Library Organisation

General information about the library, including the number of libraries, opening hours, seating facilities, staffing details, shelving and archive capacities.

Library name - the full name of the institution, not an abbreviation or a code.

**Libraries: Number formerly Column No 1**
(Number of Libraries)
A library is defined as the provision of a service from a collection.

<table>
<thead>
<tr>
<th>INCLUDE</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookmobile</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Internet</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Library inside library</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Joint Library (Managed by University Librarian or Equivalent)</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Library store - with direct user access</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Library store - no user access</td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

**Floor Space (1996 - ) formerly Column No 1A (Optional)**
(Floor Space (square metres))
Floor Space (square metres)
### INCLUDE

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection storage</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Silent study areas</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Group study rooms</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Staffing area</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Common areas</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Cafe (if floor space library control)</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Foyers</td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

### Opening Hours (1996 - ) formerly Column No 2

(Opening Hours)
The most common number of hours open per week during term/semester. The number of hours should refer to the library with the longest regular opening hours. Library services should be available, not only study hall facilities or unstaffed collections.

### Seating: Total Seats formerly Column No 3

(Seating - Number of seats)
Seating is the total number of seats.
<table>
<thead>
<tr>
<th>INCLUDE</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Formal Study Seats</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carrels</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Group study</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Staff workstations</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Reception area/office visitors seats</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Classroom/Training room seats</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Seminar Room seating</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td><strong>Casual Seats</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cafe (if floor space under library control)</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Lounges, stools etc within the library</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

**Library Staff**

Data about the staff of the library, broken down by both type of staff and position classifications.
Include fulltime equivalent for part-time, contract and casual staff. Qualifications required refer to the position and not the incumbent. Count positions which are primarily supporting services offered by the library, and for which salary expenditure is included in the library budget.
Positions: Professional Library formerly Column No 6
(Position - Professional library positions)
Under Professional Librarian positions count all library staff engaged primarily in specialist library work, library administration or library management, and occupying positions for which the normal requirements are a university degree or equivalent qualifications and eligibility for professional membership of ALIA.

Positions: Para Professional formerly Column No 7
(Position - Para professional library positions)
Under Para-Professional positions count all library staff engaged in positions for which a Library Technician qualification (i.e. certificate, associate diploma, etc, at a sub-bachelors degree level) or equivalent is required.

Positions: Library Support formerly Column No 8
(Position - Library support positions)
Under Library support staff positions count all administrative and clerical assistants, secretarial and word processing staff, and library attendants, as well as graduates without library qualifications, but engaged in specialist library-related duties.

Positions: Other Professional (1995 - ) formerly Column No 9
(Position - Other professional positions)
Under Other Professional staff count all professional staff, such as accounting or IT staff,
who are not engaged in specialist library work.

**Positions: Other (1995 - ) formerly Column No 10**
(Positions - Other positions not elsewhere classified)
Other positions not elsewhere classified.

**Positions: Total Staff formerly Column No 11 (Sum Field)**
(positions - Total Staff)
Total Staff is Sum of Professional Library, Para Professional, Library Support, Other Professional and Other positions.

<table>
<thead>
<tr>
<th>INCLUDE</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Staff HEW Level 1-10</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td><strong>Other Library Staff</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Above HEW 10</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

**Library Staff: HEW 1 (1996 - ) formerly Column No 11A (Optional)**
(HEW Levels - HEW1 Staff)
Number of staff at HEW1 level.

**Library Staff: HEW 2 (1996 - ) formerly Column No 11B (Optional)**
(HEW Levels - HEW2 Staff)
Number of staff at HEW 2 level.

**Library Staff: HEW 3 (1996 - ) formerly Column No 11C (Optional)**
(HEW Levels - HEW3 Staff)
Number of staff at HEW 3 level.

**Library Staff: HEW 4 (1996 - ) formerly Column No 11D (Optional)**
(HEW Levels - HEW4 Staff)
Number of staff at HEW 4 level.

