Running Wait List Reports
For the Consortium and Member Libraries
OverDrive

The Consortium-Level Wait List Report

Important Note: This report will generate wait-list data for the consortium as a whole.

Running the Wait List Report

1. Login to MarketPlace (at the consortium level).
2. In the top menu, click Insights, and then click Reports.
3. Under Collection Usage, click Current Waiting List.
4. In the top right of the chart, click Run New Report. A pop-up window will open.
   a. For Branch, ensure that All Branches is loaded. If not, place your cursor in the Branch drop-down window; click on the x, and click outside the box. All Branches will then load.
   b. For Website, click the drop-down arrow, and select Standard and Mobile.
   c. Click Update.
5. In the top right of the chart, click Create Worksheet. A pop-up window will open.
6. To save, click the drop-down arrow; click Save As, and save the Worksheet to a desirable location.

Manipulating the Wait List Online

1. To view the titles with the highest holds, place your cursor on the All Holds column heading; click the downward arrow, and select Sort Descending. Allow the chart to refresh.
2. To view the number of holds for a given title by the member libraries, click the number in the Branches column (on the far right).
3. To view the patrons (email address and bar code) on hold, click on the number of patrons in the All Holds column.

Key Data from the Wait List Report – all data pertain to the consortium as a whole

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6. To save, click the **drop-down arrow**; click **Save As**, and save the Worksheet to a **desirable location**.

**Manipulating the Wait List Online**

1. To view the titles with the highest holds, place your cursor on the **All Holds column heading**; click the **downward arrow**, and select **Sort Descending**. Allow the chart to refresh.
2. To view the patrons (email address and bar code) on hold, click on the **number** of patrons in the All Holds column.

**Key Data from the Wait List Report**

**Note** – the most important item in this report is **All Holds**. This shows you which titles your patrons have on hold, and these are the titles that you should focus your purchasing activity.

- **Users on Wait List by Format**: shows the number of users on the wait list by total and by ebook, audiobook, and video formats.
- **Average Wait Period**: the number of days required to fill a single hold.
- **All Holds**: the number of holds placed by your library patrons on a consortium title; this does not include holds placed on an advantage title.
- **Advantage Holds**: **Ignore this column in this report**.
- **Consortium Ratio**: **Ignore this column in this report**.
- **Advantage Ratio**: **Ignore this column in this report**.