



## Local Content

If you have “Local content” permission, you’ll have access to the **Local Content** section of the **Admin** tab, where you can digitally publish your own eBooks, audiobooks, music, and video titles for users to borrow from your public-facing site.

When you publish a title through Local Content, that title will appear in your library’s digital collection under the One Copy/One User lending model, at no additional charge. You can set the number of copies of Local Content titles you want to make available in your collection on the **Library site admin** page in Marketplace (this requires “Library site admin” permission). Please note that these titles will not be available to any libraries outside of your own 

In order to publish a title through Local Content, your organization must own the copyright for that title 

### Overview: How to add a Local Content title

Before you begin, please note that your library must hold the necessary ownership rights, licenses, and/or permissions to upload titles through Local Content. If you have questions or doubts about rights to any title, the title should not be submitted through Local Content. When you add a title to Local Content, you will be asked to confirm that all such rights are in place. Please see the **Local Content terms and conditions** section of this guide for more information.

Next, follow these steps to add a Local Content title to your digital collection. Please note that you can only add or edit one title at a time.

1. Choose **Local Content** from the **Admin** drop-down menu.
2. Select **Add a title** from the **Local Content** homepage.

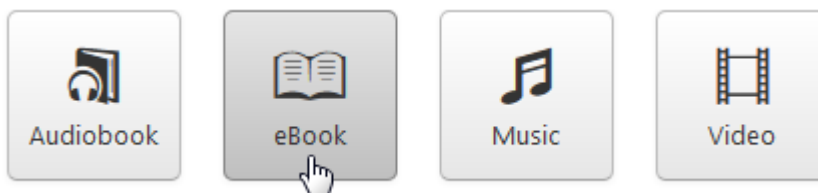
### Add a title



If your organization owns the copyright on a title, you can circulate the title at your public-facing site. Start here.



3. Select **Audiobook**, **eBook**, **Music**, or **Video** to continue.



4. Select the format(s) for your title, which will appear as the title’s “available formats” on your public-facing site. The supported formats are:
  - For audiobooks: MP3 only  
**Note:** For audiobook submission instructions, please see the **How to upload audiobook files** section of this guide.
  - For eBooks: Adobe EPUB, Open EPUB, Adobe PDF, Open PDF  
**Note:** EPUB titles that you submit through Local Content will also be made available to your library users in OverDrive Read format. For eBook submission instructions, please see the **How to upload eBook files** section of this guide.
  - For music: WMA only  
**Note:** Music titles will be made available to your library users in WMA format, but you must submit them through Local Content in MP3 format. For music submission instructions, please see the **How to upload music files** section of this guide.
  - For video: WMV only  
**Note:** Video titles will be made available to your library users in WMV format, but you must submit them through Local Content in MP4 format. For video submission instructions, please see the **How to upload video files** section of this guide.
5. Select **Continue**.

The screenshot shows a user interface for selecting file formats. There are four rows, each representing a different format. Each row contains a checkbox, a 'Browse...' button, and a '100MB maximum' label. The 'Continue' button is highlighted with a mouse cursor.

<input checked="" type="checkbox"/>	Adobe EPUB	Browse...	100MB maximum
<input checked="" type="checkbox"/>	Open EPUB	Browse...	100MB maximum
<input type="checkbox"/>	Adobe PDF	Browse...	100MB maximum
<input type="checkbox"/>	Open PDF	Browse...	100MB maximum

Continue

6. Continue reading this guide for help uploading your files and completing the local content form. You can save your work at any time by selecting the **Save work in my queue** button.


The screenshot shows three buttons: 'Save work in my queue', 'Set live once all files are processed', and 'Cancel'. The 'Save work in my queue' button is highlighted with a mouse cursor.

Save work in my queue    Set live once all files are processed    Cancel


Then, you can return to the form later by selecting **Continue work** on the **Local Content**

homepage.


### Continue work...




Information about the last title you worked on is automatically saved in your work queue. Click here to pick up where you left off.