**Library Staff: HEW 5 (1996 - ) formerly Column No 11E (Optional)**
(HEW Levels - HEW5 Staff)
Number of staff at HEW 5 level.
Library Staff: HEW 6 (1996 - ) formerly Column No 11F (Optional)
(HEW Levels - HEW6 Staff)
Number of staff at HEW 6 level.

Library Staff: HEW 7 (1996 - ) formerly Column No 11G (Optional)
(HEW Levels - HEW7 Staff)
Number of staff at HEW 7 level.

Library Staff: HEW 8 (1996 - ) formerly Column No 11H (Optional)
(HEW Levels - HEW8 Staff)
Number of staff at HEW 8 level.

Library Staff: HEW 9 (1996 - ) formerly Column No 11I (Optional)
(HEW Levels - HEW9 Staff)
Number of staff at HEW 9 level.

Library Staff: HEW 10 (1996 - ) formerly Column No 11J (Optional)
(HEW Levels - HEW10 Staff)
Number of staff at HEW 10 level.

Library Staff: Other (1996 - ) formerly Column No 11K (Optional)
(HEW Levels - Other Staff)
Number of Other library Staff.

Library Services
Data about services provided by the library. This includes Information Literacy and instruction, Loans, Document Delivery Services, Inter-campus and Inter-branch lending and turnstile counts.

Info Literacy: Groups (2000 - ) formerly Column No 12A (Optional)
(Information Literacy and Instruction - Presentations to groups)
Report the total number of sessions throughout the year delivered face-to-face, online or via other real-time delivery. All sessions provided by library staff to library users about library related matters should be counted.
<table>
<thead>
<tr>
<th>INCLUDE</th>
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<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class presentations</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Orientation sessions</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Library tours</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>One on one assistance</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Research training</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

**Info Literacy: Persons (2000 - ) formerly Column No 12B (Optional)**

(Information Literacy and Instruction - Participants in group presentations)

Report the total number of participants in the presentations reported above.

<table>
<thead>
<tr>
<th>INCLUDE</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class presentations</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Orientation sessions</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Library tours</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>One on one assistance</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

**Info Literacy: Reference Trans (2000 - ) formerly Column No 12C (Optional)**

(Information Literacy and Instruction - Reference Transactions)

Report the total number of reference transactions. Duration is not an element in determining whether a transaction is a reference transaction. Include all transactions responded to via email, online form, phone or chat regardless of whether handled at a service point or elsewhere.
<table>
<thead>
<tr>
<th>INCLUDE</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference questions at desk</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Reference questions via email</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Reference questions via online form</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Reference questions via phone</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Reference questions via chat</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Directional questions</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Opening Hours</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>IT help</td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

**Loans: Total** *formerly Column No 14*

(Loans - Total number of loans)
Include the number of loans and renewals (excluding reserve) made of all material in the library’s collection but not equipment.

Use the table below in conjunction with the definitions for the following statistics:

- LOANS refers to Loans: Total
- RESERVE refers to Loans: Reserve Collection
- RB/ULANZ refers to Loans: ULANZ and other regional borrowing schemes (2004 - )
- DOCDEL refers to Doc Del: Supplied Total Item and Doc Del: Received Total Items
- INTER-CAMPUS refers to Loans: Inter-Campus/Branch
- NO indicates that this data should not be included for any of these statistics
<table>
<thead>
<tr>
<th>INCLUDE</th>
<th>LOANS</th>
<th>RESERVE</th>
<th>RB/ULANZ</th>
<th>DOCDEL</th>
<th>INTER-CAMPUS</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renewals</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monographs (books/DVDs/CDs/kits etc)</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve collection (high demand)</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loans from other Libraries and lent to your users</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loans supplied to other libraries for use by their users</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loans to ULANZ users</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loans to Reciprocal borrowers</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loans to Community borrowers</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-book reader with content</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inter-Campus (loans between campuses)</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laptops</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loans to other libraries</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AV Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

**Loans: Reserve Collection formerly Column No 15**

(Loans - Number of reserve collection loans)

