Hampshire School Library Service
Frequently Asked Questions

You enrolled in the Hampshire School Library Service collection – now what?
See below for responses to Frequently Asked Questions.

What is a shared collection?

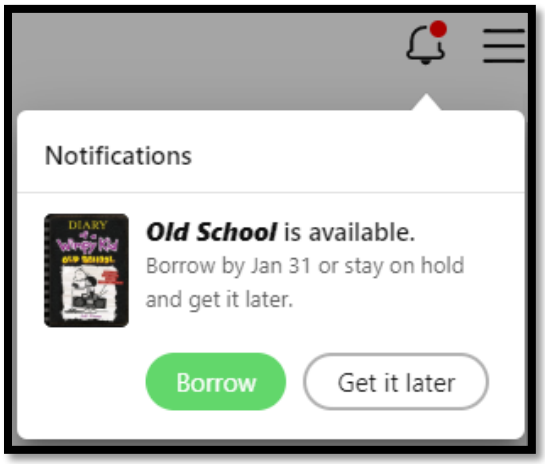
A shared collection enables four or more schools to access digital content via a joint platform. With Hampshire School Library Service, participating schools share in the use of titles in the collection that is administered by the staff of the Hampshire School Library Service. Purchased titles are available to all participating schools through this central access point, Sora platform.

With many schools participating in the Hampshire School Library Service collection will my students need to wait to read their book of choice?

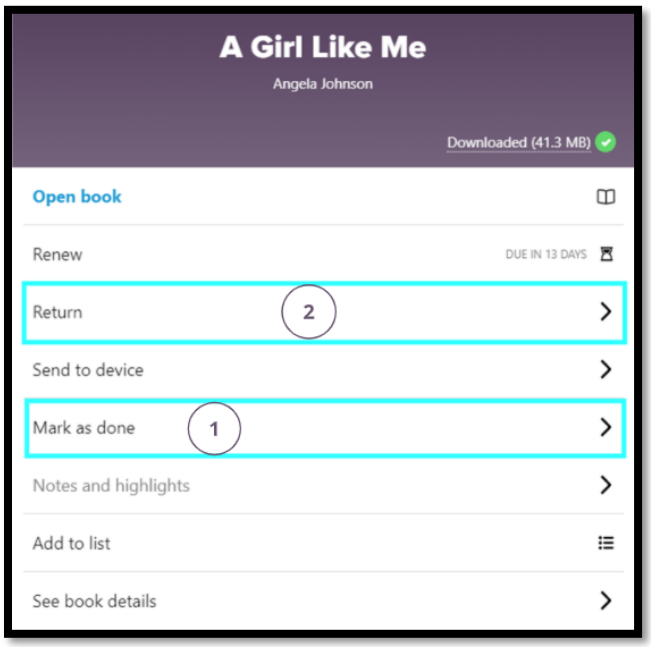
Most titles are like physical books in that you can only check out as many copies as you own. However, unlike your physical library, digital content can be added to the collection almost immediately. Your Hampshire School Library Service staff will be monitoring the collection and will be able to purchase additional copies as needed.

That does not mean that students won't experience wait time on popular or new release titles. To keep titles circulating we encourage students to:

- Place a hold if a title is of interest and already checked out. The staff will not be aware of the demand for these titles if they do not see holds.
- If a student places a title on hold, watch for the titles to be ready for checkout as indicated through the in-app notification; the student will need to be logged into Sora to receive this notification.



