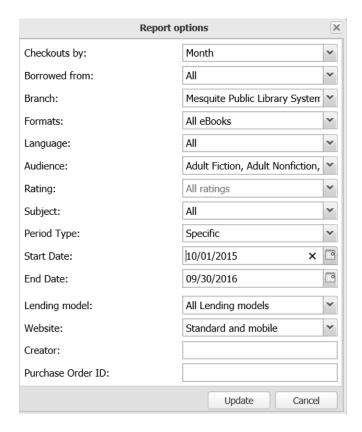# Reporting on Circulation
For Member Libraries and Advantage Libraries
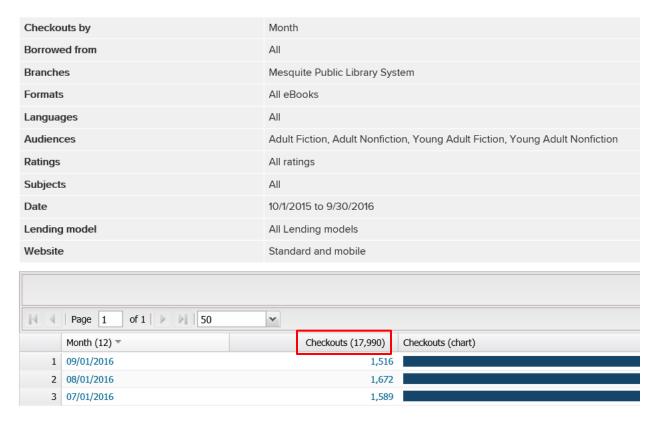# OverDrive[1]

Library-Level Circulation

This report will generate circulation data for your library only, and it will include checkouts by your patrons on the consortium-owned and your advantage-owned titles (if you are an advantage member).

1. Login to **MarketPlace** (at the **consortium level**).
2. In the top menu, click **Insights**; then click **Reports**.
3. Under **Title activity reports** select **Checkouts**.
4. Click **Run New Report**.
5. In the Report Options window, select the **options** as below. For your "branch" (in this case, Mesquite PL), the report will show Adult and Young Adult ebook circs for the fiscal year. (In the Audience field, you will select Adult F, Adult NF, Young Adult F, and Young Adult NF.)

6. Click **Update**. The report will generate a circ chart by month.

Checkouts by	Month
Borrowed from	All
Branches	Mesquite Public Library System
Formats	All eBooks
Languages	All
Audiences	Adult Fiction, Adult Nonfiction, Young Adult Fiction, Young Adult Nonfiction
Ratings	All ratings
Subjects	All
Date	10/1/2015 to 9/30/2016
Lending model	All Lending models
Website	Standard and mobile

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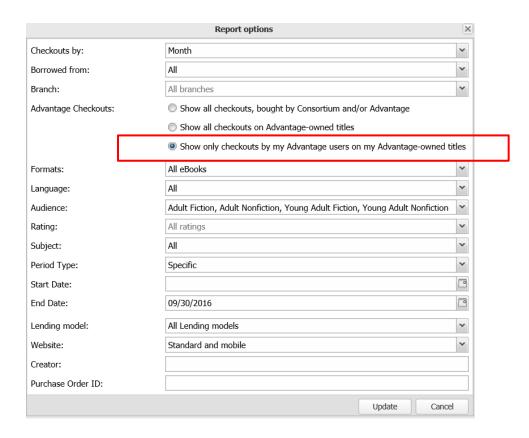|	Month (12) ▼	Checkouts (17,990)	Checkouts (chart)
1	09/01/2016	1,516	
2	08/01/2016	1,672	
3	07/01/2016	1,589	

7. Record the **Adult** and **Young Adult circs** (in this case, 17,990).
8. Repeat **Steps 4 – 7**, but in the Audience field, select **Juvenile Fiction** and **Juvenile Nonfiction**.
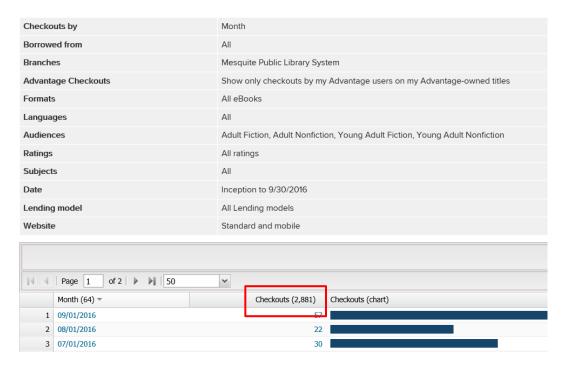
Advantage-Level Circulation

This report can be used to generate circulation data only on your advantage-owned titles.

1. Login to **MarketPlace** (at the **advantage level**).
2. In the top menu, click **Insights**; then click **Reports**.
3. Under **Title activity reports** select **Checkouts**.
4. In the top right of the chart, click **Run New Report**.
5. In the Report Options window, select the **options** as below.

6. Click **Update**. The report will generate a circ chart by month.

Checkouts by	Month
Borrowed from	All
Branches	Mesquite Public Library System
Advantage Checkouts	Show only checkouts by my Advantage users on my Advantage-owned titles
Formats	All eBooks
Languages	All
Audiences	Adult Fiction, Adult Nonfiction, Young Adult Fiction, Young Adult Nonfiction
Ratings	All ratings
Subjects	All
Date	Inception to 9/30/2016
Lending model	All Lending models
Website	Standard and mobile

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Month (64) ▾		Checkouts (2,881)	Checkouts (chart)
1	09/01/2016	57	
2	08/01/2016	22	
3	07/01/2016	30	

7. Record the **Adult** and **Young Adult circs** (in this case, 2,881).
8. Repeat **Steps 4 – 7**, but in the Audience field, select **Juvenile Fiction** and **Juvenile Nonfiction**.