7. When you're ready to submit the Local Content form, click the **Set live once all files are processed** button. Your title will be published to your public-facing site as soon as OverDrive has processed all associated files.



## How to upload audiobook files

The files for an audiobook must be submitted to OverDrive via FTP, separate from the Local Content form for the audiobook title. Please contact your OverDrive Account Specialist (whose contact information is listed under the **Support** tab) for your specific FTP instructions 

Audiobooks titles must be submitted to your OverDrive FTP site as a group of numbered MP3 tracks, no longer than 79 minutes each, saved in a .zip file with an easily identifiable name.

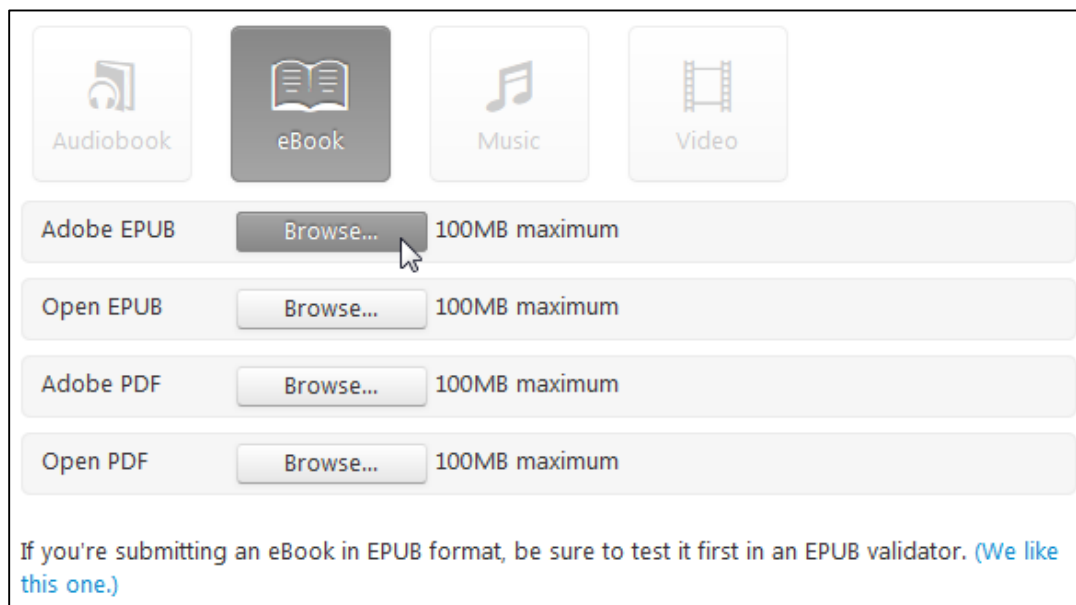
Please follow these guidelines when submitting an audiobook:

- The MP3 should be encoded at 128kbps or above.
- The MP3 audiobook should be submitted as a .zip file that is clearly named. We recommend including the title of the work in the .zip file name.
- Your audio source should be separated into multiple tracks with track breaks occurring at logical breaks in the audio (such as chapters), as if it were to be commercially distributed on CD. Individual tracks cannot exceed 79 minutes in length.
- Tracks must be labeled so that they sort in order natively on the Windows OS. Using numbers (e.g. 01, 02 ... 10, 11, etc.) at the beginning of each track works great to ensure the tracks sort in the correct play order for the encoding process.

## How to upload eBook files

eBook files can be uploaded directly to the Local Content form. Once you select one or more eBook format(s) and click **Continue**, you can use the **Browse** button to upload each format. The maximum file size is 100 MB.


When you submit an EPUB eBook through Local Content, we will also make that title available to your users in OverDrive Read format. For more information about getting started with the EPUB format (and OverDrive Read), please see the **Local Content: Introduction to EPUBs** section of this guide.



