IHLS Illinois Heartland Library System
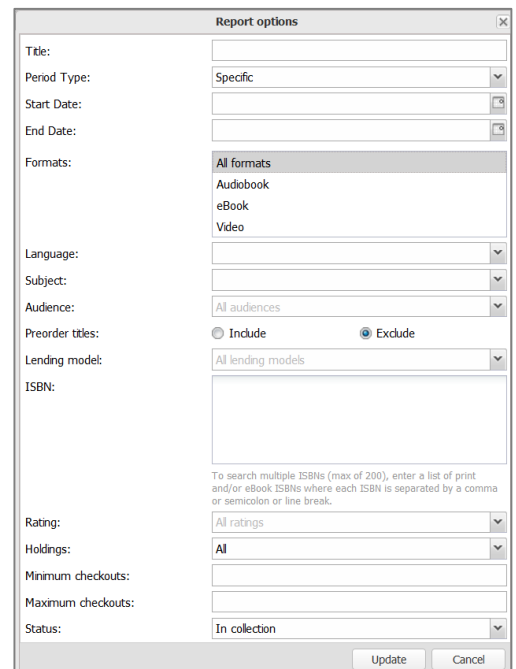
MyMediaMall Report Information

Logging in:

1. Visit the Overdrive Marketplace website at: https://marketplace.overdrive.com/Account/Login
2. Log in with following credentials:
    a. Username: nsls.lib.view
    b. Password: mymediamall
3. You'll find statistical reports under the Insights tab > Reports

Number of Items in the Collection:

To determine the number of items within the collection and available to your patrons, you'll want to run the "Title status & usage report". (This information is needed for the IPLAR).

1. Under Collection Usage, select the Title status & usage report
2. Scroll down and click on "Run new report"
3. Enter in the following information as pictured:
    a. Period Type: Specific
    b. Leave the Start Date blank – this will run your report from the start of the collection and include all items purchased that have not expired.
    c. End Date: enter in the date you want your data to reflect (typically the last day of the month)
    d. Choose "All Formats"
    e. Choose "All" for Holdings
    f. In the Status field select "In collection"

Once the report has been run, you'll need to add several numbers together to get the total number of items within the collection.

Report summary	
OC/OU - titles	25,338
OC/OU - copies	49,908
MA: earlier of x time or y checkouts - titles	432
MA: earlier of x time or y checkouts - copies	675
MA: by time - titles	1,492
MA: by time - copies	2,376
MA: by checkout - titles	2,185
MA: by checkout - copies	2,509
MA - licenses left	63,093
MA - licenses used	193,801

You'll want to add up the number of copies for each type of content listed.

- One Copy/One User

- Metered Access: restriction on whichever happens first, a certain number of checkouts or a certain amount of time

- Metered Access: content expires after a certain time frame

- Metered Access: content expires after a certain number of checkouts

For instance, when this report was run, the total number of items equaled: **55,468**. *You can do the same if you want to find out the total number of unique titles within the collection, by adding the numbers from the "title" fields.*

Number of Circulations:

The following report will give you the number of items circulated by patrons from your library in a given time frame.

1. Insights > Reports; choose the "Circulation activity" report under Collection Usage
2. Click on "Run New Report" (about halfway down the page and to the right)
3. Enter in the criteria you would like use to run the report as pictured

Report options ✕

Checkouts by:	Month ▼
Borrowed from:	All ▼
Branch:	All branches ▼
Formats:	All eBooks ▼
Language:	All ▼
Audience:	All audiences ▼
Rating:	All ratings ▼
Subject:	All ▼
Period Type:	Specific ▼
Start Date:	02/01/2016
End Date:	02/29/2016
Lending model:	All Lending models ▼
Website:	Standard and mobile ▼
Creator:	
Purchase Order ID:	

Update Cancel

You can view checkouts by Month, Format, Title, and more.

Under branch, you'll want to select your library from the pull-down menu. If any other libraries are listed here, simply hover over the name of the library and click the "x" to remove them.

You can also look at each format separately. To see circulations for all formats in the collection, select: "All eBooks", "All Audiobooks", and "Streaming Video".

Select the dates representing the date range you would like to include in the report.

You can export any report you've run to an excel spreadsheet by clicking on the "Create Worksheet" button in the upper right hand corner of the report view.

➡ Run new report ⊞ Create worksheet

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	Month (12) ▲	Checkouts (1,286,394)	Checkouts (chart)
1	01/01/2015	111,065	
2	02/01/2015	100,332	
3	03/01/2015	112,528	
4	04/01/2015	102,866	
5	05/01/2015	106,089	
6	06/01/2015	105,940	
7	07/01/2015	115,151	
8	08/01/2015	111,685	
9	09/01/2015	104,635	
10	10/01/2015	104,958	
11	11/01/2015	102,932	
12	12/01/2015	108,213	

Notes:
To see the accurate number of unique checkouts across all lending models for your digital collection, click Run new report, then select "All lending models" in the "Lending model" field. If you add up checkouts by individual lending model, you may get an inaccurate total because of the way checkouts for titles purchased under multiple lending models are calculated.

To learn more about Overdrive Reports, view the Reports section in the Marketplace User Guide. You can access the User Guide by clicking on the Support tab and selecting "Marketplace User Guide" under the Guides & Information section.