Managing content access levels in OverDrive Marketplace

Contact us: training@overdrive.com
What are content access levels?

Content access levels indicate which types of users can borrow a title based on a field identified during authentication.

Available access levels: **Juvenile** and **Young adult (YA)**
- All titles are available to standard/Adult users automatically.
- Libraries and schools can optionally add access for Juvenile and/or Young adult users.

Examples:
- A title with a subject of *Juvenile Literature* should have Juvenile and YA access levels.
- A title with a subject of *Young Adult Fiction* should have the YA access level only.
- A title with a subject of *Erotic Literature* should not have either access level.
Agenda

- What are content access levels?
- How do I enable the Content access levels tool?
- How do I manage content access levels?
  - Newly purchased titles
  - Existing titles
- Where can I learn more?
How do I enable the Content access levels tool?

• If OverDrive has applied content restrictions for your titles in the past, your library or school is probably already set up to use the content access levels tool in Marketplace.

• If you've never used content restrictions on your site before, you'll need to contact your Account Specialist to enable the Content access level tool in Marketplace and set the default content access levels for your site.

• Once you've enabled this tool with OverDrive, any staff members from your library or school who have "Content access levels" permission in Marketplace will see Content access levels under the Admin tab.
How do I manage content access levels for newly purchased titles?

Assigning access levels to newly purchased titles

- When shopping in Marketplace, organize carts by access levels (*recommended*).
- After a cart is purchased, access the **Content access levels page** from your Purchase receipt.
- Edit access levels for individual titles or a group of titles.
- Titles will go live on your OverDrive website with the proper access levels.

DEMO
How do I manage content access levels for existing titles?

Editing access levels for existing titles

- Select **Content access levels** from the **Admin** drop-down menu.
- Enter search criteria into **Search** box.
- Edit access levels for individual titles or a group of titles, then confirm.
- Your new content access levels will go into effect within two hours.
For more information

Guides & Information

Marketplace > Support > Guides & Information
Follow us on social media :: Contact your Account Specialist with questions!