Maine Public Library Annual Report

Circulation Statistics for cloudLibrary

Accessing your cloudLibrary Account

1. Go to https://cat.yourcloudlibrary.com/
2. Enter the email address associated with the cloudLibrary account and password

Forgot the password?
If you have forgotten the password, use the **Forgot Password** feature on the login screen

Running a report

1. Click on your name in the upper right-hand corner of the screen
2. Select reports from the drop-down menu
3. Click on the reports tab in the upper left-hand corner of the screen
4. Under *Consortia Reporting* select **consortia patron activity**

Consortia Reporting
- Consortia Patron Activity
- Consortia Content Activity
- Consortia Group Patron Activity
- Consortia Group Content Activity

5. Enter the appropriate **start** and **end** date for the report. For most libraries, the date range will either be January 1 – December 31 or July 1 – June 30, depending on your reporting period for the Public Library Annual Report.

6. Once you’ve entered the date range for your report, click the **search** button

7. Locate the **# of Checkouts** column
8. Scroll to the bottom of the column and locate the total number of checkouts

<table>
<thead>
<tr>
<th></th>
<th>MainInfoNet</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AudioBooks</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>17,083</td>
</tr>
</tbody>
</table>

9. Separate adult circulation from children’s circulation using the following formula provided by Maine Infonet

- Children’s circulation is equal to 20% of the total circulation
- Adult circulation is equal to 80% of the total circulation

**Example:** Using the total circulation of 17,083 as seen above

<table>
<thead>
<tr>
<th></th>
<th>Total Circ</th>
<th>Percentage</th>
<th>Individual Circulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children’s Circulation</td>
<td>17,083</td>
<td>.2</td>
<td>3,417</td>
</tr>
<tr>
<td>Adult Circulation</td>
<td>17,083</td>
<td>.8</td>
<td>13,666</td>
</tr>
</tbody>
</table>

10. Locate data elements 6.2 and 6.5 on the Annual Report and enter the e-circulation totals

**Need help?**
Maine Infonet: [https://maineinfonet.freshdesk.com/support/tickets/new](https://maineinfonet.freshdesk.com/support/tickets/new)

Bibliotheca: 1-800-328-0067 or support-us@bibliotheca.com