Books:

1. Login as admin
2. Reports
3. Library Reports
4. Collection Statistics - Historical
5. Under **Circulations** from, put date range needed
6. Run report
7. Use **Totals**

eBooks:

1. Go to http://marketplace.overdrive.com/
2. Login (if you do not remember your username, email cathe.francoeur@pgcps.org
3. Click on INSIGHTS
4. Click on Checkouts
5. Branch: Select your school(s) - if you leave it blank, you will see everyone's circulation data.
6. Date range: Specific
7. Start/End Date: Select the range you need
8. Update