

# Live Q&A

- Click **Q&A** in meeting controls, type your question, and hit **send**.
- Depending on the number of participants, there may be a delay before we can respond.
- Send follow-up questions to your account team or to [training@overdrive.com](mailto:training@overdrive.com).
- Visit OverDrive's comprehensive Help website at [help.overdrive.com](https://help.overdrive.com).



# For the best experience:

- Ensure your web browser is up-to-date.
- Turn up the volume on your computer or speakers.
  - Join meeting audio via telephone or computer.
  - Test your speaker before joining.
- Wait for the screen to catch up if you experience a delay during demonstrations.



Join Audio

# After the webinar

Visit the Resource Center to receive:

- A recording of this session.
- A PDF copy of the presentation.

The screenshot shows the 'OverDrive Resource Center' website. The top navigation bar includes 'Library', 'K-12 Schools', 'Higher Education', and 'Corporate'. The main heading is 'Staff Training: Library'. Below this, a sub-header reads: 'Fit learning into your busy schedule with access to on-demand training modules, downloadable PDFs, live webinars, and tools to educate your staff and end users any time of day or night.' A horizontal menu contains 'Live Webinars', 'User Experience', 'Marketplace', 'Past Webinars' (which is highlighted with a green background), and 'Templates'. On the left, a green box titled 'Missed a webinar?' provides instructions on how to view recordings or download presentations. The main content area is titled 'Monthly Webinars' and shows two featured items: 'Create & Curate Lucky Day Collections in...' (25 min, NEW) and 'Getting Started with Libby' (40 min). Each item has a play button icon, a thumbnail image, and buttons for 'Info' and 'Get the PDF'.

## ***DID YOU KNOW?***

Webinars are always archived on the [Staff Training](#) page of the Resource Center.



Presented by  
Sydney Kalnay  
*OverDrive Training Manager*

# INTRODUCTION TO MARKETPLACE



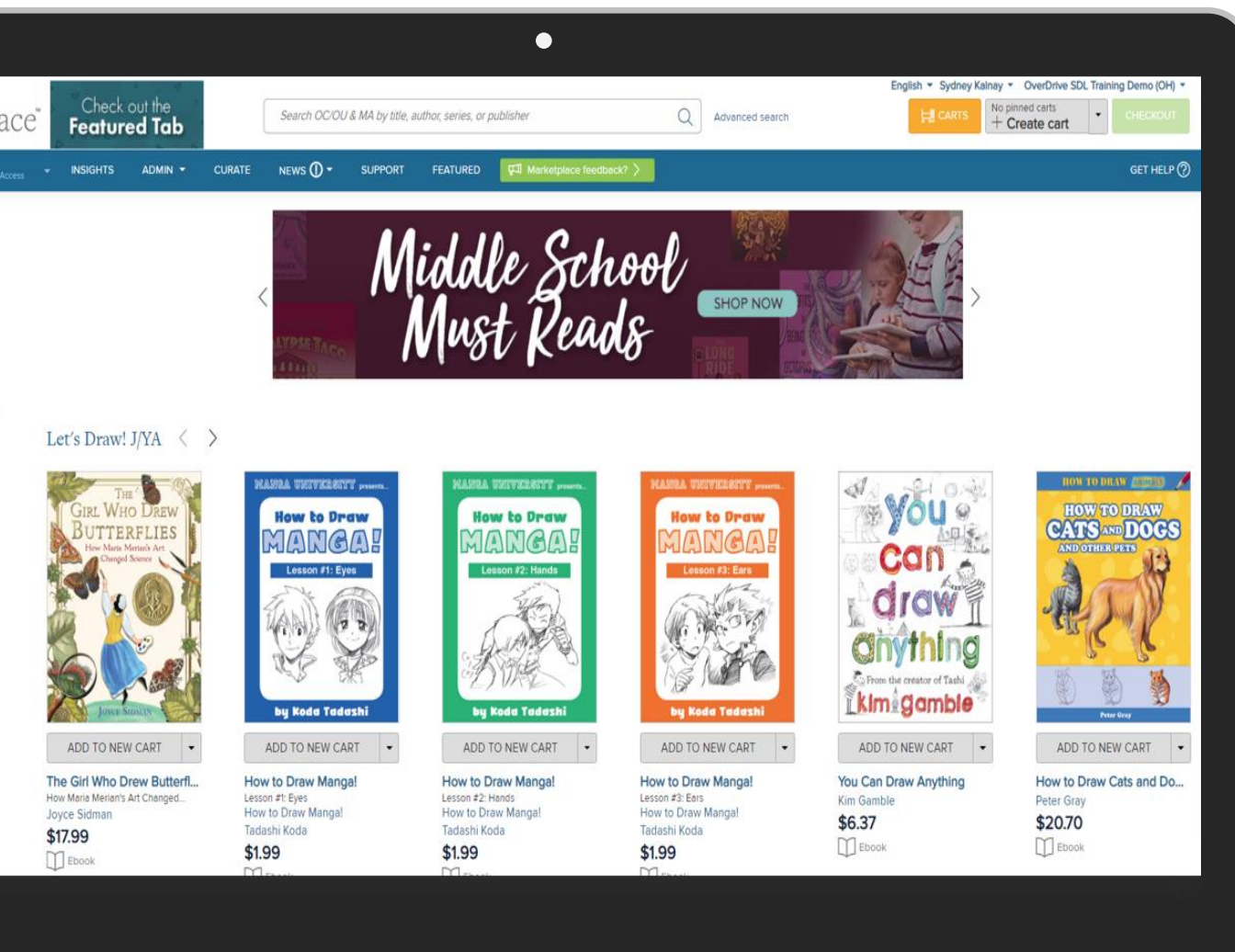
Basics for managing your digital collection  
in OverDrive Marketplace



