

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. each member library will use OverDrive Advantage accounts to build their own collections.
- c. Central Book Aid augments the purchase of best-selling and popular non-fiction and fiction titles for the collection.
- d. Member Libraries are expected to follow the OverDrive Spending criteria found in the MHLS Resource Sharing Standards, this includes criteria for Cost Per Click (CPC) expenditures.

2. COLLECTIONS DEVELOPED WITH INDIVIDUAL LIBRARY/COUNTY FUNDED ADVANTAGE PLUS ACCOUNTS

- a. Collections may contain formats of eBooks and eAudiobooks. OverDrive also offers subscription-based resources.
- b. Titles in each collection will display in the MHLS catalog and the OverDrive interfaces.
- c. Copies added to these collections will allow priority holds for patrons of the owning location when allowed by the publisher.
- d. Patrons will be authenticated prior to being allowed to place holds or check out digital content.
- e. 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.
- f. 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.
- g. OverDrive offers subscription-based services. Libraries can select titles from specific publishers that can be checked out by an unlimited number of users simultaneously for a set amount of time within an advantage account.

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.

4. CIRCULATION SETTINGS

- a. Loan period (Patron's choice)
- b. eBooks and eAudiobooks : 7, 14 or 21 days
- c. Maximum number of titles checked out at one time = 10
- d. Users can borrow 3 CPC Ebooks and 3 CPC Audiobooks per month
- e. Waiting list pickup period = 3 days
- f. Maximum number of titles on waiting list at one time = 15
- g. Circulation is authenticated through Sierra and follows the same parameters (cannot check out if card is expired or owes over \$10)

5. Reciprocal Lending Agreements

- a. Upon the approval of the Directors Association, MHLS will enter into Reciprocal Lending Agreements (RLA) with other library systems to expand patron access to other system's collections and allow users from other system to access available content in our collection under clear circumstances: Visiting users are not allowed to borrow titles in the following lending models:
 - 1. Simultaneous Use (SU)
 - 2. External Service/Libby Extras
 - 3. Cost Per Circ (CPC)
 - 4. MA: by checkout (one user)
 - 5. MA: by checkout (concurrent user)
 - ii. Visiting users are not allowed to place holds
 - iii. Visiting users cannot borrow titles with copies designated for Lucky Day.

Approved by the MHLS DA: April 2020

Amended by the MHLS DA: April 2025