Mid-Hudson Library System
Guidelines for OverDrive Collections Developed with Advantage Plus Accounts

1. **BACKGROUND**
   a. Beginning in 2010, the Mid-Hudson Library System implemented a cost-shared eAudiobook and eBook collection with central purchasing by MHLS staff.
   b. As of 2019, MHLS will no longer collect cost-share funds to spend on the shared collection. Individual libraries will use OverDrive Advantage accounts to build their own collections.

2. **COLLECTIONS DEVELOPED WITH INDIVIDUAL LIBRARY/COUNTY FUNDED ADVANTAGE PLUS ACCOUNTS**
   a. Collections may contain formats of eBooks, eAudiobooks, and eVideos.
   b. Titles in each collection will display in the MHLS catalog and the OverDrive interfaces.
   c. Availability status of these copies will not display in the Encore catalog.
   d. Copies added to these collections will allow priority holds for patrons of the owning location.
   e. Patrons will be authenticated prior to being allowed to place holds or check out digital content.
   f. Depending on the availability of funds, libraries should own 1 copy for each 4-7 holds; 2 copies for 8-14; 3 copies for 15-23 holds for their location.
   g. Consortia members with OverDrive Advantage accounts will be able to designate their own Advantage-owned units as Lucky Day. At least one copy of a title must be made available for patrons to place holds, so titles will only be eligible if the advantage account owns at least 2 copies of it.

3. **MAINTENANCE OF COLLECTION**
   a. For any metered access title with zero checkouts left or zero days left, MHLS will remove the title from the OverDrive collection and suppress the bibliographic record from the MHLS catalog.
   b. In order to repurchase a title after it has been weeded, library staff must contact the MHLS Overdrive account administrator to have the title unweeded from the collection.

4. **PATRON INITIATED REQUESTS**

a. As of 4/3/2017, through a vote of the MHLS Directors Association, patron initiated requests was established through the OverDrive "Recommend to Library" function. Individual libraries will receive patron requests for titles to purchase.
b. Libraries may view the list of recommendations submitted by their patrons through the Overdrive Marketplace. See document *Operational/Management Functions of OverDrive Marketplace* for instructions.
c. Currently set to allow patrons to submit up to 4 recommendations in a 30-day period, starting on the day of their first request.

5. **CIRCULATION SETTINGS**
    a. Loan period (Patron's choice)
        - eBooks and eAudiobooks : 7, 14 or 21 days
        - eVideos: 3, 5, or 7 days
    b. Maximum number of titles checked out at one time = 10
    c. Waiting list pickup period = 3 days
        - Patrons may select Automatic Hold Checkout setting, which will check out titles as soon as they become available.
    d. Maximum number of titles on waiting list at one time = 15
    e. Circulation is authenticated through Sierra and follows the same parameters (cannot check out if card is expired or owes over $10)

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