

Overdrive Collection Development Guidelines

These guidelines have been developed to form the parameters of the Mid-Hudson Library System Digital Download collection. The guidelines are subject to change through the MHLS Central Library / Collection Development Advisory Committee. Usage statistics will be reviewed.

Formats:

- Audiobooks will be purchased. MP3 (OMA) is the preferred format. WMA (OAB) is acceptable as a second choice.
- eBooks will be purchased. The majority of the collection will be EPUB. PDF is acceptable for items with illustrations.

Funding:

- The cost of OverDrive fully paid for through a cost share between Central Library Collection Development Aid and member library funds, annually approved by the Directors Association.
 - Platform funds: There is an annual fee for the interface. For 2011 that fee is \$16,296.
 - Material funds: The % spent on eBooks and on audiobooks will be annually determined by vote of the DA, and will be spent following the Collection Development criteria listed below.
- Additional purchases through donations of county funds and individual library funds have been discussed and the consensus is that anyone can contribute money towards OverDrive titles as long as all items are available to every library. This also means that every title will be in the OPAC, which is one of the most popular places for patrons to discover them.

Collection Development & Purchasing:

- The collection will focus on popular materials (mostly fiction and some non-fiction) including:
 - NYT best sellers
 - major prize winners & popular award winning titles
 - series to the extent that we can get them
 - popular fiction and non-fiction authors
 - cozy/village mysteries
 - recent "must haves" & "good reads" (like Memory Keeper's Daughter, Water for Elephants)
 - books that turn into movies (like Blind Side, True Grit, Charlie St. Cloud, Precious)
 - Suggested title lists will be reviewed for purchase including best selling paperbacks, bestselling Barnes& Noble Nookbooks, bestselling Kindle eBooks, PW Books of the Year, and Overdrive most circulated titles.
 - Additional titles will be considered upon recommendation.
- Only unabridged items will be purchased.
- Only adult & YA materials will be purchased.
- Only single copies of most titles will be purchased, unless holds are 8 or above.
- No pre-pub items will be purchased.

- If funding permits, a 25 item Maximum Access audiobook collection (always available titles), comprised of popular titles and titles used by schools could be considered.
- PPLD staff will develop lists of items to be purchased, which will be sent to OverDrive by MHLS Business Office.

Circulation:

- Loan period: patron chooses 14 days or 7 days (patrons choice)
- Number of titles a patron can have checked out at one time = 3
- Waiting list pickup period = 3 days
- Maximum number of titles a patron can add to their waiting list = 3
- Circulation is authenticated through Millennium and follows the same parameters (cannot check out if card is expired or owes over \$10)

Developed on 1/20/11 by Janet Huen, Tom Lawrence, Merribeth Advocate. Revised at 2/3/2011 DA meeting.