

Get started with OverDrive Marketplace, the back-end shopping and administrative portal where you can manage your digital library.



*This self-paced curriculum is intended for educators, librarians, or school staff with access to OverDrive Marketplace.*



### 1 Discover Marketplace

**OverDrive Marketplace** is a back-end **shopping and administrative portal** for staff. You can think about Marketplace as a “control board” for Sora.

With Marketplace, you can build and manage your digital collection, get news and updates, find support, and more!



### 2 Sign into Marketplace

Once OverDrive has created your account, check your inbox for an email from [donotreply@overdrive.com](mailto:donotreply@overdrive.com) or [noreply@overdrive.com](mailto:noreply@overdrive.com) containing your username and a link to activate your account.

Then, visit [marketplace.overdrive.com](https://marketplace.overdrive.com) to sign in with your login information.



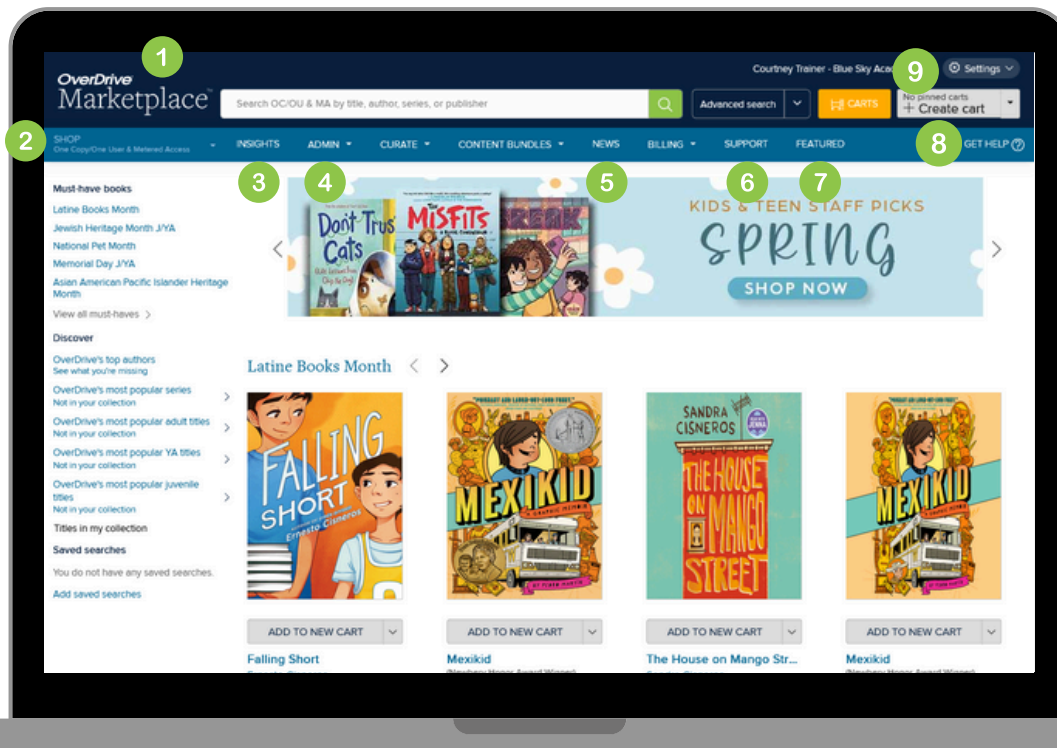
**Note:** Most users will sign in with a username that contains “.lib.”  
If your school has an Advantage account, your username will contain “.adv.”  
Some users will access Marketplace with their email address.

#### A note about digital collections:

- Your school may be part of a **shared collection** (sometimes called a “consortium”). This is a collection of ebooks, audiobooks, read-alongs, and more that is shared by students and staff at participating schools.
- If your school participates in a shared collection, you may also have access to an **Advantage account**. An Advantage account allows you to purchase additional copies and titles just for your own students and staff.

[Advantage overview](#) (4 minutes). Review the difference between shared & Advantage collections, and how Advantage can benefit your students and staff.

### 3 Navigate Marketplace



- 1. Marketplace logo:** Click the logo at any time to return to the Marketplace home page.
- 2. SHOP:** In Marketplace, you'll browse and purchase titles by lending model. By default, you'll be searching One Copy/One User and Metered Access titles.
- 3. INSIGHTS:** View reports and dashboards to measure the success of your digital collection.
- 4. ADMIN:** Access title assignments and other admin features under this tab.
- 5. NEWS\*:** Find OverDrive news and updates, including content sales and product updates.
- 6. SUPPORT\*:** Easily access help and training resources, find your Sora team's contact information, or submit a support ticket.
- 7. FEATURED:** Discover recommended title lists put together by OverDrive staff librarians - a great place to begin your search!
- 8. GET HELP:** Click here to visit [Marketplace Help](#) (opens in a new tab), a website full of clear, step-by-step instructions to help you use Marketplace.
- 9. SETTINGS:** View your account/billing info, estimated content credit, preferences, and more, or sign out for the day.

