



How to generate Cloud Library reports

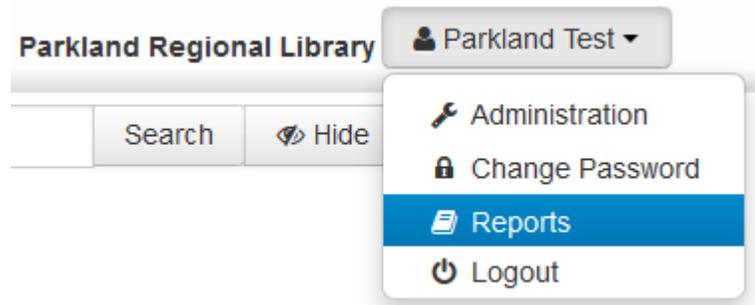
September 2016

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Log in and go to the Reports site

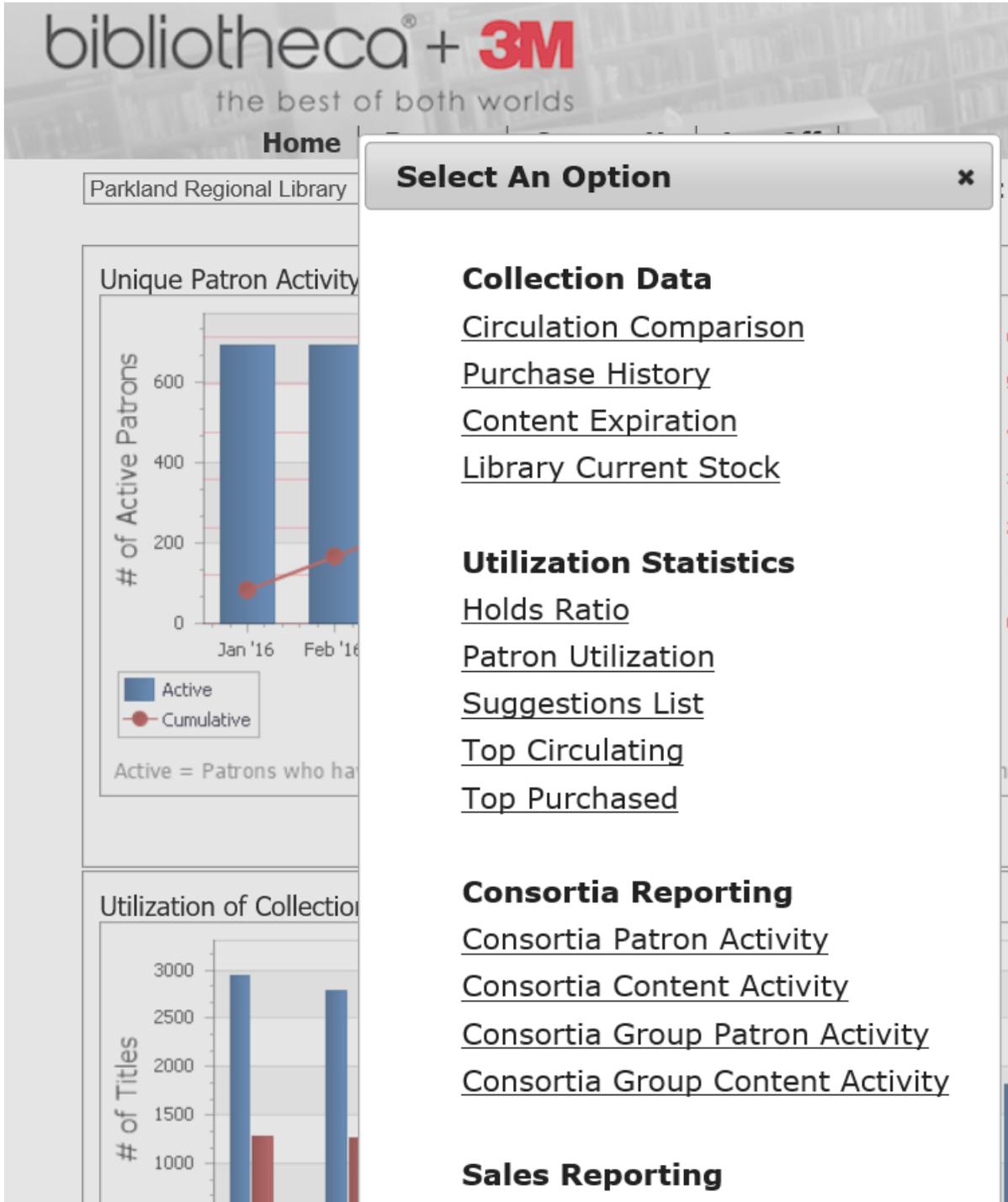
Go to the Cloud Library ordering site at cat.yourcloud Library.com. Log in with your username and password (ask your Acquisitions account manager for a login).

