1. Login to the Overdrive Marketplace
   Go to: https://marketplace.overdrive.com
   Username: will begin with mobocesny.lib.(yourfirstinitallastname)

2. Pin your cart(s)

   In the upper right click on the button.

   Find the cart or carts that belong to you and click the push pin at the top. By pinning the carts you are making them available to add items to while you shop. You will have 2 carts to pin. You shouldn’t need to create a Cart.

   One is to purchase content with the funds you pay to have access to the Regional Advantage shelf. The other will have your school name and a +300. This cart is for you to add content that will be purchased with SLS funds for only the basic Regional shelf. They need to be separated because of the different funds being used.

   The Cart highlighted in Yellow is set as your MAIN CART.
3. Search for Content to purchase

In the top left corner of Marketplace choose a lending model: One Copy/One User & Metered Access (the default); Cost per Circ; Simultaneous Use; Self-published; or Class Set. If you choose Simultaneous Use, you need to choose the publisher before you can look for a title.

Browse the Overdrive collections on the main page or choose a Top 200 from Insights on the left side of the Marketplace screen.

Search for a specific author or title

At the top of the Marketplace Screen enter your search query and click the Magnifying glass.

Part of the results are shown below. Be sure to check the format before you add to cart.
Also, you will want to check if it is already owned. For this book we already have 1 copy on our basic Regional Shelf.

In the example below, the book is currently in 2 other people’s carts and we already own 1 copy on our Regional Advantage Shelf.

Add the book to a cart
Click on the down arrow next to ADD TO MAIN CART. Next, click on the Cart name you would like to add the book to. Your MAIN CART is the first one in your list. You can just click ADD TO MAIN CART if that is the one you would like to add to.

Remember, the +300 Cart is for titles that will be purchased with SLS funds to add to the basic Regional shelf. The other cart is purchased with funds paid by your school district to be a part of the Regional Advantage Shelf and will only be added to that shelf.
4. **Narrowing Search Results**
   On the left side of the screen after a search it is possible to filter the results by many different parameters.

5. **Completing your purchase**
   When you have finished purchasing and are ready for SLS to purchase a cart please email **Cathi Brewer** at cbrewer@moboces.org. Please include the name of the cart you would like purchased and the total cost.

Once the purchase is completed the books will be available on the shelf in 24 hours.