

December 16, 2021

How to create a cart from a report

This information has been requested by a couple of new OverDrive Advantage libraries. It's a great way to order materials your patrons want.



1. Sign into OverDrive Marketplace using your Advantage credentials.
2. Select the Insights tab.
3. Under Title activity reports (on the left side of the page), select Current holds.
4. Fill in the report options, then click Update. Be sure to choose your library as the branch.
5. Select Convert to new cart (at the top-right of the report results grid).
6. You'll be prompted to create a new cart, which will contain any One Copy/One User and Metered Access titles from your report results.

[Marketplace Help](#)

How to Train Your Community on Libby (an OverDrive workshop)

Training your users on how to use Libby is an easy and effective way to increase awareness and usage of your digital collection. Join OverDrive experts to get the tools and guidance to confidently lead your own Getting Started with Libby session. In our one-hour train the trainer session, you'll learn how to:

- Prepare for a basic Libby training - virtually or in-person
- Deliver a demonstration in our suggested order
- Implement polls and quizzes to engage users
- Promote the event to maximize attendance

At the end of this session, our OverDrive experts will provide you with a complimentary training kit, jam packed with everything you need to train your users. You don't want to miss this! 60 minutes

Register Today!

Thank you for being a Bridges member library!

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