Reserve (High Demand) collection loans are to include the number of loans made of all material in the library’s reserve collection, including monographs, videos, sound recordings, etc. Reserve or High Demand loans are short term loans to users who usually cannot remove material from the library’s premises. Exclude accesses to e-reserve and links via URL from reading list to resource.
Reserve/High demand monograph loan  x
Reserve / High demand photocopy loan  x

**Loans: ULANZ and other regional borrowing schemes (2004 - )**
(Loans - Loans by borrowers from other universities)
The total loans to borrowers from other Australian or New Zealand universities under ULANZ (University Libraries of Australia and New Zealand), the national borrowing scheme, and / or via the relevant regional borrowing scheme e.g. CAVAL, ULSA, WAGUL. Include the number of loans and renewals made of all material in the library’s collection but not equipment.

Document Delivery refers to loans or documents supplied to other organisations including libraries.

**Doc Del: Supplied Total Items formerly Column No 18**
(Supplied to others - Total items supplied)
Number of items supplied in all formats, both physical and electronic. Include loans supplied through un-mediated resource-sharing systems such as BONUS+.

**Doc Del: Received Total Items formerly Column No 21**
(Received from others - Total items received)
Number of items received in all formats, both physical and electronic.

Document Delivery Received is to include all items obtained from outside the library system, and which are obtained at the request of a specific client for their own use. End user initiated transactions that are paid for by the library, should be counted. Include loans received through un-mediated resource-sharing systems such as BONUS+. Do not count the number of pages supplied.

**Turnstile Count (1996 - ) formerly Column No 67A (Optional)**
(Turnstile count)
The total annual count.
Information Resources

Data about the library’s Information Resources is broken down by bibliographic level i.e. serial or non-serial.
Non-serial includes monographs and integrating resources in any medium or format.
Monograph: A resource that is complete in one part or intended to be completed within a finite number of parts.
Integrating Resource: A resource that is added to or changed by means of updates that do not remain discrete but are integrated into the whole. An integrating resource may be tangible (e.g., a loose-leaf manual that is updated by means of replacement pages) or intangible (e.g. a website that is updated either continuously or on a cyclical basis).
Monographic and publishers series should be counted as non-serials but if this is not possible count either as serials or in both places. Include a note advising how it has been counted

<table>
<thead>
<tr>
<th>INCLUDE</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Serial Items</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monographs (books/DVDs/CDs/kits etc)</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Maps</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>E-books</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Laptops</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>E-book Readers</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>AV Equipment</td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

Non-Serial Items Held (Monographs) (2016 - )
(Non-Serial Items Held (Monographs))

Non-Serial Items Held (Maps) (2016 - )
(Non-Serial Items Held (Maps))

E-books: Purchased Titles Held (2016 - )
(E-books: Purchased Titles (2016 - ))
Include: all individually purchased E-book titles; all titles in purchased collections; all auto-purchased titles from PDA platforms; but exclude short-term loaned titles from PDA platforms which are counted in Accessible Titles.
**E-books: Subscribed Titles (2016 - )**
(E-books: Subscribed Titles (2016 - ))
Include: all individually subscribed E-book titles; all E-book titles in subscription packages.

**E-books: Total Titles Held (2016 - ) (Sum Field)**
(E-books: Total Titles Held is the sum of E-books: Purchased Titles Held + E-Books: Subscribed Titles Held)
E-books: Total Titles Held (All purchased E-book titles purchased individually, all E-book titles in purchased packages, as well as all auto-purchased titles from PDA platforms but excluding short term loaned titles from PDA platforms; All individually subscribed E-book titles as well as all E-book titles in subscription packages).

**Non-Serial Items Held: Total (2016 - ) (Sum Field)**
(Non-serial Items - Total non-serial items in library at end of year)
Non-Serial Items Held: Total is the sum of Non-serial items held (Monographs), Non-serial items held (Maps) and E-books: Total Titles Held.

