



WSDLC Orientation Toolkit

Welcome to the Wisconsin Schools Digital Library Consortium (WSDLC)! This toolkit is designed to help familiarize you with the resources available through your annual membership to the WSDLC.

What Is the WSDLC?

The WSDLC is a consortium that provides access to ebooks, audiobooks, comics and graphic novels, and magazines to K12 students across Wisconsin. This collection of digital materials, accessed through the [Sora](#) platform, is shared between all member schools and their students. Schools also have the option/opportunity to purchase additional copies/titles that are available for only the students at their own districts and schools.

WSDLC Collections

Title selection is done by an OverDrive Content Specialist with input from the WSDLC Selection Advisory Committee. The titles available in Sora are sorted into five collections, also called Content Access Levels, based on the title's rating. Publishers initially assign these ratings, which are adjusted as necessary by our OverDrive Content Specialist after consulting review sources such as School Library Journal, Kirkus, and CCBC Choices, and also closely following the [WSDLC Collection Development Policy](#).

These five collections/Content Access Levels are:

- > **Lower Elementary / K-2 Collection.** This collection of materials contains content that has been rated for grades PreK-2.
- > **Upper Elementary / 3-5 Collection.** This collection of materials contains content that has been rated for grades 3-5, and also includes access to the K-2 Collection.
- > **Middle School / 6-8 Collection.** This collection of materials contains content that has been rated for grades 6-8, and also includes access to the K-2 and 3-5 Collections.
- > **Lower High School / 9-10 Collection.** This collection of materials contains content that has been rated for grades 9-10, and also includes access to the K-2, 3-5, and 6-8 Collections.
- > **Upper High School / 11-12 Collection.** This collection of materials contains content that has been rated for grades 11-12, and also includes access to the K-2, 3-5, 6-8, and 9-10 Collections.

[Browse the Shared Collection](#) [↗](#)

A virtual dashboard from OverDrive for browsing the collection, with links to each title.

[Title List](#) [↗](#)

A Google Sheets title list that is sorted by format and Content Access Level of each title. Updated monthly.



Getting Acquainted with your Membership

Through OverDrive, WSDLC Members have the opportunity to purchase additional titles for only their students to access in Sora, view usage reports, curate collections, adjust the materials that are available to students, curriculum usage, and so much more! All of these are available through OverDrive Marketplace. WSDLC Members can choose to do as much, or as little, with their Marketplace account as they choose.

Students and staff are able to access the collections (check out titles, place holds, etc) in Sora: the student reading app from OverDrive. Students can log their reading time, earn badges for accomplishments, and set their own personal reading goals. Students can discover new titles from curated collections, a robust search feature that includes sticky filtering, and/or by browsing subjects.

Logging Into Marketplace

OverDrive Marketplace Login Page: <https://marketplace.overdrive.com/Account/Login> 

You will need a Marketplace account in order to view content access levels for individual titles as well as being able to access usage reports and make purchases through your Advantage account for your individual district and schools. More details about the tools and activities available in Marketplace can be found further along in this toolkit.

OverDrive strongly encourages that each person logging into Marketplace has their own unique account. Marketplace accounts can have different permissions assigned to them, and your district can have as many Marketplace accounts as needed. Districts can have accounts created that can only run usage reports; accounts that can also purchase titles; and more!

Reach out to wsdlc@overdrive.com to have a Marketplace account set up for you and/or other staff at your district.

Logging Into Sora

WSDLC Sora Login Page: <https://soraapp.com/library/wsdlcwi> 

On the WSDLC Sora login page, you can scroll through the list of WSDLC School Districts or you can start typing your district in the search box. Click on your district to be taken to your district's Sora login page. Your district's Sora login page is a unique, stable link that you can share with your students as a quick and easy way for them to access the WSDLC collections.



How your district's students and staff log into Sora is based on the Authentication Method(s) that your district uses, which would have been identified and implemented when OverDrive and your district's Technical Contact setup your district's access to Sora. For more information on how this ties into your Sora login, please reach out to the WSDLC OverDrive team at wsdlc@overdrive.com.

Support Resources for Getting Started

The [WSDLC's website](#) has some wonderful resources to help you get started with Sora and OverDrive. The [Getting Started with OverDrive](#) page has a few resources for, you guessed it, getting started. Resources include a recorded webinar and the link to our online flipped classroom training pages.

