



CAUL Statistics – Data collection

Input Module Instructions

Log in

Your institutional login will be the same as used for the previous year's collection. If you require assistance, email stats.caul@caul.edu.au

Once logged in, your status is displayed in the top right section of your screen. This text box includes your institutions name and a "Log out" link.

e.g.

You are currently logged in as:
CARM (2000 -)
[Log out](#)

Input Module

The input module is split into 8 different sections. These are:

- Page 1/8: Introduction
- Page 2/8: Library Organisation
- Page 3/8: Library Staff
- Page 4/8: Library Services
- Page 5/8: Information Resources
- Page 6/8: Library Expenditure
- Page 7/8: Institutional Population
- Page 8/8: Submit Data

Definitions and Instructions

The instructions and statistics definitions can be printed in PDF format from the Input Module introductory page, or by section from each statistical group page. The reports from each statistics group page include your institutions data.

Previous year's variables

In sections 2 to 7 a PDF is available which lists all variables in the section you are viewing including any previous variable names, previously used column numbers and start/end date (if applicable).

A full list of all variables used from 1994 onwards, including previous variable names, column numbers and start/end dates (if applicable) is available from the Help section of the website.

Entering Statistics

The information displayed for each statistics field includes the most recently used column number (2003), a detailed description and definitions of the data required for that field.

For each statistic the previous year's value is displayed.

When entering data for each statistics, place your value in the "Value" field.

Only the number needs to be entered. You do not need to enter 1000 separators (,) or dollar signs.

e.g. If the figure to be entered is 15,246, Enter 15246

NOTE: Only enter 0 if the count is actually zero.

An alert will be displayed when saving the data if any values in that section are more than 10% above or below the values for the previous year. You will either need to correct the data or confirm that the change is acceptable before the data will be saved.

Value options

Below each "Value" field there is a pull-down menu labeled "Value Options". The Value options pull-down choices are: None (this is the default), CP (Can't Provide), NA (Not Applicable) and Estimate.

If the value being entered is the exact figure leave the Value Options pull-down menu set to "none".

If an exact figure is not available for a particular item, but an approximate figure is known, the library should enter an estimate of the amount in the value field and indicate that the figure is an estimate by selecting "Estimate" from the Value Options pull-down menu. While estimates are of particular importance where exact information is unavailable, such estimates should be based upon rational assessments; estimates which have a high probability of being inaccurate should not be reported.

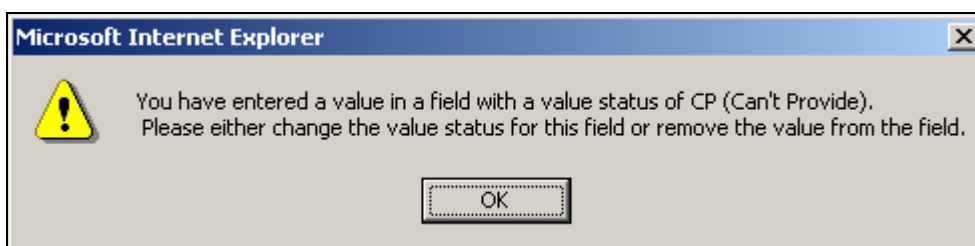
CP (Can't Provide) and NA (Not Applicable)

Do not enter data into the value field if your library cannot provide data or it is not applicable to your institution.

If you cannot provide a statistic leave the value field empty and select "CP (Can't provide)" from the "Value Options" pull-down menu.

If a statistic is not applicable to your institution leave the value field empty and select "NA (Not Applicable)" from the "Value Options" pull-down menu.

If you select either CP or NA and also enter data into the value field, when you click save you will be prompted with a warning. E.g. if you enter a count in the value field and select "CP (Can't Provide)" from the "Value Options" pull-down menu, the following prompt will appear:



Sum Fields

There are 11 statistics that are "Sum fields".

You do not need to enter a data value into sum fields.

Enter the data values into the fields that make up the sum. Every time you enter a value into one of these fields and then click on another field, the sum field will automatically be updated.

If a CP is entered in any of the fields used to calculate the sum field, the total will be CP.

Calculated Fields

There are two fields that are "Calculated Fields". You do not need to enter a value into these fields. The field description includes a definition of the calculation.

Optional Fields

These statistics are not mandatory. However they are viewable within the online statistics and in the full-dataset available from the CAUL website, <http://www.caul.edu.au/stats/>. It is recommended that optional data is entered wherever possible in order to improve the reporting of time series data

Notes

Any comments should be entered into the "Notes" text box next to each statistics field. Do not use abbreviations, example LS instead of Library Staff, as these notes will be made available from the online site and therefore need to be understandable and relevant by other users.

