

Maine Public Library Annual Report

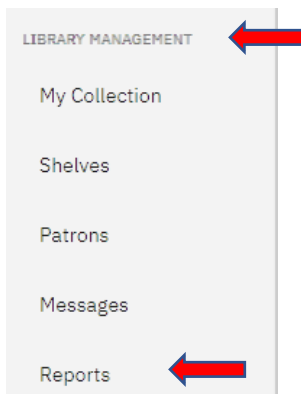
Circulation Statistics for cloudLibrary

Accessing your cloudLibrary Account

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

Running a report

1. On the far-left hand side of the screen, under Library Management, Select reports



2. Click on the reports tab in the upper left-hand corner of the screen





- Under *Consortia Reporting* select consortia patron activity


Consortia Reporting
[Consortia Patron Activity](#) 
[Consortia Content Activity](#)
[Consortia Group Patron Activity](#)
[Consortia Group Content Activity](#)

- 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.

Consortia Patron Activity

Start: [Last 7 Days](#) [This Month](#) [Last Month](#)
 End:



Publisher: 
 Content Provider: 
 Library: 




- Once you've entered the date range for your report, click the search button


Consortia Patron Activity


Start: [Last 7 Days](#) [This Month](#) [Last Month](#)
 End:

Publisher: 
 Content Provider: 
 Library: 




- Locate the # of Checkouts column

	eISBN	Content Type 	Stock Library Name	# of Checkouts	Current Stock Count
je	9780739330029	AudioBooks	MaineInfoNet	3	2
je	9780739330333	AudioBooks	MaineInfoNet	3	2
je	9780739330340	AudioBooks	MaineInfoNet	1	1



- Scroll to the bottom of the column and locate the total number of checkouts

AudioBooks	MaineInfoNet	1	1
			17,083



8. 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

	Total Circ		Percentage		Individual Circulation
Children’s Circulation	17,083	x	.2	=	3,417
Adult Circulation	17,083	x	.8	=	13,666

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

Children/YA Circulation	
<input type="checkbox"/> 6.1 Children/YA Circulation: Physical Materials	<input type="text"/> 13,555 <input type="checkbox"/> N/A
<input type="checkbox"/> 6.2 Children/YA Electronic Material Use: E-Books, Downloadable Audio and Video	<input type="text"/> 382 <input type="checkbox"/> N/A
<input type="checkbox"/> 6.3 Total Children/YA Circulation	<input type="text"/> 13,937
Adult Circulation	
<input type="checkbox"/> 6.4 Adult Circulation: Physical Materials	<input type="text"/> 22,166 <input type="checkbox"/> N/A
<input type="checkbox"/> 6.5 Adult Electronic Material Use: E-Books and Downloadable Audio and Video	<input type="text"/> 1,529 <input type="checkbox"/> N/A
<input type="checkbox"/> 6.6 Total Adult Circulation	<input type="text"/> 23,695

Can’t retrieve your password or need help?

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

Maine Infonet: <https://www.maineinfonet.org/download/support/downloadlibrarycontact/>