

**Mid-Hudson Library System**  
**Guidelines for OverDrive Collection Developed with Central Library Development**  
**Aid (CLDA) and Central Book Aid (CBA) Funds**

**1. BACKGROUND**

- a. CLDA/CBA funds are appropriated annually by the MHLS Central Library/Collection Development Advisory Committee to cover a portion of the non-fiction content.

**2. COLLECTION**

- a. Central selectors will purchase bestselling and popular non-fiction, on an ongoing basis. Member Library Directors are encouraged to send high demand purchase suggestions to the director of the Central Library if they feel more copies are needed.
- b. Collection will contain both eBooks and eAudiobooks.
- c. Only unabridged items will be purchased.
- d. Depending on the availability of funds, the collection should have 1 copy for each 4-7 holds; 2 copies for 8-14; 3 copies for 15-23 holds systemwide.

**3. ACCESS**

- a. Titles in this collection will display in the MHLS catalog and the OverDrive interfaces.
- b. Copies added to this collection are available to patrons of all MHLS libraries equally, with no priority holds based on location.
- c. Patrons will be authenticated prior to being allowed to place holds or check out digital content.

**4. 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. Central selectors will weed the shared collection of non-fiction titles at least once a year, removing titles containing information that is outdated, inaccurate, or obsolete.
  - i. Topics to consider for weeding include, but are not limited to: health information, software and technology guides, exam preparation books, and travel guides.
- c. 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.

*Approved by the MHLS DA: April 2020*