

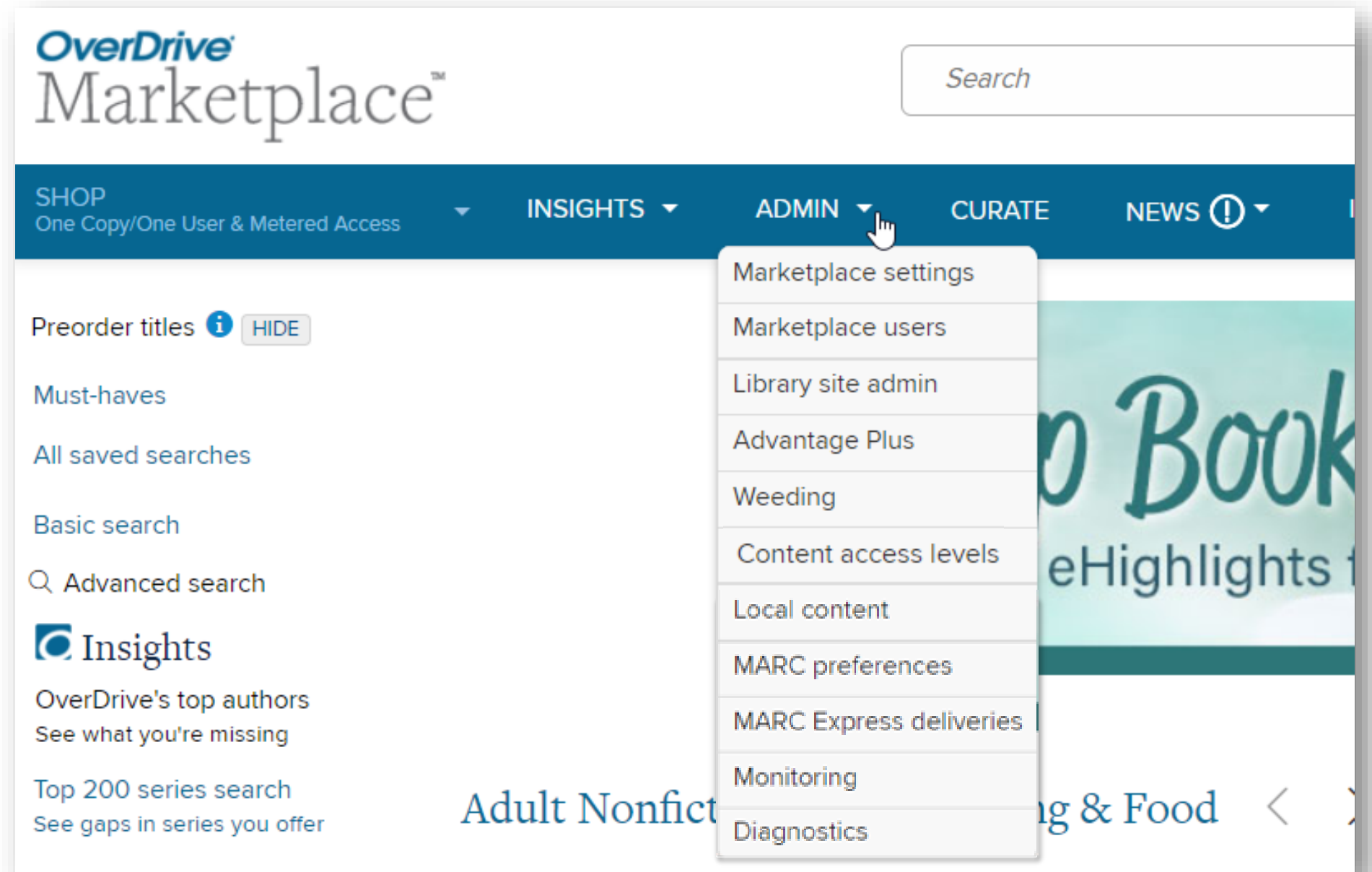
# Managing Marketplace Admin Tools

# Admin tab

Marketplace administrative (admin) tools help you manage various features of your Marketplace account and digital collection, and are available in one convenient location.