## INTRODUCTION TO | MARKETPLACE

### After this session:

- *Search for titles*
- *Review title information*
- *Build and purchase carts*
- *View reports*
- *Get news and support from OverDrive*



# OVERDRIVE MARKETPLACE

*Over 2.9 million ebooks  
and audiobooks to  
purchase for your digital  
library.*

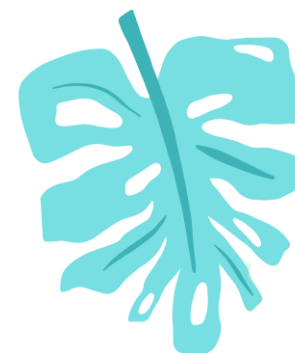
[marketplace.overdrive.com](https://marketplace.overdrive.com)



# MARKETPLACE USERS

*User permissions determine what a user has access to in Marketplace.*

*By default, all Marketplace users have access to the News and Support tabs.*



- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Admin                       | <input type="checkbox"/> Purchasing                  | <input checked="" type="checkbox"/> Shopping          |
| <input checked="" type="checkbox"/> End-user support | <input type="checkbox"/> RTL Manager                 | <input checked="" type="checkbox"/> Delete carts      |
| <input checked="" type="checkbox"/> Reports          | <input type="checkbox"/> Smart List                  | <input checked="" type="checkbox"/> Create/view carts |
| <input type="checkbox"/> Manage invoices             | <input checked="" type="checkbox"/> Purchasei        |   |
| <input type="checkbox"/> Users                       | <input type="checkbox"/> Holds Manager               |   |
| <input type="checkbox"/> Local content               | <input checked="" type="checkbox"/> MARC preferences |   |
| <input checked="" type="checkbox"/> Weeding          |  |   |
| <input type="checkbox"/> Content access levels       |  |   |
| <input type="checkbox"/> Library site admin          |  |   |
| <input checked="" type="checkbox"/> Curate           |  |   |
| <input type="checkbox"/> Marketplace settings        |  |   |

ONE COPY/  
ONE USER

Titles borrowed by one user at a time.  
Never expire from the collection.

METERED  
ACCESS

Titles borrowed by one user at a time.  
Expire after a set period of time.  
Metered by time, checkouts, or both.

COST PER CIRC

Pay only when title is borrowed.  
Titles can be borrowed simultaneously until budget runs out.

SIMULTANEOUS  
USE

Titles can be borrowed simultaneously.  
Usually expire after a set time.  
Project Gutenberg titles never expire.



LENDING  
MODELS



# SEARCH RESULTS

Title, author, series, publisher info, and more!

Add title to a new or existing shopping cart.

