MAINE INFONET DOWNLOAD LIBRARY CIRCULATION STATISTICS FOR THE PUBLIC LIBRARY ANNUAL REPORT

Login:

https://cat.yourcloudlibrary.com/

Each library has their own access to this reporting module that is using the library contact email that was initially set up with Bibliotheca.

If you haven't logged in before, enter that account email in the **"forgot password"** function at that site, which should trigger a message to that email address that will let you set up a password so you can login.

If you don't know which email was used for your library, or you get an error message when you try the 'forgot password' function, open a ticket with Maine InfoNet: http://support.maineinfonet.org
or email support@maineinfonet.org

To retrieve the statistics for your library:

> Once in the system, click on the arrow next to your name (upper right corner), then select **Reports**.

1. Select Reports again from the tabs across the top of the screen

2. Select Consortia Patron Activity

3. Indicate time period (Your fiscal year)

4. Hit "Search"

5. Scroll to the bottom of the results to get your circulation total. Since the collection is 80% Adult titles and 20% Children's title, report 80% of your total number in 6.5 and 20% of the total in 6.2.