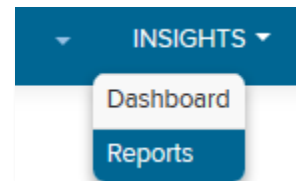




Circulations by Format

1. Log into Marketplace at <https://marketplace.overdrive.com/>
2. Click on the Insights Tab and select Reports from the dropdown.



3. Under Collection Usage, click on CIRCULATION ACTIVITY.

4. In the column header of the report, click on **Run new report**

5. In the Report Options window select the following:

- Checkouts by: FORMAT
- Borrowed from: ALL
- Branch: Select your library or all the libraries in your system
- Format: ALL FORMATS
- Language: ALL
- Audience: ALL
- Rating: ALL
- Subject: ALL
- Period Type: SPECIFIC
- Start Date: Select the start date
- End Date: Select the end date
- Lending Model: ALL LENDING MODELS
- Website: STANDARD AND MOBILE
- Creator: LEAVE BLANK
- Purchase Order ID: LEAVE BLANK

6. Click the **Update** button.

7. A new report will show with a summary at the top and detailed format circulations at the bottom:

Format (12)	Checkouts (5,785)	Checkouts (chart)
1 OverDrive MP3 Audiob...	1,680	
2 Adobe EPUB eBook	1,148	
3 Kindle Book	1,125	
4 Pending (eBook)	645	
5 OverDrive Read	510	
6 Pending (Audiobook)	359	
7 OverDrive Listen	272	