<table>
<thead>
<tr>
<th>INCLUDE</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Non-Serial Titles</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monographs (books/DVDs/CDs/kits etc)</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Maps</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>E-books (counted in E-books: Current)</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Laptops</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>E-book Readers</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>AV Equipment</td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

**Non-Serial Titles Held (Monographs) (2016 - )**
(Non-Serial Titles Held (Monographs) (2016 - ))

**Non-Serial Titles Held (Maps) (2016 - )**
(Non-Serial Titles Held (Maps) (2016 - ))
E-books: Accessible Titles (2009 - )
(E-books: Accessible Titles (2009 - ))
Number of E-book titles in patron driven packages to which your patrons had access during the year, but which were not purchased. Patron driven packages are where access is given to all titles from the particular supplier and after a stipulated number of loans, have been purchased. The number of titles that were purchased are to be counted in 'E-books: Acquired Titles'.

<table>
<thead>
<tr>
<th>INCLUDE</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Had access to but not purchased</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Had access to and then purchased</td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

E-books: Current Titles (2016 - ) (Sum Field)
(E-books: Current Titles is the sum of E-books: Total Titles Held + E-books: Accessible Titles)
E-books: Current Titles is the sum of E-books: Total Titles Held + E-books: Accessible Titles.

Non-Serial Titles: Total (2016 - ) (Sum Field)
(Non-Serial Titles - Total non-serial titles, including e-books, in library at end of year)
Non-Serial Titles: Total is the sum of Non-Serial Titles Held (Monographs), Non-Serial Titles Held (Maps) and E-books: Current Titles.

Serials
A Serial is a resource issued in successive parts, usually bearing numbering, that has no predetermined conclusion (e.g. a periodical, a monographic series, a newspaper). Includes resources that exhibit characteristics of serials, such as successive issues, numbering, and frequency, but whose duration is limited (e.g. newsletters of events) and reproductions of serials.

Monographic and publishers series should be counted as non serials but if this is not possible count either as serials or in both places. Multi-volume works are not to be counted as serials unless they are intended to continue indefinitely. Serials may be in electronic, print or non-print formats. Non-print includes microform, audio or video tapes. Electronic includes CDROM.
Serial volumes refer to physical items i.e. non electronic. A Bibliographic volume in relation to serials, is the volume designated by the publisher of the serial and given a distinguishing number. If no volume number is assigned to a serial, a "bibliographic volume" is to be taken to comprise one calendar year’s issue or issues of the serial. Bound volumes are the serials which the library either receives already bound or designates as a volume by virtue of binding them into one unit.

**Serial Vols: Added formerly Column No 30 (Optional)**
(Serial Volumes - Number serial volumes added during the year)
Total number of print and non-print bibliographic/bound serial volumes added during the year.

**Serial Vols: Withdrawn formerly Column No 31 (Optional)**
(Serial Volumes - Number serial volumes withdrawn during the year)
Total number of print and non-print bibliographic/bound serial volumes withdrawn.

**Serial Vols: Total formerly Column No 34 (Optional)**
(Serial Volumes - Total number of serial volumes in the collection)
Total number of print and non-print bibliographic/bound serial volumes in the collection.

**Electronic serials** Electronic serials may be served in-house or from a remote server, may be individual titles or part of aggregations. Large, uncatalogued collections of electronic serials are comprised of: known unique titles; known duplicate titles and other that includes titles to which the library has access but has not established whether they are unique or not e.g. Lexis-Nexis. If unsure, assume the title is unique. For bibliographic databases, count the database as one title e.g. WorldCat.

A new serial title has been made available in the library for the first time this year. Where two or more copies of the same new print title are received they should be counted as one new title only. Change of title of a serial does not mean it is a new serial. Purchase of backsets of serials should not be shown as new titles, they are to be treated as additions to holdings of bound/bibliographic serial volumes.

The number of current serial titles is to be counted. Distinguish between current and non-current serials. It is recognised that there may be duplication of titles between sub-categories A (individual print and non-print), B (individual electronic), C (titles within a single publisher’s collection) and D (titles within aggregations); and within sub-category D. Do not attempt to distinguish between unique and duplicate titles, with the exception of duplicate print titles in column A. The number of new serials titles, excluding print duplicates, are to be counted. The number of actively cancelled serials
titles is to be counted. Do not count the total number of serial titles in the collection.