*These features include:*

- Marketplace and website preferences
- Marketplace user creation
- Advantage Plus management
- Weeding
- Content access levels
- Local content management
- MARC records preferences
- MARC Express deliveries



*Note: 'Library/school site admin' and 'Marketplace settings' user permissions control access to these features.*

# Marketplace and library or school settings

Display or hide barcodes (library or student card numbers) and emails in reports.

Marketplace settings Marketplace users Advantage Plus Library site admin Weeding Local content MARC preferences MARC Express deliveries

SAVE

Do you want to save barcodes in your reports?

☒ Yes; save and display barcode data in my Marketplace reports.  
☐ No.  
Please note: barcode can be a library card number or other type of login ID (username, etc.).

Do you want to save and view email addresses in the **Current waiting list** and **Recommendations** reports?

☐ Yes; save and display email addresses in my Marketplace reports.  
☒ No.

SAVE

Restrict renewals and recommendations.

Marketplace settings Marketplace users Advantage Plus Library site admin Weeding Local content MARC preferences MARC Express deliveries

SAVE

User policies

Allow my users to renew and place **Metered Access/metered by license** content on hold.

☒ Yes.  
☐ No.

Limit the number of titles my users can recommend.

☒ Yes; users can recommend  titles every  day(s).  
☐ No.

Limit the number of CPC titles my users can borrow.\*  
\*Any CPC titles that users borrow also count toward their normal checkout limit for digital titles.

Users can borrow	<input type="text" value="10"/>	CPC eBooks per month.
Users can borrow	<input type="text" value="55"/>	CPC Videos per month.
Users can borrow	<input type="text" value="13"/>	CPC Audiobooks per month.

SAVE

# Creating Marketplace users

Administrators can easily manage user rights with role-based permissions.

[Marketplace settings](#) **Marketplace users** [Advantage Plus](#) [Library site admin](#) [Weeding](#) [Local content](#) [MARC preferences](#) [MARC Express deliveries](#)

☐ Admin

- ☐ End-user support
- ☐ Reports
- ☐ Manage invoices
- ☐ Users
- ☐ Local content
- ☐ Weeding
- ☐ Content access levels
- ☐ Library site admin
- ☐ Curate
- ☐ Marketplace settings

☐ Purchasing

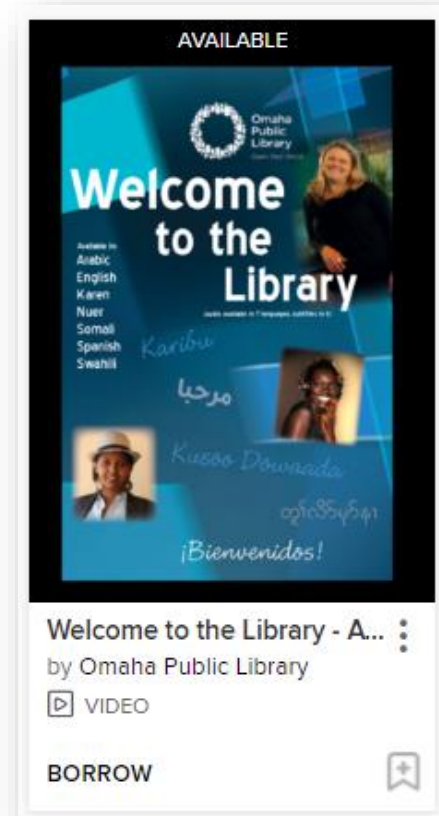
- ☐ RTL Manager
- ☐ Smart List
- ☐ Purchase<sup>i</sup>
- ☐ Holds Manager
- ☐ MARC preferences