The screenshot shows a user interface for uploading content. At the top, there are four icons: Audiobook, eBook (highlighted in dark grey), Music, and Video. Below these are four rows of options, each with a format name, a 'Browse...' button, and a '100MB maximum' label. The first row is 'Adobe EPUB', the second is 'Open EPUB', the third is 'Adobe PDF', and the fourth is 'Open PDF'. A mouse cursor is pointing at the 'Browse...' button for 'Adobe EPUB'. At the bottom of the form, there is a note: 'If you're submitting an eBook in EPUB format, be sure to test it first in an EPUB validator. (We like this one.)' with a blue link.

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## How to upload music files


The files for a music title must be submitted to OverDrive via FTP, separate from the Local Content form for the music title. Please contact your OverDrive Account Specialist (whose contact information is listed under the **Support** tab) for your specific FTP instructions .

Music titles must be submitted to your OverDrive FTP site as one or more MP3 files, no longer than 79 minutes each. OverDrive will then transcode the MP3 you submit to the WMA format, which is the format that will be available to your library users on your public-facing site.

Please follow these guidelines when submitting a music title:

- The MP3 should be encoded at 128kbps or above.
- The MP3 file should be clearly named so that we can easily identify it. We recommend including the title of the work in the .zip file name.
- If your title is longer than 79 minutes and requires multiple files, please label these files so that they sort in order natively in the Windows OS (e.g., by using numbers at the beginning of each file) and save them together in a clearly named .zip file.

## How to upload video files

The files for a video title must be submitted to OverDrive via FTP, separate from the Local Content form for the video title. Please contact your OverDrive Account Specialist (whose contact information is listed under the **Support** tab) for your specific FTP instructions 

Video titles must be submitted to your OverDrive FTP site as a clearly named MP4 file. OverDrive will then transcode the MP4 you submit to the WMV format, which is the format that will be available to your library users on your public-facing site.

Please follow these specifications when submitting a video title:


<b>Item</b>	<b>Recommendation</b>
<b>Video Codec</b>	H.264
<b>Audio Codec</b>	AAC
<b>Container Format</b>	MP4
<b>Frame Rate</b>	The same rate at which you shot the video. We recommend shooting or encoding at 24 (23.98), 25, or 30 (29.97) fps. If the frame rate is greater than 30 fps, reduce it to 30 fps or lower.
<b>Bit Rate</b>	Double the highest bit rate that you intend to display to viewers (e.g., use a 4,000 kbps (kilobits per second) source video if your highest bit rate is 2,000 kbps). If your highest resolution is 1080p, we recommend 15,000 kbps. If your highest resolution is 720p, we recommend 7,500 kbps.
<b>Interlacing</b>	If your video is interlaced, deinterlace it before uploading to avoid jagged lines during playback. If the video was recorded as progressive, upload it as is.
<b>Keyframes</b>	Set to automatic.
<b>Pixels</b>	Encode using isomorphic (square) pixels (1 x 1).

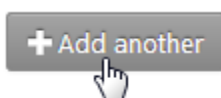
## How to fill out the Local Content form

Once you select your format(s), you will be able to fill out the following fields in the Local Content form:

- **Title:** Enter your title here.
- **Sort title:** This field will fill in automatically, based on your entered title. You can edit it as needed.
- **Subtitle:** Enter your subtitle (if any) here.
- **Series:** If your title is part of a series, enter the series name here.
- **Publisher:** Any publisher(s) you've previously entered will appear in a drop-down menu. You can select one from the drop-down, or enter a new publisher.
- **Subject(s):** For audiobooks and eBooks, select a category from the "Fiction/Nonfiction" drop-down, then select at least one additional subject. For music and video, select at least one subject.
- **Language(s):** Enter the language(s) for your title.
- **Short description:** This description will accompany the title on your public-facing site.
- **Cover image:** Click **Browse** to upload a cover image.
- **Thumbnail image:** Click **Browse** to upload a thumbnail image.
- **DRM:** For MP3, WMA, and WMV formats, the DRM settings are predetermined.
- **Geographic rights:** Enter the country or countries where you have rights to publish this title.
- **Ready for lending date:** Enter the date at which you'd like the title to appear on your public-facing site.