**The Book Thief**  
Markus Zusak  
Random House, Inc. | Random House Children's Books | Knopf Books for Young Readers  
Young Adult Fiction  
Historical Fiction, Young Adult Literature  
Young Adult Fiction / Family / Orphans & Foster Homes  
Young Adult Fiction / Historical / Holocaust  
YOUNG ADULT FICTION / Social Themes / Death, Grief, Bereavement  
Language(s): English  
On-sale date: 6/7/2010  
Street date: 12/18/2007  
Text difficulty: Grade 3 - Grade 4  
Interest level: UG/Upper grades (9th-12)  
ATOS book level: 5.1  
Lexile® measure: 730L

[SAMPLE](#)

[Preview full title](#)

4 Reviews

Content access level(s): Adult, Young adult

Unit(s):  [ADD TO NEW CART](#)

Price **\$45.00**

Lending model(s) **MA: 24 months \$45.00**

Format(s) available  
Kindle Book  
OverDrive Read  
Adobe EPUB

● Pending: 1 | ● Own OC/OU: 31 | Own MA: 0 | Own SU: No | Own CPC: No | Out: 1 | All holds: 0 | Suspended holds: 0 | Holds ratio: 0 | ● Total checkouts: 445

One or more copies of title has been added to a cart, but not purchased yet.

How many copies of a title your library owns, broken down by lending model: OC/OU (One Copy/One User), MA (Metered Access), SU (Simultaneous Use), and CPC (Cost per Circ).

How many copies of that title in your collection are currently on hold or suspended.

How many copies of that title in your collection are currently checked out.

Number of holds in your collection over number of copies you own.

OverDriveMarketplace™

Back to school sale

English Lauren Bajda My Digital Library (OverDrive Training Demo) (OH)

Search OC/OU & MA by title, author, series, or publisher

Advanced search

CARTS

No pinned carts  
+ Create cart

CHECKOUT

SHOP  
One Copy/One User & Metered Access

INSIGHTS

ADMIN

CURATE

NEWS

INVOICING

SUPPORT

FEATURED

GET HELP

Jump to: Insights Trends Goals

Start typing to find a report

Popular reports

Checkouts

Current holds

Purchase orders

Title status & usage

Title activity reports

Purchase & order reports

User activity reports

Insights

Summary

Last 30 days

587  
Total checkouts

50  
Total holds

143  
Total unique users

Current holdings

Updated 1 min ago

FORMATS	TITLES
Ebook	63,711
Audiobook	20,025
Video	865
Magazine	60
TOTAL	84,661

Report options

Checkouts by:

Month

Borrowed from:

All

Branch:

All branches

Blue Sky Campus

Lucky Day:

All checkouts

Formats:

All formats

Language:

All

Audience:

All audiences

Rating:

All ratings

Subject:

All

Period Type:

Last

Last:

30

Days

Content access levels:

All access levels

User type:

All users

Lending model:

All lending models

Website:

Standard and mobile

Creator:

Purchase Order ID:

Update

Cancel

MARKETPLACE

INSIGHTS

## Access end-user support tools.


- Requires *End-user support* permission.
- Manage holds.
- Return titles.
- Merge user IDs.
- Reset downloads.

## Find help resources.

- Marketplace Help
- OverDrive Help
- Resource Center

## Contact support.

### Support case

 **Note:** Use the [authentication support form](#) if users are unable to sign into your OverDrive collection on your website.

Based on your selection for Issue Category, the required fields will change to assist you with completing the form.

Fields marked by \* are required.

Check this box if all your users are unable to load your OverDrive collection website. ☐

\* Your name

\* Your email

\* Issue category

End-user name

End-user email

End-user's barcode  
(Please include all digits without spaces)

\* Description  
You can copy/paste email threads into this field.

Format

Title(s) of problem download

Error message text

# NEXT STEPS FOR SUCCESS

1



BOOKMARK & LOG INTO  
[marketplace.overdrive.com](https://marketplace.overdrive.com)

2



SEARCH for titles  
ADD to a cart

3



REVIEW  
News and Support tabs

# TRAINING & HELP RESOURCES

## Learn more

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

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

Visit [resources.overdrive.com](https://resources.overdrive.com).

