

1. Go to OverDrive Content Reserve site at <http://www.contentreserve.com/>
2. 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.

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