



cloudLibrary Ordering & Patron Management Procedures

For Public Libraries

April 2024

Contents

What's cloudLibrary?.....	2
Log On.....	2
Carts	2
Create a new cart	2
Delete a cart.....	2
Finding Items	3
Browse Lists.....	3
Circulation Restrictions	4
Search for Titles	5
Auto Carts	5
Removing Items.....	6
Ordering	6
Pricing.....	6
Patron Management.....	7
To change a patron's barcode	7
To reorder the hold queue	7

What's cloudLibrary?

cloudLibrary is one of our eBook and eAudiobook platforms. It has a model where one patron can check out a particular copy of an eBook or an eAudiobook at a time. To allow more patrons to access a title simultaneously, we must purchase more copies of it.

Log On

1. Go to the cloudLibrary ordering site at cat.yourcloudlibrary.com.
2. Log in with your username and password (if you don't have a login contact the Collections Librarian).

Carts

To order items in cloudLibrary, you will add them to a cart. cloudLibrary provides you with a default cart called MyCart. You can use this cart or create multiple carts for different categories (e.g. mystery, junior, etc.) or for different staff (e.g. Jane, Alex, etc.)

NOTE: You will need to have separate carts for eAudiobooks and eBooks

Create a new cart

1. Click on the *Carts* tab at the top of the screen. At the bottom of the *Cart* dropdown menu, click *New Cart*.
2. Name your cart in the *Cart Name* field. Do not use spaces or special characters. You can leave the other fields blank. Do not check *Connect to shelf*.
3. Click *Save*. Your new cart is now ready to have items added to it.

Delete a cart

If you wish to delete a cart:

1. Click on the *Carts* tab on the left side of the screen.
2. The default view is only carts owned by you
3. Click the trashcan icon beside the cart you wish to delete.

Finding Items

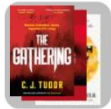
Browse Lists

In the Curated Lists section, cloudLibrary provides lists of top new releases in Canada and the U.S., top titles that circulated to all cloudLibrary libraries in the previous month, and more.

These are featured on the homepage, like this:

CA Top New Releases

[View All](#)



CA Top New Releases
4/8/24-4/14/24



CA Top New Releases
4/1/24-4/7/24



CA Top New Releases
3/25/24-3/31/24



CA Top New Releases
3/18/24-3/24/24



CA Top New Releases
3/11/24-3/17/24



CA Top New Releases
3/4/24-3/10/24

US Adult Fiction Top New Releases

[View All](#)



US Adult Fiction Top New Releases
4/8/24-4/14/24



US Adult Fiction Top New Releases
4/1/24-4/7/24



US Adult Fiction Top New Releases
3/25/24-3/31/24



US Adult Fiction Top New Releases
3/18/24-3/24/24



US Adult Fiction Top New Releases
3/11/24-3/17/24



US Adult Fiction Top New Releases
3/4/24-3/10/24

If you wish to order from one of the current lists:

1. Click on the list you wish you view
2. You can choose your display options with the dropdown menus along the top

Note: Once a list is in List View, you will be able to see more details about each item on the list, including:

Owned:	1	Ordered:	0
Holds:	6	Shelved:	4
In Circ.:	1	In Cart:	0
All Loans:	2	Last Purchased:	2/27/2024
Suggested:	0	Last Circulated:	3/22/2024
Holds Ratio:	6	Audience:	N/A

TRAC Consortium ⓘ	
Shareable Copies	Current Holds
1	6

Owned: The number of copies currently owned by the entire Parkland system

Holds: The number of holds on the current copies

In Circ: The number of copies currently out

All Loans: The number of checkouts

Suggested: The number of patrons who have added this title to their wishlists

Holds Ratio: The number of Holds per item owned

Ordered: The number of copies currently on order

Shelved: How many patron app shelves the title is currently active on

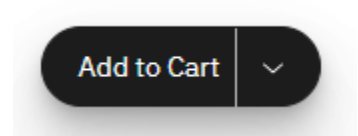
In Cart: The number of copies that have been added to carts, but aren't yet on order

There is also information on TRAC's holdings

This information will help you determine whether you want to order a copy of a title.

Once you've found an item you want, you will need to add it to your cart.

1. Each item has an *Add to Cart* button next to it
2. The down arrow next to Add to Cart allows you to choose which cart you are adding the item to if you are using more than one cart



Circulation Restrictions

Some eBooks have restrictions imposed by the publisher. Some restrictions are based on number of checkouts, others on the length of time they're available to patrons. After these restrictions are met the library will no longer own that copy of the book and it must be re-purchased to keep it in the collection.

You can see the restrictions on the item you're looking at in the Model section of the item information:



The Catch

Series: The Influencer Series #03

Author: Lea, Amy Narrator: Foster, Kelsey Navarro

FICTION : Romance Contemporary Multicultural & Interracial Romantic Comedy

Language:	ENGLISH
Format:	MP3
Provider:	findaway
Publisher:	Penguin Random House
Edition:	UnabridgedEdition
Published Date:	2/13/2024
Street Date:	3/29/2024
Added to CAT:	8/14/2023
Model:	1 years after purchase
ISBN:	9780593825617

If it says perpetual that means we have the item for as long as we have cloudLibrary.

Search for Titles

Looking for a specific author or title? Click on the *Search* tab. Then input your search terms.

Search Details






Keywords
Title
Author(s)
Series
Narrator
Include Pre-Sale Titles 
Hold Ratio Equal or Above (Ex. 1, 1.5, 2...)

