

MHLS OverDrive Collection Development Guidelines

Draft update May 2015

These guidelines form the parameters of the Mid-Hudson Library System Digital Download collection, and are subject to change. Usage statistics are reviewed by the MHLS Central Library / Collection Development Advisory Committee.

Mid-Hudson Library System has had a shared eAudiobook collection since 2/15/10 and a shared eBook collection since 11/17/2010. In that time usage has skyrocketed. This update is to more tightly focus how the cost-share funds are used.

About the Collection:

- It contains the formats of eBooks and eAudiobooks.
- The focus is bestseller and popular materials, mostly fiction and some non-fiction.
- All items are available to every library.
- Every title will be in the OPAC.
- Only unabridged items will be purchased.

Funding:

- **Cost-Share Funds:**
 - The MHLS 'E-Resources: Databases, eBook/eAudio, Catalog Enhancements' cost-share between Central Library Collection Development Aid and member library funds (annually approved by the Directors Association) builds a base of funds that covers the OverDrive platform fee and a portion of the adult fiction content.
- **Central Library Development Aid (CLDA)/Central Book Aid (CBA) Funds:**
 - CLDA/CBA funds are appropriated annually by the MHLS Central Library/Collection Development Advisory Committee to cover a portion of the non-fiction content.
- **Additional Funds:** Additional purchases through county funds and individual funds can be made either by:
 - Sending funds to MHLS for purchasing by central selectors.
 - Libraries having their own OverDrive purchasing account and paying OverDrive directly. Contact Merribeth at MHLS to set this up for your library.

Purchasing:

- **Through Cost-Share Funds:**
 - Central selectors will purchase bestselling and popular fiction, on an ongoing, proactive basis through:

- Referencing resources for development of popular collections (ex: NYT Bestseller list, EarlyWord).
 - Monthly searches in the OverDrive catalog of new popular titles available.
 - Additional copies of titles will be purchased when the holds ratios are above 4.5.
 - Central selectors will deal with OD Metered Alert carts, using a patron-driven acquisition model for titles that have timed out (in collection & 0 days remaining, or in collection & 0 checkouts remaining), and will only repurchase those with holds.
- **Through CLDA/CBA Funds:**
 - Central selectors will purchase bestselling and popular non-fiction, on an ongoing proactive basis.
 - Additional copies of titles will be purchased when the holds ratios are above 4.5.

Patron Suggestions:

- Libraries are encouraged to have their own OverDrive purchasing account, and to directly receive requests their patrons have placed through the MHLS Digital Download webpage. Contact Merribeth at MHLS to set this up for your library.

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)