☐ Shopping

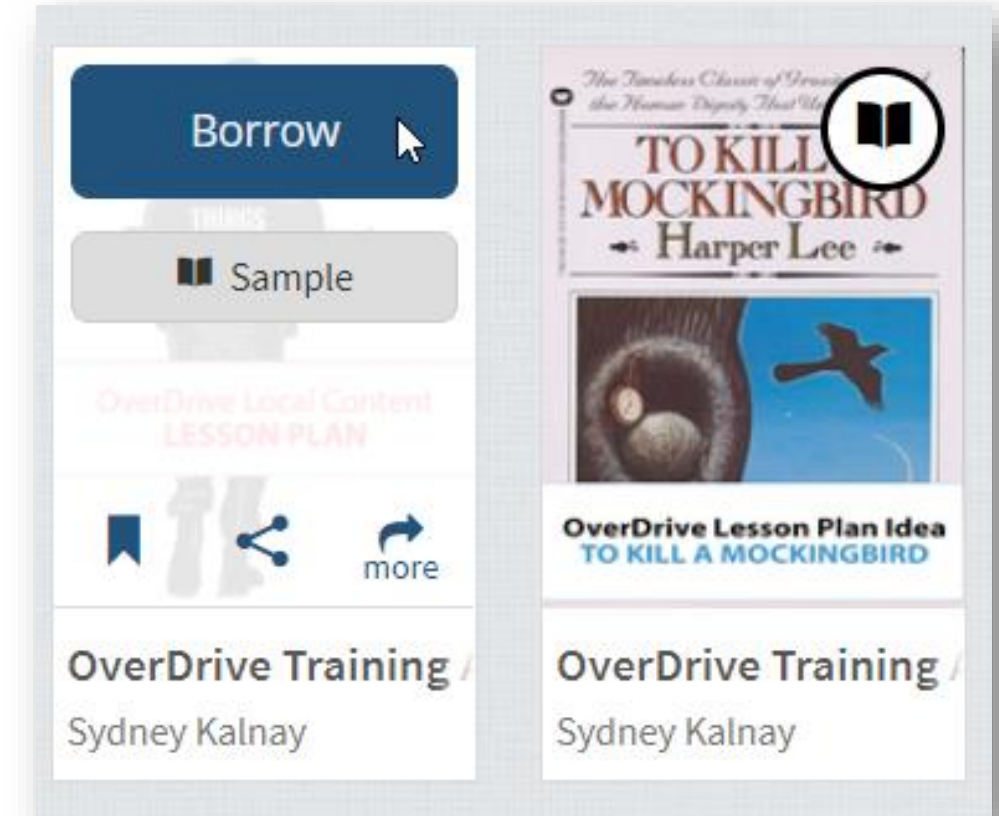
- ☐ Delete carts<sup>i</sup>
- ☐ Create/view carts

# Local Content

Add locally created eBooks, audiobooks, and video to your digital collection



- Digital books by local authors
- Interviews
- Educational materials
- Historical documents
- Original video



## Add a title



If your organization holds the necessary ownership rights, licenses, and/or permissions to upload and distribute a title, you can add it as local content and circulate it at your OverDrive website. Start here.

## Continue work...



Information about the last title you worked on is automatically saved in your work queue. Click here to pick up where you left off.

## Edit a title



If you're already circulating local content, search for it here to edit, delete, or add an additional format to an existing title.

## Clear my queue



Information about the last title you worked on is automatically saved in your work queue. Clear your work queue here.

[Getting Started with Local Content](#)

# MARC records

## **eBibliofile:**

- \$1.00 USD / record
- Full, ready-to-load MARC records

## **OCLC**

- \$1.50 USD / record
- Full, ready-to-load MARC records
- Local editing available

## **BDS (UK only)**

- Free with BDS subscription
- Full, ready-to-load MARC records
- Local editing available

## **OverDrive MARC Express**

- Free
- Download right from Marketplace.
- Download consortium and Advantage MARC Express records in the same place.
- Download multiple MARC Express deliveries at once.
- Create ad-hoc MARC Express records by Title ID, Reserve ID, Cart ID, PO ID, Date Range.
- Simplify backdated or redelivery options.



# MARC record ordering preferences

## Where?

[marketplace.overdrive.com](https://marketplace.overdrive.com).

Admin > MARC preferences

## What?

Choose whether to order MARC records for each lending model.

Explore your options for MARC record providers, and verify your current provider.

*Note: This task requires 'MARC preferences' permission.*



# MARC Express deliveries

## Where?

[marketplace.overdrive.com](https://marketplace.overdrive.com).

Admin > MARC Express deliveries

## What?

Search deliveries to find, select, and download MARC Express deliveries.

Create custom file to search for specific titles and download those records.

