

# Destiny® Library Manager

## Export and delete OverDrive records from Destiny Library Manager

Use these instructions to export and delete all OverDrive® records from Library Manager. If you have the OverDrive integration enabled, current titles will be added back when the daily synchronization runs.

### Add OverDrive titles to a Resource List

To create a new Resource List:

1. Select **Catalog > Resource Lists**.
2. Click **Add List**.

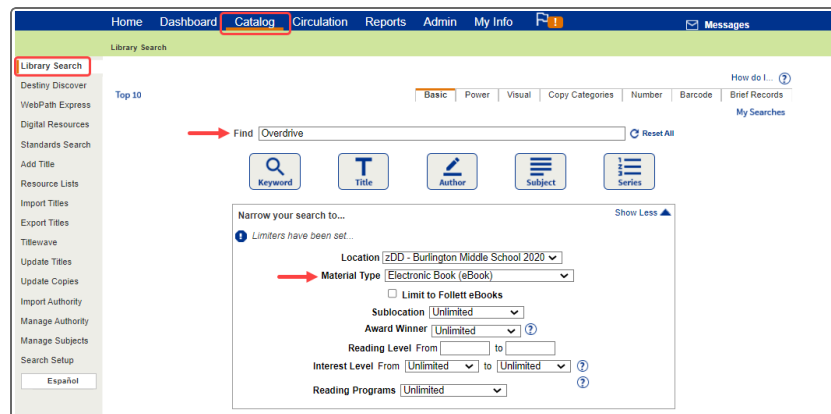


3. Type a **Name**, and then click **Save**.

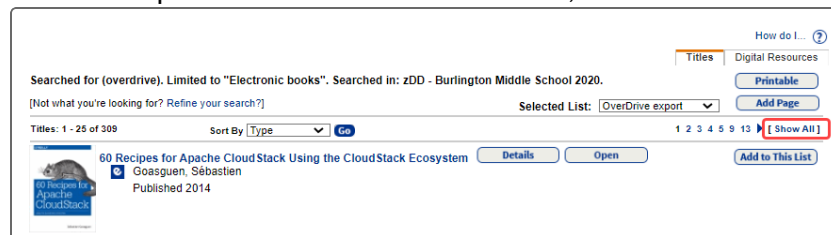
To add titles to the Resource List:

1. Select **Catalog > Library Search > Basic** sub-tab.
2. From the **Material Type** drop-down, select **Electronic Book (eBook)** or **Sound Recording (nonmusical)** for audiobooks. If you want to export and delete both, you will need to repeat steps 2 – 5 for each material type.

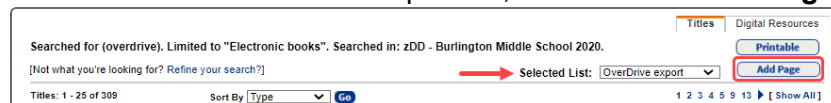
3. In the **Find** field, type the search term, *Overdrive*, and then click **Enter** or **Return**.



4. From the top or bottom of the search results, click **Show All**.



5. From the top of the page, confirm the appropriate Resource List shows in the **Selected List** drop-down, and then click **Add Page**.



Now that you have added your OverDrive titles to a Resource List, you are ready to export and delete them.

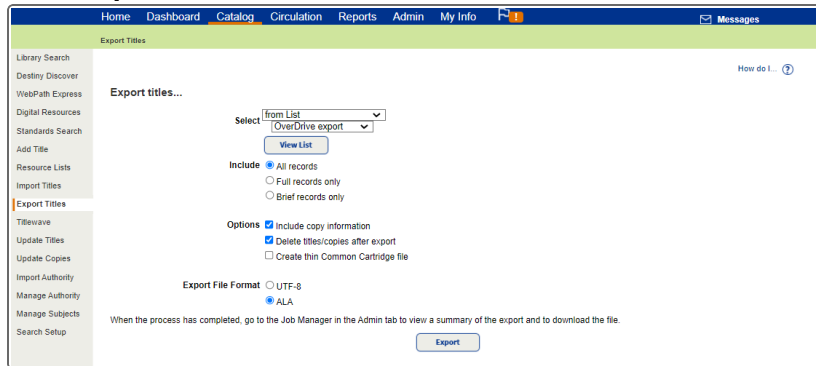
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## Export and delete titles from the Resource List

1. Select **Catalog > Export Titles**.
2. From the **Select** drop-down, choose **from List**.
3. From the **Select a List** drop-down, choose the appropriate Resource List.
4. Next to **Include**, select **All records**.
5. Next to **Options**, select **Include copy information** and **Delete titles/copies after export**.
6. Next to **Export File Format**, select the character set to be used for the export file.

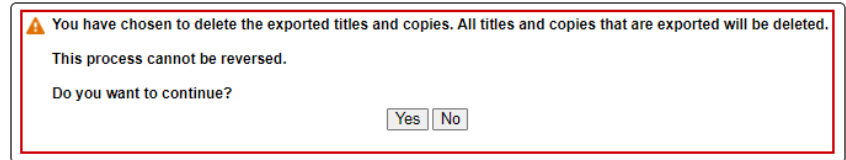
**Note:** For more information on the options on this page, click the **How do I...** link at the top of the page.

7. Click **Export**.



The screenshot shows the 'Export Titles' interface in the Destiny Library Manager. The 'Select' dropdown is set to 'from List' and the 'OverDrive export' dropdown is also visible. The 'Include' section has 'All records' selected. Under 'Options', 'Include copy information' and 'Delete titles/copies after export' are checked. The 'Export File Format' is set to 'ALA'. A red arrow points to the 'Export' button at the bottom.

8. Review the warning message, and then click **Yes** to proceed.



The dialog box contains the following text: 'You have chosen to delete the exported titles and copies. All titles and copies that are exported will be deleted. This process cannot be reversed. Do you want to continue?' Below the text are two buttons: 'Yes' and 'No'.

9. The Job Manager appears. Once the **Status** of the Export Titles job changes to **Completed**, click **View**.
10. Next to **Download**, click **Export File**, and then save the file to your computer.



The screenshot shows the 'Job Manager > Job Summary' page. It displays job details for 'Job Export Titles' at 'Site zDD - Burlington Middle School 2020', started on '1/29/2023 12:24 PM'. The 'Options' section lists 'Select from My List: OverDrive export, Full and brief records, Include copy information, Delete titles/copies after export'. The 'Summary' section shows 'Records written: 309' and 'Records deleted: 309'. A red arrow points to the 'Download Export File' link.