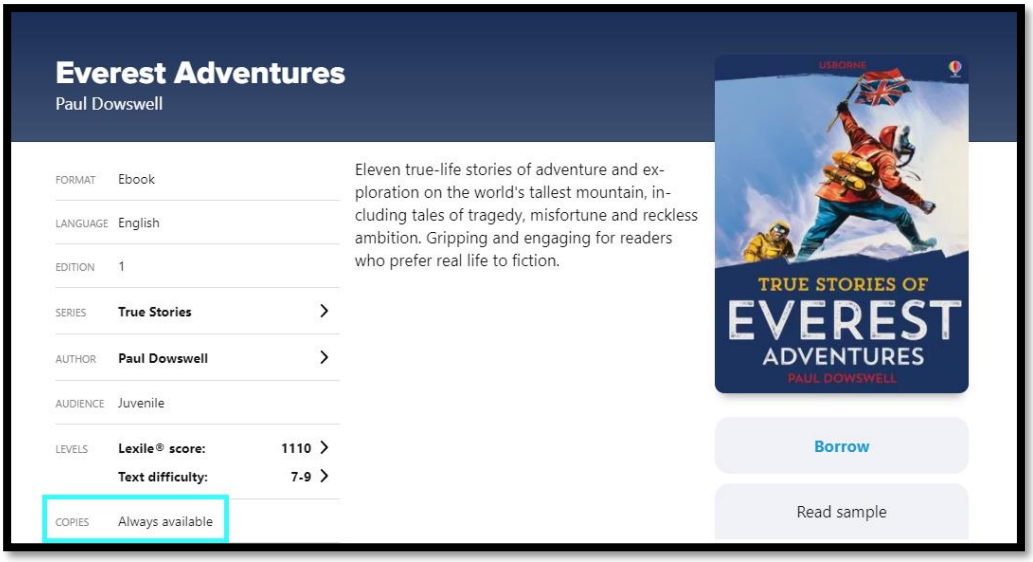
- When finished reading, mark the title as done and return.



What are *Always available* titles?

Some titles in the collection are designated as *Always available*, meaning that an unlimited number of users can borrow the same title simultaneously. These titles expire from the collection after a determined period (for example, one year).

On the title details page in Sora, the 'copies' field reflects *Always available* for these titles.



How do students log into Sora?

- Technical personnel at your school worked with your OverDrive Product Support Specialist to establish an authentication method for students to log into Sora.
- With this authentication now in place, students can access Sora on the web or by downloading the free Sora app for Android or iOS.
- Several Library Management Systems allow for a direct link to Sora. Ask your Account Manager for more information.

How can teachers use Sora?

Teachers can use Sora in several ways:

- Using the list feature create a list of titles in the collection to recommend to student.
- In addition, all titles and collections (think of collections as digital displays) have permalink. Teachers can share the permalink to encourage students to borrow from a particular collection or a particular title. Instructions to create a link can be found here.
- With Advantage (read more below) teachers can assign *Always Available* titles and any title purchased by the school to a student or group of students (depending on number of copies in the collection) for a lending period of up to 180 days.

Can teachers also use the Sora app to read books?

Absolutely!

Teachers will use the same authentication method as students.

How do teachers "set assignments" or monitor usage?

- With an Advantage account (read more below) teachers can assign always *Always available* titles and any title purchased by the school to a student or group of students (depending on number of copies in the collection) for a lending period of up to 180 days.
- Through title assignments, teachers can view reading data for the title assigned.

Can you change the lending period?

No, the lending period is set at the shared collection level. However, students can return a book early or renew/place a hold if they haven't finished it yet.

Can my school limit which titles are available to students based on maturity?

Within the Hampshire School Library Service shared collection, titles have been assigned to a Content Access Level (CAL) using the following criteria:

- Juvenile: Year 0 (Reception) – Year 6
- Young Adult: Year 7 and Year 8
- Adult: Year 9 – Year 11 and Adults

SLS staff have evaluated the collection on a title-by-title basis and distinctions were made based on maturity level and not reading/difficulty level. During your authentication setup your students' credentials were aligned to the levels above.

Cost associated with upgrading your service to Advantage

There is no fee to upgrade to Advantage.

Advantage is an upgrade to your existing service that will give you the ability to purchase titles specifically for your school. There only cost associated with Advantage is the cost of the desired content itself. If you would like more information about Advantage, please let us know and we will provide you with an overview and the corresponding order form.

Additional resources:

- OverDrive Resource Center: This is an open site for librarians and educators, you will likely find the following pages useful:
  - Sora How-To Videos for staff
  - Training Kits includes PowerPoint templates to present Sora and lesson plans
  - Marketing & Outreach includes digital graphics, student reading assessments, and more! Be sure to visit all four tabs: *Trending, Print-Ready, Social, & Outreach*
- Sora Help: Direct users here to get started with Sora and troubleshoot any issues

We also highly recommend these eLearning modules that you can share with students and staff:

- ✓ Getting Started with Sora - for Students
- ✓ Getting Started with Sora - for Educators