***Note:** All files for your title must be processed by OverDrive before the title can go live. If you enter today's date as your "Ready for lending date," the title will appear on your public-facing site as soon as all associated files have been processed.*

- **Creator:** Add as many creators as you'd like (e.g. author, editor, translator, illustrator, etc.) by clicking the **+Add another** button. 



- **Identifier:** Select and enter an identifier type (e.g. ISBN) for your title.

## Local Content terms and conditions

Before you can submit Local Content for OverDrive to process, you will need to review and accept the following terms and conditions:

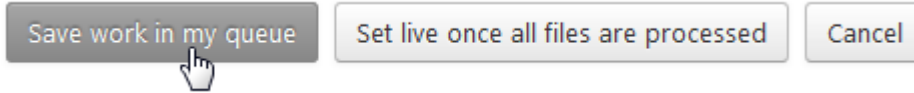
OverDrive, Inc. and Digital Library Reserve, Inc. (collectively "OverDrive") provide Authorized Users and Libraries of the system (collectively "Library") the ability to upload digital content for circulation in the Library's DLR collection.

Library represents that any digital content or materials including text, images, sound, and video (collectively "Local Content") that it deposits in its DLR account shall comply with the following terms and conditions:

1. Library acknowledges that OverDrive does not review or evaluate the Local Content in any matter whatsoever, including subject matter, substance, or accuracy of the content.
2. Library warrants and represents that it has the necessary ownership rights, licenses and/or permissions to deposit the Local Content into the Digital Library Reserve system. Library warrants and represents that the Local Content does not violate the proprietary rights of others, including but not limited to contract, copyright, and trademark. Library warrants and represents the Local Content does not contain matter which is libelous, slanderous, an invasion of privacy, unlawful appropriation of name, and likeness and defamation of character.
3. Library acknowledges that OverDrive provides certain services for applying copyright protection for the Local Content. Library is solely responsible for designating any and all copyright protection settings applied to the Local Content. OverDrive makes no representations or warranties as to the effectiveness of any such software or services as applied to the Local Content.
4. Library agrees to hold OverDrive, its agents, officers, and directors, harmless in any and all matters for any claims related to the upload, deposit, or distribution of Local Content in the Digital Library Reserve system.
5. OverDrive, in its sole discretion reserves the right, without notice, to reject or remove any and all Local Content deposited by Library, if in OverDrive's sole opinion it reasonably believes the Local Content will expose OverDrive to any action, liability, damage, and/or potential exposure to third party claims.


## How to save your work for later

At any time, you can save your work by clicking the **Save work in my queue** button at the bottom of the form.




You can then return to the form at any time by selecting **Continue work** on the **Local Content** homepage.

### Continue work...




Information about the last title you worked on is automatically saved in your work queue. Click here to pick up where you left off.




If you want to clear the form and start over, select **Clear my queue** on the **Local Content** homepage.

### Clear my queue



Information about the last title you worked on is automatically saved in your work queue. Clear your work queue here.





## Where to find your Local Content title in Marketplace

Choose **Local Content** from the **Admin** drop-down menu, then select **Edit a title** to see a list of all your Local Content titles.

Please note that the **Edit a title** option will be grayed out if you are currently working on adding a new title, since only one title can be added or edited at a time. In this case, you must finish adding your title or select **Clear my queue** in order to be able to select **Edit a title**.

## What to do if we couldn't process your Local Content file(s)

If we were not able to process one or more formats for your Local Content title, there was likely an issue with the source file you submitted for that title.

In these cases, a red message may appear on the details page for your title in Marketplace that says something like this:

We were not able to process the **Adobe PDF eBook** version of this title.

Choose *Edit* to upload a revised file.

