Books 2 Go @ Seneca District Libraries

Guidelines Manual
Guidelines adopted by member libraries on December 12, 2011 and March 27, 2012.
Books 2 Go is a consortium of public libraries within the Seneca Library District that joined together to share the cost of providing digital media (eBooks & Audiobooks) for their patrons through OverDrive. The cost per library for this service is based on what percentage of the Books 2 Go service population is served by each individual library that joins the Consortium. Libraries that choose to join the Consortium after March 27, 2012 will be changed, by OverDrive, $500 to $750 over and above their percentage of the cost.

Requirements set by OverDrive:

- OverDrive contract is for four (4) years.
- OverDrive requires and will allow only one (1) purchasing account per consortium.
- If a member leaves the consortium, all items purchased stay with the consortium.
- No library or individual can see who has checked out any individual item.
- Only libraries with totally unique patron barcodes will be able to get circulation statistics.
- It is the responsibility of the library to list OverDrive book in its OPAC. OverDrive does not provide that service.
- OverDrive collection items do not check out through the library’s circulation system. They are checked out through the OverDrive link on the library’s web site.

Circulation:

- It is understood by all members that some libraries may not be able to get circulation statistics due to the lack of totally unique barcode numbers.

Collection:

- All items currently purchased for the Warren County OverDrive site will be available to all libraries that are members of the consortium.
- If the library wishes to count OverDrive titles as part of its collection, the library must enter those titles in its OPAC even though such items do not check out through the circulation system.

Library Web Sites:

- Each consortium member must have a web site that can be edited.

Patron Support:

- Each library in the consortium will offer the level of patron eReader support that best fits the library’s staff and financial limitations.
Purchasing:

- The Books 2 Go Consortium will use the District Center’s existing purchasing account. Thus, Warren’s Adult Services Librarian will make all purchases for the consortium.
- Consortium member libraries will supply request lists to guide what is purchased.
- All Consortium member library directors that their library would not participate in OverDrive’s Advantage Program, whereby individual libraries could purchase eContent that would be available to that library’s patrons only.
- Purchases with funds over and above the library’s annual fee:
  - Each library sends funds to cover its purchases to Warren.
  - Each library may specify titles and format to purchase.
  - Each library may request a second copy of an item but not a third.
  - The Consortium will not purchase from Random House or Harper Collins until they change their discriminatory pricing of digital media to libraries.
  - Purchases with additional funds may be requested at any time.
- Purchases with memorial, donor and/or grant funds:
  - Each library must have a memorial gift sufficient to cover the full cost of the eContent.
  - Each library must have grant funds prior to requesting purchases with such funds.
  - Each library sends gift funding to Warren to cover the cost of purchases requested.
  - Each library may specify titles and formats to be purchased.
  - Each library may request a second copy but not a third.
  - The Consortium will not purchase from Random House or Harper Collins until they change their discriminatory pricing of digital media to libraries.
  - The Books 2 Go web site will contain a section titled “Memorials, Gifts, and Donations” where all such purchases will be listed.
  - Each library must supply a short, tasteful statement to acknowledge such purchases at the time of purchase. Example: In memory of Sue Smith by Mr. & Mrs. Edward Jones

Settings:

- Checkout limit of 5
- Maximum Cart Items of 7
- Cart Expiration of 30 minutes
- Hold Pickup Period of 3 days
- Holds Limit of 10
- Lending Periods of 7 days with ability to choose 14