Log in
Go to marketplace.overdrive.com and log in with your school’s Marketplace username (which begins with m2bocesny.adv) and password. Contact the SLS if you don’t have your school’s information.

Search for Content
1. Choose a lending model: One Copy/One User or Metered Access (the default); Cost per Circ; Unlimited Use; Self-published; or Class Set. If you choose Unlimited Use, you need to choose the publisher before you can look for a title.

2. Search for an author or title and filter the results (in the left column) as desired.
Create a New Cart
Click the orange Carts button at the top of the screen. Name your cart and check the Pin box to have it always visible on any search results page.

Edit a cart
You can customize the display for your cart by limiting which columns you see.

Or you can click Create Worksheet to convert the cart contents into an Excel spreadsheet if that’s easier to use. Remember, though, that your spreadsheet is a static document and any changes you make there will not be reflected in your cart.
Purchase a cart

To purchase materials through BOCES, you can submit a RAS to the SLS. You have two purchasing options:

1. You can submit a RAS for “content credit.” You’ll be invoiced the next day and then make purchases that draw on that credit. You can track your remaining content credit by going to the drop-down menu under your username at the top right.

2. You can create a cart and submit a RAS for that specific amount.

   PLEASE NOTE: The money for these purchases is aidable, unless you’re using funds from Textbook, Software, or Hardware accounts.

To finalize the purchase, click the green Purchase Cart button on the cart details page. Your titles should appear in your library and be available to borrow within 24 hours.
Set Content Access Levels at Time of Purchase

By default, every title you purchase with your Advantage Account will be set to an Adult content access level. You can reset these at any time, but it’s easiest to do it right after the cart has been purchased.

1. When you finalize a cart purchase, you’ll see a purchase receipt with a link to go to the Content Access Levels page where you can set levels for each title purchased.

2. At the bottom of that page, you’ll see a list of every title just purchased. Click the checkbox next to each title you want to change, and then click the Edit Access Levels button. Note: If you want to change some titles to Juvenile and some to Young Adult, you’ll need to do each group separately.
3. In the Manage Access Levels menu, select the appropriate access level. If you select Juvenile, it will automatically also select Young Adult since those users always have access to Juvenile titles. Click Confirm.

4. You’ll be returned to your title list, where you can see that your changes have taken effect.
Set Content Access Levels at Any Time

If you didn’t set access levels at the point of purchase, you can do it any time by going to the Admin drop-down menu and selecting Content Access Levels.

1. Click the drop-down menu for Audience and select the levels you want to change (probably Adult Fiction and Adult Nonfiction). You can select multiple levels to search at one time. Click Search.

2. Repeat steps 2 through 4 above.