To help correct this issue, we recommend validating all EPUB eBooks using an EPUB validator ([like this one](#)), and opening failed PDF eBooks in Adobe Acrobat, then thumbing through all the pages to see if a warning dialog pops up. If it does, then there is an error with your PDF. Sometimes this can be solved by resaving your file. There are also programs that can help you validate PDFs, such as Adobe Acrobat Pro.


While it's not a guarantee, a general guideline is that if your source file can be opened in Windows Media Player (for audio and video files) or in Adobe Digital Editions (for EPUB and PDF eBooks), it's likely that our ingestion process will accept your file.

If these tips don't resolve your issue, please contact your OverDrive Account Specialist (whose contact information is listed under the **Support** tab) so we can investigate further.


## How to edit a title

If you'd like to edit an already-published Local Content title, select **Edit a title** from the **Local Content** homepage. Please note that this option will be grayed out if you are currently working on adding a new title, since only one title can be added or edited at a time.


### Edit a title




If you're already circulating local content, search for it here to edit, delete, or add an additional format to an existing title.



Once you select **Edit a title**, you will see a list of all Local Content titles published under your Marketplace account. Select one of the buttons next to that title to edit, add a format, delete, or delete a format for that title.



**Federal Art in Cleveland 1933-1943**  
Kara Ann Marling  
CLEVNET (OH) | Cleveland Public Library  
Art, History, Nonfiction  
Language(s): English  
On sale date: 7/26/2006  
Street date: 1/1/2004



Preview

Edit Add format Delete Delete format

**Note:** Once you delete a format for a Local Content title, you cannot re-upload that format for that title.

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## How to remove a Local Content title from your digital collection website

Contact your OverDrive Account Specialist (whose contact information is listed under the **Support** tab) to have Local Content titles removed from your digital collection website. In your request, please include the title and creator of the work(s) you'd like deleted.

Please note that even if you delete a Local Content title from your OverDrive Marketplace account, you still need to contact your OverDrive Account Specialist to have the title removed from your public-facing website.

## Local Content: Introduction to EPUBs

### What is EPUB?

EPUB is the industry standard format for eBooks and other digital publications. The EPUB standard is developed and maintained by the International Digital Publishing Forum (IDPF), the global trade and standards organization for the digital publishing industry. An EPUB is a package of structured web content (including HTML5, CSS, SVG, images, and more), bundled into a single file that is easy to distribute and is compatible across a range of EPUB-compliant reading devices and applications.

For more information about the EPUB standard, we recommend visiting the official [IDPF website](#).

### Why EPUB?

EPUB eBooks are reflowable, meaning that the text automatically resizes to fit each device's screen (unlike PDFs, where the user has to zoom in and out to adjust text size). EPUB eBooks are compatible with a wide variety of devices and applications, including OverDrive's mobile app, [OverDrive Media Console](#), which is available for Android, iOS (iPhone/iPad/iPod touch), Windows Phone, Windows 8, BlackBerry, Kindle Fire devices, NOOK tablets, and Kobo tablets. Furthermore, the current EPUB standard, EPUB 3.0, allows for sophisticated features such as complex layouts, multimedia elements, and interactivity.

In addition, OverDrive can ingest EPUB files to create eBooks in [OverDrive Read](#) format. This means that EPUB eBooks you submit through Local Content will be made available to library users in both EPUB and OverDrive Read formats.

### How do I create EPUBs?

#### EPUB creation tools

There are many paths to creating your own EPUB eBooks for a variety of costs and skill levels. For example, you can create and export EPUB files using [Adobe InDesign](#), and EasyPress Technologies provides an online EPUB creation tool called [Atomik ePublisher](#).

#### EPUB conversion

Several competent firms provide flexible, cost-effective options to convert current or backlist titles to a variety of eBook formats, including EPUB. Such firms include [Aptara](#), [Innodata-Isogen](#), and [Jouve](#), among many others. These are good options to consider if you are looking to convert a large catalog to EPUB.

#### EPUB validation

You can use an EPUB validator to check for errors in your completed EPUB. We recommend the [IDPF's EPUB validator](#).