Click on your username dropdown menu, and click on *Reports*, as shown:



Run reports

Run reports by clicking on the *Reports* menu and choosing the report you want:



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Home

Parkland Regional Library

Unique Patron Activity

of Active Patrons

Month	Active	Cumulative
Jan '16	~700	~100
Feb '16	~700	~180

Active = Patrons who ha

Utilization of Collection

of Titles

Month	Active	Cumulative
Jan '16	~2900	~1300
Feb '16	~2800	~1300

Select An Option ✕

Collection Data

- [Circulation Comparison](#)
- [Purchase History](#)
- [Content Expiration](#)
- [Library Current Stock](#)

Utilization Statistics

- [Holds Ratio](#)
- [Patron Utilization](#)
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Consortia Reporting

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

Sales Reporting

Reports that are useful to you are described in detail below.

Circulation Comparison

This report shows the current status of all titles we own (how many copies are owned, how many currently checked out, how many currently on hold).

Click on *Reports*, then *Circulation Comparison*, select the date range you would like, and click on the green *Search* button (or click on *Export to Excel* to get a spreadsheet).

In the "Totals for Selected Date Range" section, it tells you the total number of times each title was checked out in the date range you specified, and the total number of times each title was put on hold.

The "Cumulative Totals" section tells you the "all time" number of checkouts and holds for each title we own.

Content Expiration

This report shows titles with restrictions (some titles expire after a particular time period, while others allow only a certain number of checkouts before the library must repurchase a copy in order to keep it in the collection).

Select a publisher out of the dropdown menu (such as Penguin or HarperCollins), and select a value in the "Days until Expiration" or "Checkouts Remaining" dropdown. (Which dropdown appears will depend on which publisher you selected.) You should select the **largest** value available in the dropdown menu if you want to see all titles.

The report will give you either an "Expiration Date" column indicating when the title will expire, or a "Loans Left Before Expiring" column indicating how many checkouts are remaining for our copy of the title.

Holds Ratio

This report shows the titles that are currently on hold, how many copies we have of each title, and the number of holds per copy.

Click on *Reports*, then *Holds Ratio*, then click on the green *Search* button (or click on *Export to*

Excel to get a spreadsheet).

You can sort by any column by clicking on the column name. By default, this report is sorted with the titles that have the highest holds-to-copies ratios first.

Suggestions List

This report shows all titles we do **not** own on Cloud Library that patrons have asked us to purchase.

Click on *Reports*, then *Suggestions List*, then click on the green *Search* button (or click on *Export to Excel* to get a spreadsheet).

You can sort by any column by clicking on the column name. By default, this report sorts by the number of times the title has been requested in patron wish lists (higher numbers first). You might also want to sort by "Last Request Date" to see the newest wish list requests.

When you purchase a title on a patron's wish list, it is automatically put on hold for the patron.

Top Circulating

This report shows the top 500 most popular Cloud Library titles across **all** subscribing libraries (not just Parkland). We will own some titles in this report, but not all.

Click on *Reports*, then *Top Circulating*, select the date range you would like, and click on the green *Search* button (or click on *Export to Excel* to get a spreadsheet).

Top Purchased

This report shows the top 500 most purchased Cloud Library titles across **all** subscribing libraries (not just Parkland). We will own some titles in this report, but not all.

Click on *Reports*, then *Top Purchased*, select the date range you would like, and click on the green *Search* button (or click on *Export to Excel* to get a spreadsheet).