You can find a great assortment of self-paced training resources (modules, videos, etc.) on how to use Sora; how to engage students, staff, and parents; and how to utilize Marketplace (the backend portal for viewing usage stats, purchasing titles for only your school/students to access, etc.) in the [OverDrive Resource Center](#).

Closer to the start of the school year, WSDLC Project Managers and our OverDrive team host multiple "Getting Started" webinars to help onboard new members (and serve as a refresher for returning members) on how to use Sora and OverDrive Marketplace. These webinars are recorded and shared out, so if you find you aren't available to attend, you can still watch the webinar on your schedule. Once these webinars are scheduled, details will be sent out through the wsdlc-members Google Group mentioned in the above paragraph.

There is a [member portion of the WSDLC website](#) where you can find support, promotion, and other information.

Additionally, there is a WSDLC member google community (wsdlc-members@wils.org). This email listserv is a great place to ask questions and share what you're doing in your school related to WSDLC. Between mid-August and May of each year, WSDLC Project Managers utilize this group to send out a weekly newsletter that includes helpful information about the WSDLC collections, updates from OverDrive, and exciting news from around the state. Anyone from your school or district who is interested can participate. Email wsdlc-info@wils.org to get them added to this email list.



Collection Development

The Project Management team is adding new content to the shared collections monthly. If you are interested in a title that is not yet in the collection, please let us know! We have a [Recommend a Title for Purchase form](#) available on the [WSDLC website](#).

Advantage Purchasing

Advantage purchasing is an important tool in collection development. Your OverDrive Marketplace account allows you to purchase titles that will be available only for your students. All Advantage titles will appear alongside the shared collection's titles, making for a seamless experience for your students.

To assist you with Advantage purchasing, our OverDrive Content Specialist creates carts of high interest titles that are shared via email to all WSDLC members on a regular basis. When these carts are available, the WSDLC Project Managers share the details via the wsdlc-members listserv.

For help with title selection, classroom sets, and ordering, please contact wsdlc@overdrive.com

Use Advantage to:

- Add additional copies of titles exclusively for specific grades or schools
- Create a unique collection of titles for schools within a district
- Discover the content access level of titles available in Sora
- View and download usage, circulation, and holds reports to help determine the high-interest titles your students are reading

Discover all this and more in the
[WSDLC Advantage Info-Sheet](#) 

Advantage Filtering

WSDLC members have the ability to use the "Advantage Filtering" feature in your Advantage Account to "hide" titles from the shared collection that do not fit your district's local policies. Advantage Filtering allows you to remove consortium-owned titles for your school only: your students won't be able to browse nor check out the title, while other WSDLC member districts will be unaffected and will continue to have access.

Usage Statistics

Each month, the WSDLC Project Managers compile consortium-wide statistics and post them to the website and share them via the wsdlc-members listserv. These stats include the number of checkouts each month (broken down by ebook, audiobook, and magazine); number of



purchased titles and copies; total number of holds (both historically and current); a count of the individual students using the collections; and the average waiting period.

Each quarter, the Top 10 Most Popular Titles with Holds are also reported.

Consortium-Wide Usage Statistics: <https://wsdlc.org/about/year-to-date-statistics/> [↗](#)

By logging in to Marketplace and navigating to Insights, WSDLC members can also view usage at the consortium-level, or by using the filters for each report can narrow the reports down to their own school/district.

How To Run Your District's Usage Statistics: <https://wsdlc.org/usage-statistics/> [↗](#)

If you have any questions about usage statistics, reach out to the WSDLC OverDrive team at wsdlc@overdrive.com.

Training & Marketing Resources

The WSDLC Project Managers and OverDrive have a collection of Training and Marketing Materials to assist new- and veteran- WSDLC/Sora/Marketplace users alike.

[WSDLC Training Resources Page](#): This includes links to WSDLC's Flipped Classroom/Self-Paced Training content, Webinars, Tiny Case Studies, and more.

[OverDrive's K-12 School Staff Training](#): OverDrive provides a variety of training materials for library staff, teachers, students, and parents. This collection includes videos, self-paced modules, and training kits.

[WSDLC Marketing and Promotion Resources Page](#): This includes printables and digital resources created by the WSDLC community.

[OverDrive Resource Center](#): An ever-changing assortment of marketing and promotional resources for Sora, from OverDrive. Included are social media graphics, coloring pages, and so much more!