**Serial Titles: New Ind/pnp (1999 -)** formerly Column No 35A
(New Serial Titles - New individual print and non-print serial titles)
New individual print and non-print serial titles (excluding electronic and CDROM titles and which do not duplicate those already held).

**Serial Titles: New Ind/elect (1999 -)** formerly Column No 35B
(New Serial Titles - New individual electronic serial titles)
New individual electronic titles, not part of an aggregation or publishers collection.

**Serial Titles: New pc (1999 -)** formerly Column No 35C (Deemed List)
(New Serial Titles - New titles within a single publishers collection)
New titles within a single publisher’s collection. (**CAVAL will submit these numbers upon submission of your Institutionâs Deemed list.**)

**Serial Titles: New elect (2012 -)** (Sum Field)
(Serial Titles: New elect (2012 -))
Serial Titles: New elect (2012 -) is the sum of Serial Titles: New Ind/elect and Serial Titles: New pc (Deemed List). (**CAVAL will submit these numbers upon submission of your Institutionâs Deemed list.**)

**Serial Titles: New Aggreg (1999 -)** formerly Column No 35D (Deemed List)
(New Serial Titles - New titles within aggregations)
New titles within aggregations. (**CAVAL will submit these numbers upon submission of your Institutionâs Deemed list.**)

**Serial Titles: Total New** formerly Column No 35 (Sum Field)
(New Serial Titles - Total new serial titles)
Serial Titles: Total New is sum of Serial Titles: New Ind/pnp, Serial Titles: New elect and Serial Titles: New Aggreg. (**CAVAL will submit these numbers upon submission of your Institutionâs Deemed list.**)

**Serial Titles: Canc Ind/pnp (1999 -)** formerly Column No 40A
(Actively Cancelled Serial Titles - Ind. Print and non-print)
Individual print and non-print actively cancelled serial titles (excluding electronic and CDROM titles).
Serial Titles: Canc Ind/elect (1999 - ) formerly Column No 40B
(Actively Cancelled Serial Titles - Ind. Electronic titles incl. CDROMs)
Individual electronic titles actively cancelled (including CDROM titles).

Serial Titles: Canc pc (1999 - ) formerly Column No 40C (Deemed List)
(Actively Cancelled Serial Titles - Single publishers collection titles)
Titles within a single publisher’s collection actively cancelled. (CAVAL will submit these numbers upon submission of your Institution’s Deemed list.)

Serial Titles: Canc elect (2012 - ) (Sum Field)
(Serial Titles: Canc elect (2012 -))
Serial Titles: Canc elect (2012 -) is the sum of Serial Titles: Canc Ind/elect and Serial Titles: Canc pc (Deemed List). (CAVAL will submit these numbers upon submission of your Institution’s Deemed list.)

Serial Titles: Canc Aggreg (1999 - ) formerly Column No 40D (Deemed List)
(Actively Cancelled Serial Titles - Titles within aggregations)
Titles within aggregations actively cancelled. (CAVAL will submit these numbers upon submission of your Institution’s Deemed list.)

Serial Titles: Total Cancelled formerly Column No 40 (Sum Field)
(Actively Cancelled Serial Titles - Total)
Serial Titles: Total Cancelled is sum of Serial Titles: Canc Ind/pnp, Serial Titles: Canc elect and Serial Titles: Canc Aggreg. (CAVAL will submit these numbers upon submission of your Institution’s Deemed list.)

Current serial titles are those to which the library has a subscription, whether paid or free, as at 31 December, and for which the first issue has been received and catalogued or otherwise made available for use. Current individual titles received should not include DUPLICATE print titles.

Serial Titles: Curr Ind/pnp (1999 - ) formerly Column No 41A
(Current Serial Titles - Ind. print and non-print serial titles)
Individual print and non-print current serial titles (excluding electronic and CDROM titles).

