

WPLC Process for Purchasing Patron Recommendations

February 2016

Using the Recommend to Library (RTL) Select Express option in OverDrive's Marketplace, a cart will be automatically generated of patron requests once a week.

During the final week of the month, a selection committee representative will merge the weekly carts into one cart. The cart will be sorted by number of units. Any title with 2 or more requests will be moved to a new cart for further review. All other requests will be discarded.

Titles with 2 or more requests will be reviewed by a selection committee member to ensure they meet criteria outlined in the [WPLC Collection Policy](#).

In addition, the titles must have a pub year within 2 years of the current year.

All titles meeting the criteria listed above will be ordered the first week of following month.

A list of titles in excel format will be shared on the selection committee lists.

Systems are encouraged to review requests from their patrons each month after the selection committee purchases titles that have surpassed the request threshold.

To run the RTL report:

1. Log into Marketplace
2. Click the "Reports" tab
3. Choose "Recommendations"
4. Choose "Run new report"
5. Complete the report options as follows:
 - a. Chart by: Title
 - b. Period type: Specific
 - c. Start Date/End Date: Choose the request time period you would like to review. If you are reviewing requests regularly, choose a start date after the last review and an end date close to the current date.
 - d. Branch: Select all the libraries in your system.
 - e. Formats: All formats
 - f. Holdings: Not in collection

To recommend a title for purchase:

1. Click on the title from the report generated above. This will take you to the record for the title in Marketplace.
2. Add title to a cart. Name cart with "RTL{MM}{YY}{System Initials}"
3. Continue to add titles to this cart until the entire report is reviewed.

The cart will be purchased the next time an order is placed.