



## Digital Collection Guidelines for OverDrive

*Revised June 2019*

The Black Gold Cooperative Library System provides eContent to its patrons. The collection is intended to provide downloadable versions of:

- Popular adult, young adult and children's unabridged fiction eBook and audiobooks
- Relevant Spanish language titles are purchased when available

When purchasing titles for the collection, please use the following guidelines in priority order:

- 1) New fiction releases
- 2) Popular genres on sale
- 3) Patron suggestions with 5 or more requests (run Recommendations from OverDrive Insights/Reports tab to get the list or look at Patron Recommendations cart)
- 4) Series gaps

### **Fiction/Non-Fiction**

Analysis of circulation shows that Fiction titles are checked out at a 4:1 ratio over Non-Fiction titles for both audiobooks and eBooks. Non-Fiction should be purchased only when the title is of wide interest (biographies, bestselling authors with lasting value, etc.).

### **Formats**

For audiobooks, MP3 audiobook titles should be purchased as they are compatible with both Windows and Mac computers. For eBooks, the Kindle and EPUB format should be purchased when possible, PDF if not.

### **Spending amounts**

The monthly amounts for each category beginning July 1, 2019 are:

Youth Services - (combination audiobooks and eBooks) **\$1000**

Audiobooks - **\$4200**

eBooks - **\$3500**

Duplicates - **\$11,000**

If a selector cannot find enough new titles to purchase in a particular month, the Current Waiting List report may be run to add duplicates for the most popular titles. Please contact Glynis Fitzgerald if you'd like help in running the report.

### **Purchasing Schedule**

#### **Adult**

Audiobooks -

July – PR	Aug – SLO	Sep – SM	Oct – LOM
Nov – SB	Dec – SP	Jan – GO	Feb – PR
Mar – SLO	Apr – SM	May – LOM	Jun – SB

eBooks -

July – GO	Aug – LOM	Sep – SB	Oct – SP
Nov – PR	Dec – SLO	Jan – SM	Feb – LOM
Mar – SB	Apr – SP	May – PR	Jun – SLO

#### **Youth Services**

Combination of eBooks and Audiobooks

July – PR	Aug – SP	Sep – SLO	Oct – SB
Nov – SM	Dec – LOM	Jan – PR	Feb – SP
Mar – GO	Apr – SB	May – SM	Jun – LOM

If a library is not able to purchase during a particular month, please contact Santa Barbara or San Luis Obispo no later than mid-month and ask if they will help. They have all agreed to purchase when other libraries are short staffed.

### **Patron Recommendations**

Use the Recommendations report from the Insights/Reports tab. It will show a list of patron requests ranked by number of recommendations.

A weekly cart is generated for titles recommended by library patrons. One report is for audiobooks and one for eBooks. Purchase titles on the list with more than 5 recommendations. The cart can then be deleted.

### **Guidelines for Metered/Expiring Content**

In order to maintain popular titles that might be expiring, please follow these guidelines for handling metered access and expired content on OverDrive:

- Black Gold will review the Expired with holds carts and purchase copies as needed to satisfy holds when there are three or more holds on a title.
- Titles that have expired and have fewer than three holds will be weeded from the OverDrive collection and the MARC record will be removed from the BG Catalog approximately every month. Patrons are not notified that their hold has been removed since OverDrive does not have a way of doing so automatically.
- Only titles that have previously purchased for the cooperative will be re-purchased. Advantage titles purchased by a library that did not also have a cooperative copy will not be added.

### **Marketplace Training**

Staff members purchasing for OverDrive for the first time will need to complete an online training on the site, found on the Support tab, before ordering. Once submitted, purchase orders on Content Reserve cannot be cancelled and titles will appear on our website automatically, so it is important that staff be aware of how to use the online product to avoid inadvertent purchases.

### **General Policies**

MARC records are added to the catalog for OverDrive eBooks. In December of 2011, the Administrative Council created a policy that MARC records will not be added when an individual jurisdiction buys eBooks for their own patrons. Only eBooks which can be used by all BG patrons will have MARC records in the catalog.