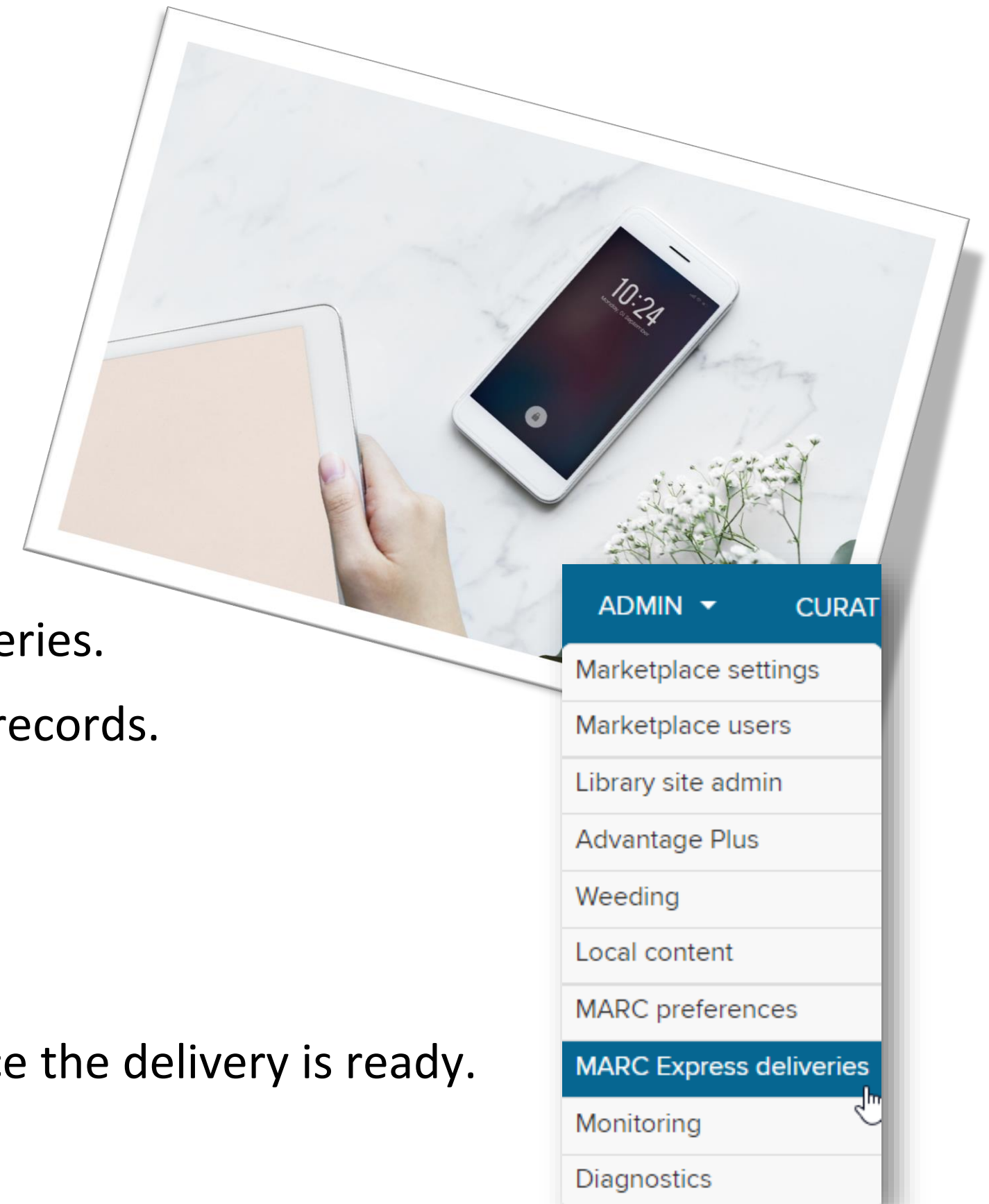
Create backdated file to download all records in your collection.

## Notes

You'll receive one delivery per day and will be notified by email once the delivery is ready.

Records are downloaded in a .zip folder.

See all titles in a order by clicking on the hyperlinked delivery date in the search results.





