Overdrive Marketplace (ordering) Tip Sheet
Created February 6, 2014

Log into Overdrive Marketplace: https://marketplace.overdrive.com/Account/Login

Your Username: _____   **Your Password:** _____
(created by Overdrive)   (created by yourself)

Important Notes:

1. You will need to allow pop-ups for this website.
2. All of TRAC is **ONE ACCOUNT** with many users from all four systems. Therefore, every user is able to look into each other's carts. Be VERY CAREFUL not to add to, edit or delete a cart that is not yours!
3. TRAC libraries only order eBooks and audiobooks; not movies or music.
4. We only order "one copy, one user" and "metered access"; not "simultaneous use".

Carts:

1. **Create a cart** using this button near the top right corner of the screen

2. **View carts** using this button near the top right corner of the screen

3. **Pin your cart(s)** to place titles in them during your ordering session. Un-pin your carts when you are done ordering for the session. This returns your cart to the Carts section.

4. **Edit your cart(s)** if you want to change the cart's name or description, and to lock or unlock it.

5. **Lock your cart** to prevent others from accessing it by clicking   . Unlock your cart when you are ready to submit it to Katherine for purchase so she can access it, by clicking   .

Search for Titles:

Click   near the top left corner of the screen to get to the search page.
1. **Basic Search**
2. **Advanced Search**
3. **Saved Searches**
4. **Lists created by Overdrive**
5. **Carts created by Overdrive** – under "View Carts" button

Put Titles in your Cart:

1. To the far right of the desired title -- change the units if you want more than one copy, and click the cart you wish to place the title into.
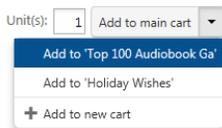
2. Notice that other users may already have the title sitting in their cart, but you can still order it if you want to.
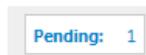
3. As you add titles to your cart, you can keep track of the total cost adding up. Near the top right corner of the screen the name of your cart and the dollar amount in it displays. Click the pulldown arrow to switch to other carts you also have pinned to see their totals.

4. Dollar amounts are in Canadian funds while you are placing items in your cart, but when the cart is submitted for purchase, the cost will convert to U.S. funds (USD).

Ending your session:

1. **Unpin your cart(s)** so they do not interfere with other users who need to pin their carts, as only five carts can be pinned at a time.
2. **Log out** – near the top right corner of the screen, you will see your name/ID, click the pulldown arrow to find the logout button.

Purchasing:

1. **Phone or email** Katherine Wiebe when you are ready for her to submit your cart for purchase. (780) 538-4656, x. 103; 1-800-422-6875; kwiebe@peacelibrarysystem.ab.ca
2. **Provide the name of your cart.**
3. **Unlock your cart** if you had locked it, so Katherine can access it.
4. **Confirmation of purchase** – Katherine will send you an email when she has purchased your cart, and she will provide you with the USD exchange that your cart cost, and the USD amount you have left to spend.