Auto Carts

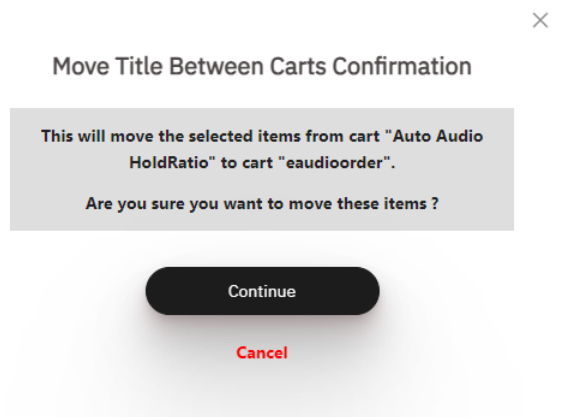
Another great way to find titles to purchase on cloudLibrary is through the Auto Buying Carts. These carts are shared among all PRL cloudLibrary accounts, so all libraries will see the contents of the carts. There are three carts for each format, populated with titles that have recently expired, have a high number of holds, or have been suggested by patrons using the patron wishlist. Use discretion if selecting from the items that have expired. They may have had a time limit instead of a maximum amount of checkouts, or may be dated enough to let them expire.

To use the Auto Buying Cart:

1. Click on the *Carts* tab in the left sidebar.
2. Click on *All Carts* in the top menu and scroll down to the Auto cart section of the list

Auto Audio ContentExpiration	 Owned By Community Carts	\$1,602.53	25 titles	Connected Shelf: None	Description: Auto Audio ContentExpiration	Community Cart
Auto Audio HoldRatio	 Owned By Community Carts	\$139.86	3 titles	Connected Shelf: None	Description: Auto Audio HoldRatio	Community Cart
Auto Audio Suggestions	 Owned By Community Carts	\$2,357.52	32 titles	Connected Shelf: None	Description: Auto Audio Suggestions	Community Cart
Auto eBook ContentExpiration	 Owned By Community Carts	\$3,000.45	120 titles	Connected Shelf: None	Description: n/a	Community Cart
Auto eBook HoldRatio	 Owned By Community Carts	\$1,971.88	41 titles	Connected Shelf: None	Description: n/a	Community Cart

3. Browse the list of titles in the Auto Buying Cart.
4. When you find an item in the Auto Buying Cart you want to purchase, click the checkbox under the item image.
5. To move the items to your cart, select *Move Titles Between Carts* and scroll down through the list to find the cart you wish to move the selected items to. This will remove them from the auto cart and add them to your purchasing cart.
6. A pop-up box will appear asking you to confirm the move. Click *Move*. The items moved will move out of the Auto Buying cart and into your own cart, at which point you can purchase through the PRLS finance department.



Removing Items

Click on the *Carts* tab and select the cart you want to see from the *Cart* dropdown menu.

1. Click the checkbox by the item you want to remove.
2. Click *Remove selected*.

Ordering

To order your cart submit the *eBook Orders* form on the PRL support site (<http://support.prl.ab.ca/index.php/forms/ebook-orders-form/>)

When PRLS' finance department processes your order, they will download the cart and order it. They will then email you to let you know that your order has been processed.

Note: Any items you pre-order will be made available to patrons once they're published.

Pricing

Prices for cloudLibrary titles are all given in Canadian dollars.

Patron Management

cloudLibrary patron management allows library staff to change a patron's barcode (e.g. when they get a new card) or bump a patron to the top of the hold queue (e.g. when a patron loses their hold due to technical difficulties.)

1. Go to the cloudLibrary ordering site at cat.yourcloudlibrary.com.
2. Log in with your username and password

Parkland staff can also update the patron's barcode or reorder the hold queue for those libraries that don't want a cloudLibrary ordering site login. The form is available at <http://support.prl.ab.ca/index.php/forms/econtent-patron-management/>.

Keep in mind that there may be a delay between when you submit the form and when PRLS staff are able to make adjustments.

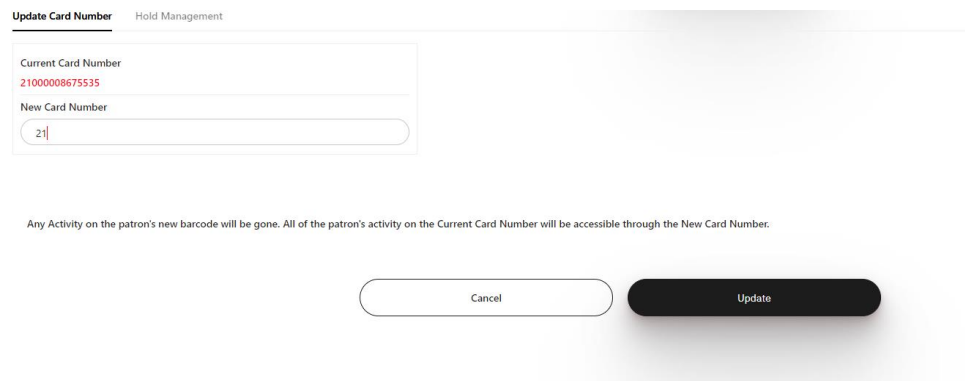
3. Select *Patrons* from the left sidebar
4. Input the patron's barcode in the *Library Card Number* search bar; click *Search*.

Patrons Management



To change a patron's barcode

1. Click *Update Card Number*
2. Input the new card number in the space provided and click *update*



To reorder the hold queue

Note: Staff should only reorder the hold queue in cases when a patron has lost their hold due to technical difficulties. (E.g. The title became available for the patron, tried to download it, and it wouldn't work. Patron had to return title and reenter the hold queue.)

1. Click *Hold Management*
2. Click *Move to #1* for the title that needs to be adjusted.