# DEMONSTRATION



# Next Steps

## Learn more

Visit [resources.overdrive.com](https://resources.overdrive.com) > Staff Training > OverDrive Marketplace to view modules on:

- Advantage Plus
- Weeding
- Content access levels
- Local content
- MARC records preferences and MARC Express

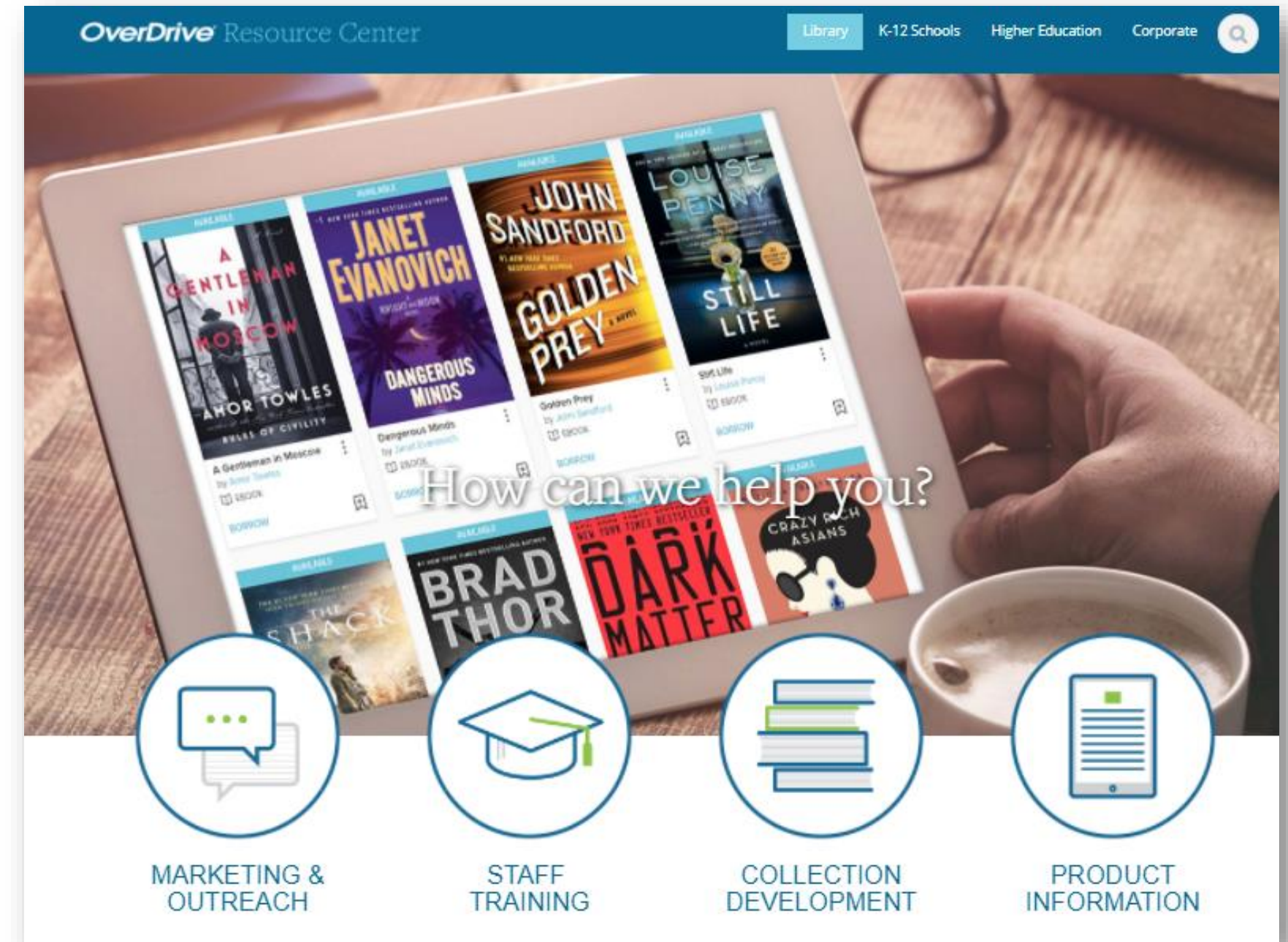
Visit [help.marketplace.overdrive.com](https://help.marketplace.overdrive.com).

## Contact us

Contact your Account Manager.

Email [training@overdrive.com](mailto:training@overdrive.com).

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THANK YOU