WSDLC Flipped Classrooms

Flipped Classroom content is intended for Library Media Specialists and anyone else that may help to manage school/district library resources, OverDrive Advantage purchasing, and digital classroom materials.

- ◇ [Getting Started](#)
- ◇ [Advantage Accounts & Marketplace](#)
- ◇ [Purchasing](#)
- ◇ [Advantage/Sora Features](#)
- ◇ [Marketing and Training](#)
- ◇ [Managing Holds](#)
- ◇ [Curation](#)
- ◇ [Usage statistics](#)



Who to Contact for Support

If you ever have any questions about anything relating to the WSDLC, you can always reach out to either the WSDLC Project Managers or the WSDLC team at OverDrive (or both!) via email. Inboxes for both are monitored regularly during regular business hours, and someone will typically follow up with you within 24 hours (or on Monday if we receive your message after Friday evening).

✉ **WSDLC Project Managers:** wsdlc-info@wils.org

✉ **WSDLC Team at OverDrive:** wsdlc@overdrive.com

Common support topics and the best contact are listed below:

Advantage: Accounts and/or Purchasing	The WSDLC OverDrive Team at wsdlc@overdrive.com
Authentication / Sora Access / Updating CALs (Example: Trouble Accessing the WSDLC Collection)	Support tab through OverDrive Marketplace (instructions) or The WSDLC OverDrive Team at wsdlc@overdrive.com
Collection: Materials in the Collection, Selection, Etc.	Contact WiLS at wsdlc-info@wils.org
Invoice: for OverDrive/Marketplace Purchases	Contact the WSDLC Team at OverDrive: wsdlc@overdrive.com
Invoice: for WSDLC Membership/Renewal	Contact either: The WiLS WSDLC team at wsdlc-info@wils.org The WiLS Financials Team at financials@wils.org
MARC records	The WSDLC OverDrive Team at wsdlc@overdrive.com
Marketing Materials	Contact WiLS at wsdlc-info@wils.org
Renewal Process	Contact WiLS at wsdlc-info@wils.org



WSDLC Governance

Contact WiLS at wslc-info@wils.org

WSDLC Governance and Management

Project Management

The WSDLC Project Managers are staff from [WiLS](http://wils.org) that support the WSDLC through: membership support (enrollments, renewals, invoicing), fiscal agency, governance support, meeting management, shared collection planning, training, marketing and communications, research and resources (in particular for Collection Support and Intellectual Freedom), and building relationships and acting as a liaison with peer organizations and vendors. The full WSDLC Project Management team can be reached by email at wslc-info@wils.org.

WSDLC Board

WSDLC is your consortium, and you are represented on the governing board. There is a [webpage about the governing board](#) that includes a list of representatives with contact information and much more.

The Wisconsin Schools Digital Library Consortium (WSDLC) is governed by a Board consisting of members of the consortium and representatives from the partners (CESA Statewide Network, DPI, and WiLS). The consortium members are either elected to represent a specific CESA geographic area, or are selected by the current board as at-large representatives.

The Board is governed by the [Operational Guidelines](#), and is responsible for representing the project to partners, monitoring and tracking the WSDLC budget, making decisions based on recommendations from the Project Managers and/or the Selection Advisory Committee, and reviewing and approving documents, policies, contracts, and guidelines.

Board meetings occur four times throughout the year, roughly in October, January, March, and April. Within two weeks after each board meeting, WSDLC Project Managers will send out a message outlining the meeting discussions.

WSDLC Selection Advisory Committee

The Selection Advisory Committee is made up of 5-7 volunteers from Member school districts, and is guided by the [Selection Advisory Committee Guidelines](#). As directed by the Board and Collection Development Policy, this committee recommends the scope and direction of the collections included



in the WSDLC; advise the project manager and vendors on operational collection decisions, including content to be included and budget allocations; review documentation and processes; and review challenges to materials and recommend action(s) to the Board.

Meetings are held three times per year, prior to the WSDLC Board Meetings in October, December, and March.

WSDLC OverDrive Team

The WSDLC has a team of three incredibly helpful and very responsive partners at OverDrive. They help get schools the access they want and need; give detailed and tailored trainings and walkthroughs on how schools can get the most out of Sora; curate the collections and make sure titles are leveled appropriately; help with Advantage invoicing and purchasing (content credit); provide the technical support schools need; If you have any Sora and/or OverDrive questions, you can reach out to them at wsdlc@overdrive.com, and they will be able to answer any questions you have about the platform.

