MAINE NFONET Over Drive Circ Activity for Annual Report

- 1. Go to OverDrive Content Reserve site at http://www.contentreserve.com/
- Login using: Username: maineinfonet.lib.reports Password: r3p0rts
- 3. Select *Reports* in the navigation menu.
- 4. Click on *Circulation Activity*.
- 5. Click the *Run New Report* button, which is located towards the middle right of the screen.
- 6. The *Report Options* dialog box should appear. Enter the following:
 - Checkouts by: Format
 - Borrowed from: All
 - Branch: [Select your library]
 - Formats: All formats
 - Language: All
 - Audience: All
 - Rating: All
 - Subject: All
 - Period Type: Specific
 - Start Date: [Enter the start date]
 - End Date: [Enter the end date]
 - Lending model: All lending models
 - Website: Standard and mobile
 - Creator: [leave blank]
 - Purchase Order ID: [leave blank]
- 7. Click the *Update* button.
- 8. View the report from within the browser.
- 9. Enter the corresponding format totals into the OverDrive Circulation Activity Excel spreadsheet.
- 10. Next, click the *Run New Report* button, which is located towards the middle right of the screen.
- 11. The *Report Options* dialog box should appear. Enter the following:
 - Checkouts by: Subject
 - Borrowed from: All

- Branch: [Select your library]
- Formats: All eBooks
- Language: All
- Audience: All
- Rating: All
- Subject: All
- Period Type: Specific
- Start Date: [Enter the start date]
- End Date: [Enter the end date]
- Lending model: All lending models
- Website: Standard and mobile
- Creator: [leave blank]
- Purchase Order ID: [leave blank]
- 12. Click the **Update** button.
- 13. View the report from within the browser.
- 14. Click the Subject column header to sort the list alphabetically.
- 15. Enter the corresponding juvenile subject totals into the OverDrive Circulation Activity Excel spreadsheet. If there aren't any, enter 0 in the spreadsheet.
- 16. Next, click the *Run New Report* button, which is located towards the middle right of the screen.
- 17. The *Report Options* dialog box should appear. Enter the following:
 - Checkouts by: Subject
 - Borrowed from: All
 - Branch: [Select your library]
 - Formats: All Audiobooks
 - Language: All
 - Audience: All
 - Rating: All
 - Subject: All
 - Period Type: Specific
 - Start Date: [Enter the start date]
 - End Date: [Enter the end date]
 - Lending model: All lending models
 - Website: Standard and mobile
 - Creator: [leave blank]
 - Purchase Order ID: [leave blank]
- 18. Click the **Update** button.

- 19. View the report from within the browser.
- 20. Click the Subject column header to sort the list alphabetically.
- 21. Enter the corresponding juvenile subject totals into the **OverDrive Circulation Activity** *Excel* spreadsheet. If there aren't any, enter 0 in the spreadsheet.

The spreadsheet should add up all your totals and give you a tally similar to below:

	Circulation for [Library Name]				07-01-13 to 06	
	Format	Total	Juvenile	Adult		
	Audiobooks	1433	127	1306		
	eBooks	2238	125	2113		
eBook Format		Audiobook Format				
Adobe PDF eBook	48	Pending (Audiobook)		118		
Pending (eBook)	121	OverDrive WMA Audiobook		230		
OverDrive Read	170	OverDrive MP3 Audiobook		1085		
Adobe EPUB eBook	538					
Kindle Book	1361					
eBook SubjectCheckouts		Audiobook Subject Checkouts				
Juvenile Fiction	113	Juvenile Fiction		110		
Juvenile Literature	10	Juvenile Literature		10		
Juvenile Nonfiction	2	Juvenile Nonfiction		7		

OverDrive Statistics

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