**District OverDrive Policy**

The Allentown District member libraries share access to the District OverDrive collection of e-book and e-audio titles. The annual platform fee is paid for out of District funds, and District funds are also expended to purchase selected MARC records, additional copies of popular titles, and to repurchase expired titles as needed.

The individual titles in the general OverDrive collection are purchased by the member libraries, which are expected to be guided by their collection development policies in choosing titles that appeal to a broad audience, provide an appropriate depth to the collection, and meet the expectations of users. All general title ‘carts’ are submitted for purchase through the District account, which is administered by the District Library Center (DLC), however each member library shall claim the cost of their individual carts on their respective financial reports, and as part of their overall material expenditures which are reported to OCL each year. General titles are immediately available to patrons of all member libraries with no holds priority. The DLC is responsible for weeding and reordering of general titles

Each member library also has an OverDrive Advantage account, which is a separate billing account, controlled by the member library, but linked to the consortium catalog. Titles purchased on an Advantage account are owned by the purchasing library, and are initially only visible to patrons of that library while in a high-demand status. Advantage titles are kept in a high-demand status for 6 months, similar to physical items. After 6 months, the titles are automatically shared in the consortium catalog through the Advantage Plus feature, with the caveat that the patrons of the title copy’s owning library maintain holds priority on the copy for as long as the copy remains in the catalog. Individual library administrators are responsible for weeding and reordering titles in their Advantage account.

As administrator of the District account, the DLC is responsible for paying invoices for the general collection. Member libraries shall request invoices from the DLC for carts they have submitted, or for amounts that they have pledged to spend, to reimburse those DLC payments. There is no mandatory amount that each library must contribute to the general collection. There is the expectation that all member libraries will track patron usage and contribute accordingly as they are able. Member libraries are responsible for paying their own Advantage collection invoices.

**MARC Records for Advantage Titles**

Member libraries may choose to purchase MARC records for Advantage titles and will be responsible for the cost and for importing the records. Note that MARC record preferences are set at the consortium level to receive records for One Copy/One Use titles only.  MARC records for other lending models are not available. If a library is interested in obtaining MARC records for Advantage items, it will need to first change its MARC preferences under the Admin tab in its Overdrive account and activate the eBiblioFile option. MARC record orders will then be automatically generated for unique titles that are not already part of the shared collection. Note that OverDrive MARC Express records are also available for free, but importing these will result in duplicate records if the item is already in the shared collection. Follow instructions in these links to import records, or reach out to LCLC technical support for assistance:

Instructions for using MarcEdit to add the $9 subfield to the 856 field:

<https://sparkpa.atlassian.net/servicedesk/customer/portal/2/article/4361330?src=7304776>

SPARK settings for importing eRecords:

<https://sparkpa.atlassian.net/servicedesk/customer/portal/2/article/4525357?src=-955353002>

Because of the shared nature of the LCLC catalog, MARC records for Advantage titles will be displayed to all LCLC libraries, possibly causing confusion among patrons who click on a title that is only available to an individual library.

Libraries are not obligated to purchase MARC records for their Advantage titles. One alternative is to create curated lists in OverDrive of titles owned only by your library to share with your patrons.

If a library does decide to purchase MARC records for Advantage titles, the following procedures need to be followed:

* A separate 856 $9 will need to be added with your library’s SPARK shortcode to differentiate your copy from other consortium copies
* It is recommended that a $z subfield also be added with the note “this copy for XXX patrons only”
* Each library is responsible for keeping track of when these MARC records reach the 6 month high-demand limit. It is recommended that libraries use record buckets to keep track of the records that need to be updated/edited when sharing has changed
* After 6 months, the 856 $9 field will have to be changed to LEHCAR to make it accessible to the other LCLC libraries
* After 6 months, a 856 $9LVLS\_APL will also have to be added to make it accessible to Allentown Library
* After 6 months, the $z subfield, if utilized, will have to be deleted