WSDLC Membership

Membership in the WSDLC runs from September 1st until August 31st and is renewed annually. WiLS begins sending out quotes and renewal information for the next membership year each April. These quotes include instructions on how to let us know your renewal decision and also provides an opportunity to adjust your school's access (if that's something you would ever want to do). Once a renewal is approved by the member, WiLS generates and sends an invoice for the annual membership, typically in September, but schools/districts can also request to receive their invoice on the timeline that works best for them.

The cost for membership is calculated based on your school's previous year's FTE (for grades enrolled in the WSDLC) as listed in [WISEDash](#), multiplied by \$1.68 (for the 2025-26 membership year). The WSDLC Board determines membership pricing in 3 year increments to help members budget. In 2023, the WSDLC Board voted and approved an updated pricing structure through 2027:

2024-25: Holding steady with the 2023-24 Membership year, at \$1.65 per student.

2025-26: Implementing a 2% increase, which is \$1.68 per student.

2026-27: Implementing a 2% increase, which is \$1.72 per student.

***Note for [WiLS Cooperative Purchasing Members](#):** In case you haven't heard the news: **WSDLC Renewal information is now be available in MyWiLS!** We're still working out the kinks and reformatting information so that it makes sense for WSDLC Memberships; but it is all there, now! Thank you to WSDLC Members' feedback to make this happen!



Common School Fund (CSF)

Public school districts receive an annual distribution of earnings from the Common School Fund. These funds, commonly known as Library Aid, are used to purchase library books and other instructional materials. The Common School Fund is the primary, and often only, source of funding for school libraries in Wisconsin. Read more about the Common School Fund at dpi.wi.gov/libraries/school-libraries/common-school-fund.

Your current CSF contact for the district is:

Name:

Email:

Phone:

Additional CSF Resources

- ★ [Annual Distribution Information](#) [↗](#) (DPI Website)
- ★ [Purchasing Guidelines and WUFAR \(WI Uniform Financial Accounting Requirements\) Budget Codes](#) [↗](#) (DPI Website)

For specific questions regarding CSF guidelines and eligible purchases, please contact DPI's School Library Media Education Consultant:

Monica Treptow

(608) 575-6065

mmonica.treptow@dpi.wi.gov



Additional Resources

Recollection Wisconsin (recollectionwisconsin.org)

Recollection Wisconsin is a program and collection that brings together digital cultural heritage resources from Wisconsin libraries, archives, museums, and historical societies and shares them with the world in partnership with the [Digital Public Library of America](https://www.digitalpubliclibraryofamerica.org/). Recollection Wisconsin is a great resource for teachers and students alike for primary source images, maps, documents, and narratives specific to Wisconsin. The website includes [teacher resources](#) to help make the most of Recollection Wisconsin in the classroom. **Bonus: It's free!**

BadgerLink (badgerlink.dpi.wi.gov)

From personal interest to educational research, BadgerLink is Wisconsin's Online Library, providing Wisconsin residents with over 60 licensed trustworthy resources from these [current content providers](#). The resources are designed to provide a foundational collection serving all Wisconsin residents, augmenting those available through K-12 schools, public libraries, public and private universities and technical colleges, medical and health-care facilities and practitioners, and state agencies.

Access magazines, journals, newspapers, encyclopedias, and reference materials on many K-12 subject areas from resources such as Advanced Placement Source, Archive of Wisconsin Newspapers, Britannica Suite, Explora, NoveList/NoveList K-8, Literary Reference Center Plus, Newspapers.com, and TeachingBooks. Note: BadgerLink is in the procurement process for new databases in Summer 2024, and this list may not be accurate. Please see the [BadgerLink Bulletin](#) for procurement updates.

See the [For Library Staff page](#) for more information such as direct resource URLs for your website, resource guides, asynchronous training, and promotional materials. For additional consultation, technical assistance, and personalized training on best practices and effective use of the resources, please contact the [BadgerLink staff](#).

CESA Purchasing (cesapurchasing.org)

CESA Purchasing provides discounts on library and educational products and resources to MyWiLS through a reciprocal agreement. Meet their Partnerships Manager, Meghan Cropp, and learn more about new and existing vendors by visiting the [CESA Purchasing website](https://cesapurchasing.org).