**CAUL Statistics – Data collection**

**Instructions**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td>General Instructions</td>
<td>2</td>
</tr>
<tr>
<td>Definitions</td>
<td>3</td>
</tr>
<tr>
<td>Start and end dates</td>
<td>3</td>
</tr>
<tr>
<td>Variables for previous years</td>
<td>3</td>
</tr>
<tr>
<td>Input Module</td>
<td>3</td>
</tr>
<tr>
<td>Log in</td>
<td>3</td>
</tr>
<tr>
<td>Time Out</td>
<td>3</td>
</tr>
<tr>
<td>Sections</td>
<td>4</td>
</tr>
<tr>
<td>Entering Statistics</td>
<td>4</td>
</tr>
<tr>
<td>Value options</td>
<td>5</td>
</tr>
<tr>
<td>Estimates</td>
<td>5</td>
</tr>
<tr>
<td>CP (Can't Provide) and NA (Not Applicable)</td>
<td>5</td>
</tr>
<tr>
<td>Not Used (NU)</td>
<td>5</td>
</tr>
<tr>
<td>Sum Fields</td>
<td>6</td>
</tr>
<tr>
<td>Calculated Fields</td>
<td>6</td>
</tr>
<tr>
<td>Optional Fields</td>
<td>6</td>
</tr>
<tr>
<td>Notes</td>
<td>6</td>
</tr>
<tr>
<td>Institutional Population</td>
<td>6</td>
</tr>
<tr>
<td>Deemed List</td>
<td>6</td>
</tr>
<tr>
<td>Saving your statistics</td>
<td>7</td>
</tr>
<tr>
<td>Printing your statistics</td>
<td>7</td>
</tr>
<tr>
<td>Submitting Data</td>
<td>8</td>
</tr>
<tr>
<td>Errors</td>
<td>8</td>
</tr>
<tr>
<td>Cancel &amp; Exit</td>
<td>8</td>
</tr>
</tbody>
</table>
Introduction

CAVAL collects the Australian and New Zealand Academic Library Statistics on behalf of CAUL. CAVAL will notify institutions when the collection begins each year using the caul-stats list caul-stats@caul.edu.au

The data for the CAUL Statistics is to be entered using the Input Module of the CAUL Statistics Online website. The site is at http://statistics.caul.edu.au and the Input Module is accessed via the "Input Data" menu option, at the top right of the screen.

General Instructions

CAUL Database: The statistical database should be able to be used as a single database for all institutions. It should not be necessary for individual institutions to maintain separate statistical databases for additional data collections. For this reason a number of optional non-core data elements are included. Core data is benchmarkable, required by other bodies or useful for political purposes. It is recommended that non-core (i.e. optional) data is supplied wherever possible, even if only a best estimate, in order to improve the reporting of time series data.

Institutions Eligible to Contribute: The primary criterion for eligibility for Australian Universities is that the institution is funded by the Commonwealth Department of Education as an independent institution. A second criterion, should the first not be acceptable on its own, is that the institution is managed by an independent council. Each eligible institution should supply only one return which is the TOTAL for all branch and campus libraries.

Branch/Campus Reporting: Libraries must supply ONLY the total data for the institution as a whole, i.e. including all individual branches and/or campuses. Note that this is a change from earlier years, when branch or campus library data was accepted.

Accountability of Categories: As far as possible, reporting should be in mutually exclusive categories, so that total resources, expenditure, etc can be derived in a clearcut way from subtotals listed by categories.

What to Count: Only materials intended to form part of the library's permanent or leased collections should be included. Temporary groups of materials and other ephemera should be excluded. Thus all materials which can be readily identified and located for use by cataloguing, classification, filing lists, checked bibliography or a combination of other methods, would be counted.

Reference Dates: The reference date for all data is 31 December (wherever possible) of the reported year. A footnote should be provided with a reference date if the reference date for all data is not 31 December. The exception is population data – for Australian Universities this is 31 March of the reported year and for New Zealand Universities the date is 31 July. If the institution operates on a financial rather than a calendar year, figures should still be provided and this fact should be indicated in a footnote.
Definitions

A printable version of the statistic groups and their individual statistic definitions is available in HTML format or PDF format from the introductory page or from the Help section under the header “Statistics Definitions”. The instructions on these pages can be printed directly from your web browser.

