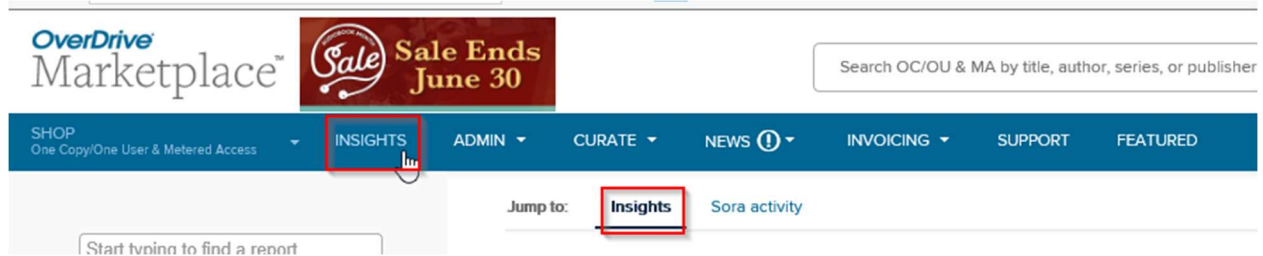


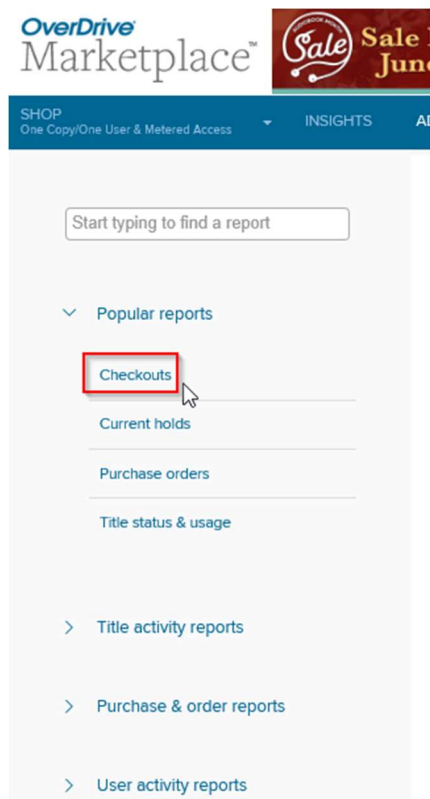
How to access Usage Statistics in Using OverDrive Marketplace

Go to [OverDrive Marketplace](#)

Click on **Insights** in either location



Click on **Checkouts**



Click the **Run new report** button (towards the bottom, right)



Select your branch from the list of branches

Report options

Checkouts by: Title

Borrowed from: All

Branch:

- All branches
- Altoona School District
- Amery High School
- Amery Intermediate School
- Amery Middle School
- Amery School District
- Ashland High
- Ashland Middle
- Athens School District

Formats: All Audiobooks, All eBooks

In the Report Options box, select the search criteria. If you want to see checkouts from the start of your contract, select “specific” for Period Type.

Period Type: Specific

Start Date: 01/01/2018

End Date: 01/31/2018

Click **Update**. Your Checkouts Activity report will then populate.