# Public Library Annual Report
# Circulation Statistics for cloudLibrary

## Accessing your cloudLibrary Account

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

## 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/

## 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

3. Under *Consortia Reporting* select <u>consortia patron activity</u>

**Consortia Reporting**
<u>Consortia Patron Activity</u>  ⬅
<u>Consortia Content Activity</u>
<u>Consortia Group Patron Activity</u>
<u>Consortia Group Content Activity</u>

4. Enter the appropriate <u>start</u> and <u>end</u> 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: | 01/01/2020 | Publisher: | All Publishers | Search |
|---|---|---|---|---|
| | Last 7 Days  This Month  Last Month | Content Provider: | All Content Providers | |
| End: | 12/31/2020 | Library: | Augusta: Maine State Library | Export |

5. Once you've entered the date range for your report, click the <u>search</u> button

**Consortia Patron Activity**

| Start: | 01/01/2020 | Publisher: | All Publishers | Search  ⬅ |
|---|---|---|---|---|
| | Last 7 Days  This Month  Last Month | Content Provider: | All Content Providers | |
| End: | 12/31/2020 | Library: | Augusta: Maine State Library | Export |

6. Locate the <u># of Checkouts</u> column and sort by <u>content type</u>

| | 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 |

## Where to Input Numbers

1. Locate data elements 6.5 and 6.7 on the Annual Report and enter the e-circulation totals

## Electronic Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use.

Report a total of all checkouts, including renewals for all users.

| | | | | |
|---|---|---|---|---|
| ☐ | 6.5 E-book Circulation | ➡ | | ☐ N/A |
| ☐ | 6.6 E-serial Circulation | | | ☐ N/A |
| ☐ | 6.7 E-audio Circulation | ➡ | | ☐ N/A |
| ☐ | 6.8 E-video Circulation | | | ☐ N/A |
| ☐ | 6.9 Total E-material Circulation | | 967,775 | 845,923 |

## Total Circulation of Materials

| | | | | |
|---|---|---|---|---|
| ☐ | 6.10 Total Circulation of Materials (6.4 + 6.9) | | 6,791,557 | 6,495,920 |