keep holds to 7 or less but some things that might change that is: Is the popularity waning? How many copies are already in the collection?)
 - iii. New, popular titles, and multiple copies.
 - iv. Recommendations (Place a priority on title if the patron actually placed a hold on the title.
 - v. Expiring titles
 1. Order titles that are expired but have holds.
 2. Order titles that may still be popular but have no holds.

3. Weeding

- a. Weed the titles that you decide not to order from the expiring titles list.

To Weed a Collection go to the Admin tab Admin select "Weed Collection" Then a box will pop up you want to make sure to have the dot clicked next to the Weed Status " Not Weeded"

Then go down to holdings and chose either - Metered w/0 licenses remaining or Metered w/ no time remaining

Then hit Search

Once your list comes up you check the box for the titles that you want to weed and the hit the "weed title(s)" tab --located on the top on the list

Then a box will show up to confirm that you want to in fact weed these titles

click ok on that box ...and titles have been weeded

To unweed a title its the same process

Admin "Weed Collection"

When the box pops up this time you want to make sure to select the dot next to the "Weeded"

Then go down to holdings and put in All (or a specific title)

Then hit Search

Once your list comes up check the box of the books you want unweeded and then click on "unweed titles" Then a box will show up to confirm that you want to in fact unweed the titles, click ok on that box and the titles have been unweeded.

4. Clean up carts

- a. Please delete any carts that are not necessary for the next month. Eg. Carts that get generated each week.