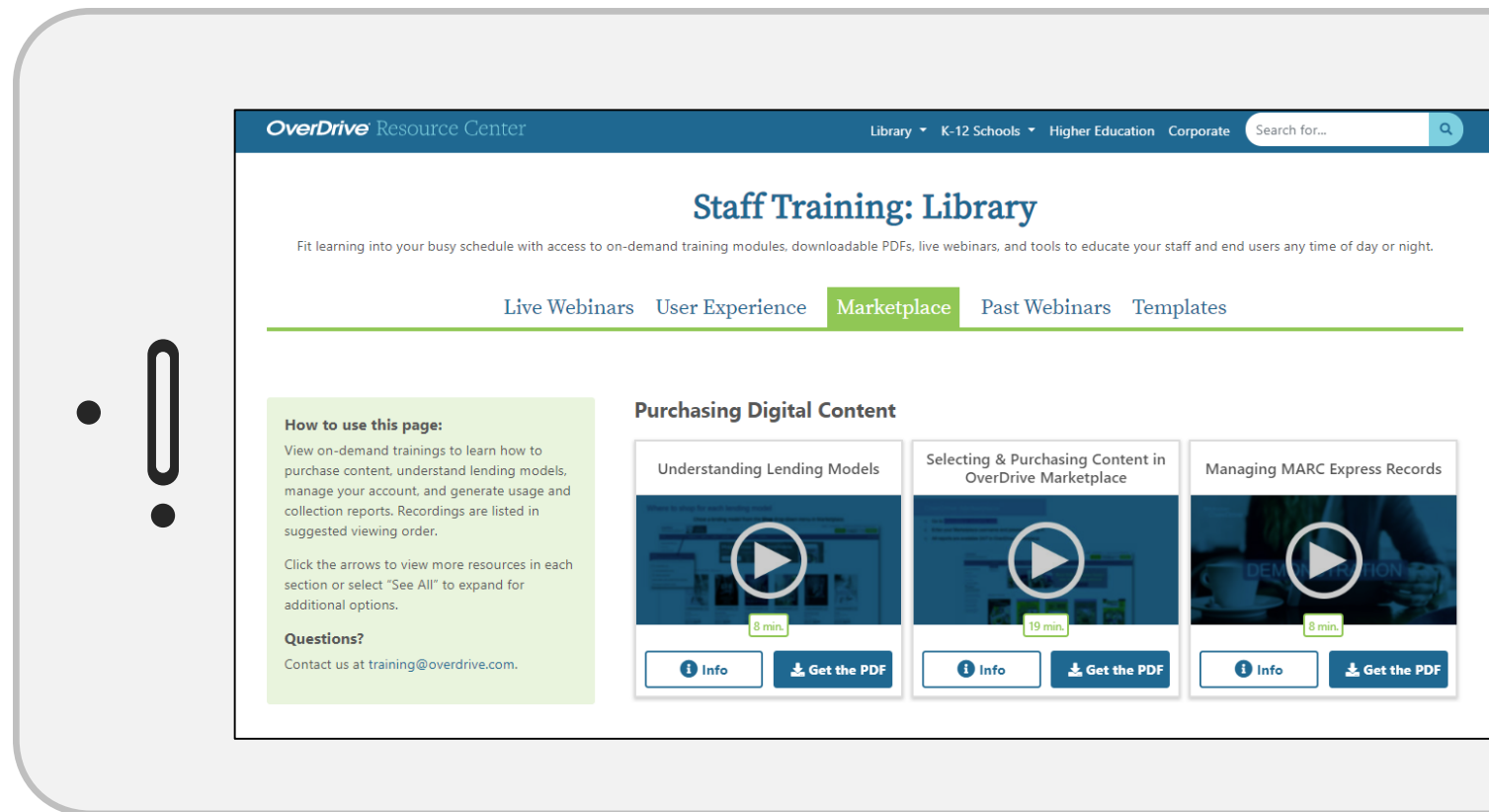
- Register for our next live webinar.
- View our on-demand training modules.

## Contact us

Contact your Account Manager.

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

Follow us on social media.



# EVALUATE

TRAINING AT OVERDRIVE

[OverDrive Training Evaluation](#)



YOUR FEEDBACK  
IS **IMPORTANT TO US!**

Take a few minutes before you log off to fill out the training evaluation, available in the chat box.

[OverDrive Training Evaluation](#)

*Don't have the time right now?*  
Click the evaluation link when you get the presentation PDF and fill it out later.

THANK YOU

Rakuten  
*OverDrive*<sup>®</sup>