### User permissions:

Your Marketplace account includes a unique set of user permissions. User permissions determine what you can do when you're signed into Marketplace.

\*By default, all Marketplace users will have access to the **NEWS** and **SUPPORT** tabs.

<input checked="" type="checkbox"/> Admin	<input checked="" type="checkbox"/> Purchasing	<input checked="" type="checkbox"/> Shopping
<input checked="" type="checkbox"/> End-user support	<input checked="" type="checkbox"/> RTS Manager	<input checked="" type="checkbox"/> Delete carts <sup>1</sup>
<input checked="" type="checkbox"/> Reports	<input checked="" type="checkbox"/> Smart List	<input checked="" type="checkbox"/> Create/view carts
<input checked="" type="checkbox"/> Manage invoices	<input checked="" type="checkbox"/> Purchase <sup>1</sup>	
<input checked="" type="checkbox"/> Users	<input checked="" type="checkbox"/> Holds Manager	
<input checked="" type="checkbox"/> Local content	<input checked="" type="checkbox"/> MARC preferences	
<input checked="" type="checkbox"/> Weeding		
<input checked="" type="checkbox"/> Content access levels		
<input checked="" type="checkbox"/> Title assignments		
<input checked="" type="checkbox"/> School site admin		
<input checked="" type="checkbox"/> Curate		
<input checked="" type="checkbox"/> Marketplace settings		
<input checked="" type="checkbox"/> Sora activity		
<input checked="" type="checkbox"/> Manage bundles		
<input checked="" type="checkbox"/> Claim bundles		

All users will have the option to view the Support and News tabs. <sup>1</sup> Requires 'Create/view carts' permission.

## 4 Build your digital collection

With Marketplace, you can shop, build carts, and purchase digital titles to meet the needs of your school community. Once purchased, students can access these titles in your digital collection using Sora.



**Note:** Searching and building carts requires the **Create/view carts** permission. Purchasing titles in Marketplace requires a user to have **Purchasing** permissions.



**Check content credit** (Help article). See how much content credit you have on file.



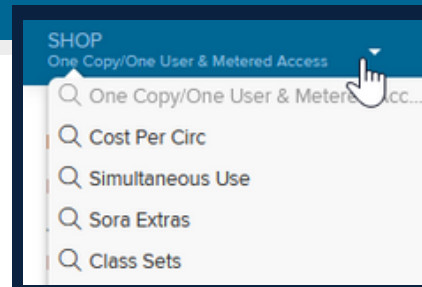
**Lending models overview** (5 minutes). Explore the five lending (licensing) models available to purchase in OverDrive Marketplace.



**Shop for OC/OU & MA titles** (eLearning module). Search for titles, build and review carts, and purchase in Marketplace.

Want to shop in other lending models? Walk through shopping for:

- **Class Sets & On-Demand Class Sets** (eLearning module). Learn how to purchase Class Sets & On-Demand Class Sets in OverDrive Marketplace.
- **Simultaneous Use titles** (eLearning module). Learn how to browse and purchase Simultaneous Use titles and packages for your digital collection.
- **Cost Per Circ titles** (eLearning module). Learn how to browse and add titles in the Cost Per Circ (CPC) lending model to your digital collection, and how to manage your CPC budget using OverDrive Marketplace.



## 5 Take the next step

Shopping is just one of many tools available in OverDrive Marketplace. Explore additional Marketplace features that can help you make the most of your digital collection.

Ensure students can discover and enjoy the titles you've added, and support classroom or curricular initiatives with digital reading.

- Help students find and enjoy new titles in Sora. [Share direct links in Sora](#) (5 minutes).
- Ensure that the right book is in the hands of the right student. [Title assignments overview](#) (4 minutes).
- Learn more about how students are using and interacting with your digital collection on Sora. [Marketplace insights overview](#) (4 minutes).
- Guide student discovery and highlight formats, themes, genres, or special topics to speak to your school's unique needs and interests. [Curation overview](#) (3 minutes).
- Create a virtual "book bin" to offer exclusive access to digital titles for specific students. [Reserve and bundle content overview](#) (6 minutes).



HAVE QUESTIONS? *Contact your Sora Team today!*