Reporting Juvenile, Young Adult, an Adult Circulations
For the Consortium, Members, and Advantage Accounts
OverDrive

Consortium-Level Circulation

Important Note: This report will generate circulation data for the consortium as a whole.

1. Login to MarketPlace (at the consortium level).
2. In the top menu, click Insights; then click Reports.
3. Under Collection Usage, click Circulation Activity.
4. In the top right of the chart, click Run New Report. A pop-up window will open.
   a. For Checkouts By, select Month.
   b. For Borrowed From, select All.
   c. For Branch, select All Branches.
   d. For Formats, select All Formats. (If any item other than All Formats is listed, place your
cursor in the field; click the X, and click outside the pop-up window. This will load All
   Formats.)
   e. For Language, select All.
   f. For Audience, select Juvenile Fiction and Juvenile Nonfiction. Ensure that All (or any
   other audience) is not highlighted; if another audience is highlighted, click that audience
to unhighlight its selection.
   g. For Subject, select All.
   h. For Period Type, select Specific.
   i. For Start Date, enter the beginning date (via the calendar) for reporting.
   j. For End Date, enter the ending date (via the calendar) for reporting.
   k. For Lending Model, select All Lending Models.
   l. For Website, select Standard and Mobile.
   m. At the bottom of the pop-up window, click Update. When the chart is refreshed, the
   Checkouts column provides total checkouts for this audience during the specified time.)
5. In the top right of the chart, click Create Worksheet. A pop-up window will open.
6. Save the Worksheet to a desirable location.
7. To obtain circulation data for Young Adults and Adult audiences, repeat Steps 4 – 6. At Step
4f, select Young Adult Fiction, etc.

1 Revised December 15, 2015
2. In the top menu, click Insights; then click Reports.
3. Under Collection Usage, click Circulation Activity.
4. In the top right of the chart, click Run New Report. A pop-up window will open.
   a. For Checkouts By, select Month.
   b. For Borrowed From, select All.
   c. For Branch, select your library.
   d. For Advantage Checkouts, click the radio button for Option 3: Show Only Checkouts by My Advantage Users on My Advantage-owned Titles.
   e. For Formats, if any item other than All Formats is listed, place your cursor in the field; click the X, and click outside the pop-up window. This will load All Formats.
   f. For Language, select All.
   g. For Audience, select Juvenile Fiction and Juvenile Nonfiction. Ensure that All (or any other audience) is not highlighted; if another audience is highlighted, click that audience to unhighlight its selection.
   h. For Subject, select All.
   i. For Period Type, select Specific.
   j. For Start Date, enter the beginning date (via the calendar) for reporting.
   k. For End Date, enter the ending date (via the calendar) for reporting.
   l. For Lending Model, select All Lending Models.
   m. For Website, select Standard and Mobile.
   n. At the bottom of the pop-up window, click Update. When the chart is refreshed, the Checkouts column provides total checkouts for this audience during the specified time.)
5. In the top right of the chart, click Create Worksheet. A pop-up window will open.
6. Save the Worksheet to a desirable location.
7. To obtain circulation data for Young Adults and Adult audiences, repeat Steps 4 – 6. At Step 4g, select Young Adult Fiction, etc.