Start and end dates

The years in parentheses next to the variables and institutions indicate beginning and ending years (where applicable).

Examples:

**Auckland University of Technology (2000 - ):** This shows that Auckland University of Technology began participating in the collection of the CAUL Statistics in 2000 and therefore will not appear in any data before the year 2000.

**Positions: Other Staff ( - 1994):** This shows that Positions: Other Staff was a variable collected to 1994. Therefore this variable will not appear in any data after 1994.

Variables for previous years

In sections 2 to 9 a PDF document 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, under Statistic Definitions.

Input Module

Log in

Your institutional username and password will be the same as the previous year’s collection. If you require assistance, email stats.caul@caval.edu.au

Once logged in, a text box including your institutions name and a “Log out” link appears at the top right section of your screen.

You are currently logged in as:
CARM (2000 - )

Log out

Time Out

Please note there is a default timeout for a session of 24 minutes. This means that if a page sits idle without being reloaded or saved for longer than 24 minutes it will timeout and you will need to log in again.
Sections

The input module is split into 9 different sections. These are:

Page 1/9: Introduction
Page 2/9: Library Organisation
Page 3/9: Library Staff
Page 4/9: Library Services
Page 5/9: Information Resources
Page 6/9: Library Expenditure
Page 7/9: Institutional Population
Page 8/9: Institutional Repository
Page 9/9: Submit Data

Entering Statistics

The information displayed for each statistic field includes:

- The variable name and start/end date if applicable
- The most recently used column number if applicable (this will be shown in italics)
- If the variable is “Optional”, “Calculated” or a “Sum Field” (this will be shown in coloured text and only applies to some variables)
- A detailed description
- A definition of the data required for that field

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

To enter data for each statistic, enter the value into the “Value” field. This will include the year you are currently entering data for.

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:

- **In Progress**: This is the default. Once you enter and save data, this automatically reverts to None. This is changed per section once data is saved for the first time (section example: Page 2/9: Library Organisation).
- **None**: Once data is entered and saved in a section, the Value Options field reverts to None. This is used when the value entered is an exact figure.
- **CP**: Can’t Provide
- **NA**: Not Applicable
- **Estimate**: Estimate

If the value being entered is the exact figure leave the Value Options pull-down menu set to “In Progress”. Once you enter your data this will revert to “None”.

Estimates

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:

Not Used (NU)

A value of 'NU' for the previous year indicates that either the statistic or your institution was not present in the previous year's data set. Please do not try to enter an 'NU' value in any current year statistic field as this code is used for administrative purposes only.

Sum Fields

Statistics which are sum fields are marked (Sum Field).
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**

Statistics which are calculation fields are marked *(Calculated Field).* You do not need to enter a value into these fields. The field description includes a definition of the calculation.

**Optional Fields**

Statistics which are optional are marked *(Optional).* These statistics are not mandatory. 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 to other users.

**Institutional Population**

Two population fields are required to be entered by all institutions. These are Population: ULANZ Users (2004 - ) and Population: Other Users (1996 - ).

If the population data for your institution is supplied by either the Australian Commonwealth Department of Education or the New Zealand Ministry of Education 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 the population data for your institution is not supplied as described above, then 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.

**Deemed List**

Statistics where the Deemed List applies are marked *(Deemed List).*

An electronic version of the Deemed List is currently not available for input and will be made available shortly. Contact will be made once this list is available to download. In order to reduce duplication please refrain from using previous versions until the 2015 Deemed list is made available for input. This List is to be used when compiling figures for the Serial Titles sections of the Information Resources page in the Input Data section of this site.
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 and 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.

Please ensure you save your data regularly. There is a default timeout for a session of 24 minutes. This means that if a page sits idle without being reloaded or saved for longer than 24 minutes it will timeout and you will need to log in again.

Printing your statistics

Print each statistical group page as a PDF document

Each statistical group page includes a PDF link 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 document. This can then be saved to your PC or printed for your records.

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
- Save locally to your PC
- 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 9/9 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
- Save locally to your PC
- 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.

From the Introduction page click on the link "Page 9/9: Submit Data" and follow the instructions on page 9 to submit your data.

You are also taken to Page 9/9: Submit Data, if you click "Save & Proceed" from Page 8/9: Institutional Repository.

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, Read Only status and a "Log out" link.

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 been completed they will be listed on page 9/9.

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 your data, the following prompt will appear:

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