

Instructions for Retrieving Usage Statistics for Overdrive

Library Annual Report: for use in fields G09 (eBooks + magazines), G10 (audiobooks), G11 (video)

SDTTG libraries: There is a link to a PDF file of your circulation statistics in Section G near the above fields.

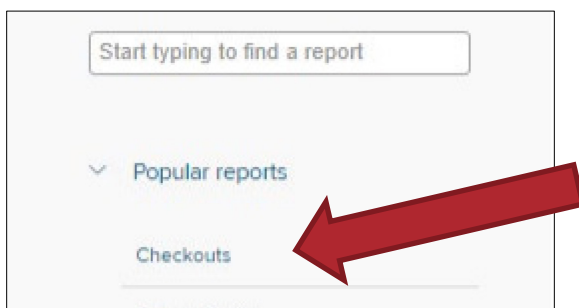
Log in at the Overdrive Marketplace web site,
<https://marketplace.overdrive.com/Account/Login>

- SDTTG libraries: If you do not have your login ID, please contact SDSL staff
- If you have forgotten your password, use the “Forgot your password?” link
- If that fails, you must contact Overdrive

Click Insights

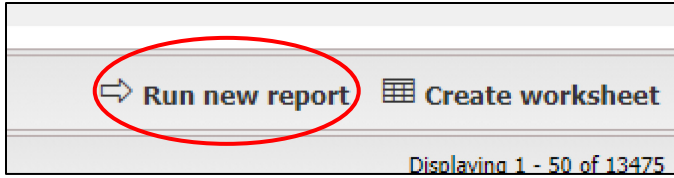


You will see a list of reports on the left side of the page.



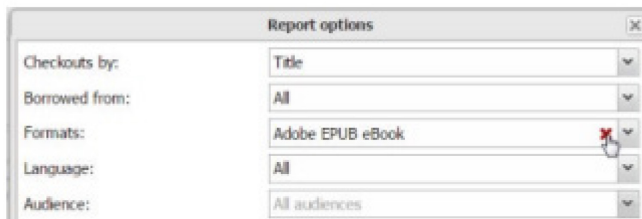
Most Marketplace reports run automatically when you select them from the **Insights** tab.

Example: click **Checkouts** and the circulation report will run.



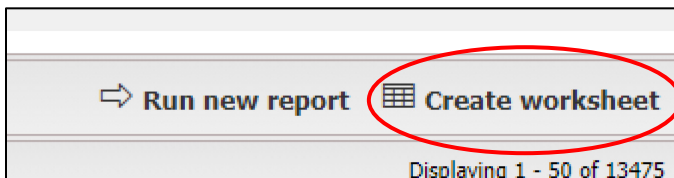
For reports that you haven't run in the past, the default parameters for the report will be used. For reports you have run before, the most recently used parameters will continue to be used until you enter new parameters.

You can change the parameters for a report by clicking **Run new report** from the report results page and entering your desired criteria.



Depending on the report you'd like to run, some criteria can be removed by clicking the red **X** that appears on the field when you mouse over it.

Click Update and your report with new parameters will run.



You may download your report to a spreadsheet by clicking **Create worksheet**.