Deemed List

The Deemed List is available from the login page and from Page 1/8: Introduction. Please save this spreadsheet locally. Use this List when compiling figures for the Serial Titles sections of the Information Resources page. Once your submission is complete, email your completed Deemed List spreadsheet back to stats.caul@caval.edu.au.

Institutional Population

Two population fields are required to be entered by all institutions.

If the population data for your institution is supplied by DEST then this data will be automatically loaded into the database by CAVAL and these fields will not be displayed as part of your data submission.

If your population data does not come from DEST all the population data fields will be displayed and you will need to enter the data into each field.

Please email stats.caul@caval.edu.au if you require assistance.

Saving your Statistics

At bottom of each section there are 5 tabs.
Cancel & Exit, Export Data to Excel and 3 different Save tabs.

Each section needs to be saved before you can move onto the next section.

The 3 options are "Save Data", "Save & Back to the Main Page" and "Save & Proceed"

"Save Data": Will save the data in the section you entered and are currently viewing. Once clicked, you will remain in the same section.

"Save & Back to the Main Page": Will save the data in the section you entered are currently viewing. Once clicked, you will be taken to the Main Page

"Save & Proceed": Will save the data in the section you entered and are currently viewing. Once clicked, you will be taken next section

Printing your statistics

Print each statistical group page as a PDF

Each statistical group page includes a PDF at the top of the page, "Print this page, including your data, as a PDF file". The instructions, statistics definitions and your institutions data for the statistical group page you are viewing will open in a PDF. This can then be saved to your PC or printed.

Save each statistical group page in Excel

For each statistical group page you are able to Export the data to excel.

- Click on "Export Data to Excel"
- A message will appear stating, "Output file available here". Click "here"
- A new browser window will open. To save file go to File>Save As
- Once saved close this browser window
- From the screen click the link where it states, "Click [here](#) to return to the input page." This will take you back to the section you exported the data from.

Save all statistics for year in Excel

Once you have finished your input, you are able to export all your statistics for the year into excel.

- On Page 8/8 click on "Export Data to Excel"
- A message will appear stating, "Output file available here". Click "here"
- A new browser window will open. To save file go to File>Save As
- Once saved close this browser window
- From the screen click the link where it states, "Click [here](#) to return to the input page." This will take you back to the section you exported the data from.

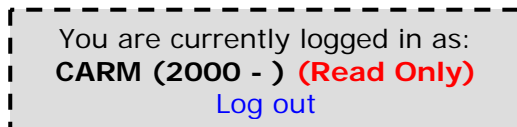
Submitting Data

Once you have finished your data collection, your statistics need to be submitted. For your statistics to be submitted these need to be submitted on Page 8/8. Log into the input module and on the first page, click on the link "Page 8/8: Submit Data" and follow the instructions on page 8 to submit your data.

You are also taken to Page 8/8: Submit Data, if you click "Save & Proceed" from Page 7/8: Institutional Population.

Once your statistics have been submitted, your input module access will change to Read-only. Once logged in, your status is displayed in the top right section of your screen. This text box includes your institutions name, your Read Only status and a "Log out" link.

e.g.



This mode allows you to view your statistics. If any statistics needs to be modified at a later date, email stats.caul@caval.edu.au

Errors

Before you are able to submit your data, all mandatory fields need to be completed. If these fields have not be completed these will be listed on page 8/8

Example:

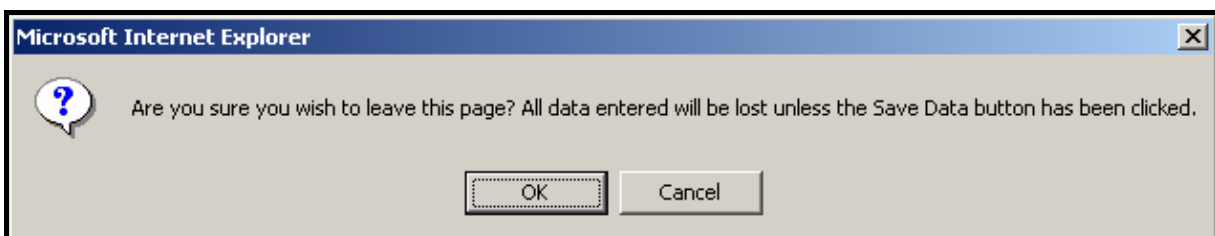
The following error(s) have been detected with your submission. You must correct these before your submission can be finalised:

Mandatory field **Expenditure: Salaries** has not been completed. Please return to the [Library Expenditure](#) page to correct this error.

Click on the statistical group link to return to the page the statistics is located. Once all mandatory fields are completed, you will be able to submit your data.

Cancel & Exit

If you click "Cancel & Exit" but haven't saved, the following prompt will appear:



Once you click OK, you will return to the login page.