Serial Titles: Curr Ind/elect (1999 - ) formerly Column No 41B
(Current Serial Titles - Ind. Electronic serial titles including CDROM titles)
Current individual electronic titles including CDROM titles.
NOTE: The intent is to eliminate duplicates whenever possible, however it is recognised that sometimes this is not possible.
Serial Titles: Curr pc (1999 - ) formerly Column No 41C (Deemed List)
(Current Serial Titles - Titles within a single publisher’s collection)
Current serial titles within a single publisher’s collection. (CAVAL will submit these numbers upon submission of your Institutionâs Deemed list.)

Serial Titles: Curr elect (2012 - ) (Sum Field)
(Serial Titles: Curr elect (2012 -))
Serial Titles: Curr elect (2012 -) is the sum of Serial Titles: Curr Ind/elect and Serial Titles: Curr pc (Deemed List). (CAVAL will submit these numbers upon submission of your Institutionâs Deemed list.)

Serial Titles: Curr Aggreg (1999 - ) formerly Column No 41D (Deemed List)
(Current Serial Titles - Titles within aggregations)
Current serial titles within aggregations. (CAVAL will submit these numbers upon submission of your Institutionâs Deemed list.)

Serial Titles: Total Current formerly Column No 41 (Sum Field)
(Current Serial Titles - Total current serial titles)
Serial Titles: Total Current is sum of Serial Titles: Curr Ind/pnp, Serial Titles: Curr elect and Serial Titles: Curr Aggreg. (CAVAL will submit these numbers upon submission of your Institutionâs Deemed list.)

Library Expenditure

Library expenditure does not include commitments, depreciation, occupancy, and insurance. If any of these items have been included in institutional budgets, they must be excluded from the data supplied to CAUL. Australian libraries report in Australian dollars, New Zealand Libraries report in New Zealand dollars.
<table>
<thead>
<tr>
<th>INCLUDE</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Serials Print</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Non-Serials Electronic (e-books/video streaming etc)</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Serials Subscriptions</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Serials Subscriptions - Print</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Net Document Delivery (do not count income)</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Binding costs</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Serial Backsets electronic</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Serial Backsets print</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Serial Backsets microform</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

**Expenditure: Non-Serials Purchases (Electronic) (2016 - )**
(Non-Serials Purchases (Electronic) Expenditure)
All one-off purchases of non-serials in electronic format:

**INCLUDE**

- purchases of individual E-books
- purchases of E-book collections/packages
- purchases of patron-driven short-term loans of E-books
- purchases of E-books auto-triggered through patron-driven models
- purchases of patron-driven streamed video accesses

(Non-Serials Purchases (Non-electronic) Expenditure)
All one-off purchases of non-serials in print or other tangible format:

**INCLUDE**

- purchases of individual print books
- purchases of print book collections
- purchases of audio-visual materials, etc
Expenditure: Non-Serials Purchases (2016 - ) (Sum Field)
(Non-Serials Purchases Expenditure)
Expenditure: Non-Serials Purchases is the sum of Non-Serials Purchases (Electronic) and Non-Serials Purchases (Non-electronic).

Expenditure: Non-Serials Subscriptions (Electronic) (2016 - )
(Non-Serials Subscriptions (Electronic) Expenditure)
All continuing subscriptions providing continuous electronic access to non-serials:

**INCLUDE**

- subscriptions to individual eBooks
- subscriptions to eBook collections/packages
- subscriptions to streaming video services

All continuing payments for maintenance, access, platform or hosting fees for purchased non-serial content:

**INCLUDE**

- continuing fees for access to purchased eBooks
- continuing fees for access to purchased eBook collections/packages
- continuing fees for access to purchased video content

(Non-Serials Subscriptions (Non-electronic) Expenditure)

Expenditure: Non-Serials Subscriptions (2016 - ) (Sum Field)
(Non-Serials Subscriptions Expenditure)
Expenditure: Non-Serials Subscriptions is the sum of Non-Serials Subscriptions (Electronic) and Non-Serials Subscriptions (Non-Electronic).

Expenditure: Serials Purchases (Electronic) (2016 - )
(Serials Purchases (Electronic) Expenditure)
All one-off purchases of serials in electronic format:

**INCLUDE**

- purchases of eJournal back-files
(Serials Purchases (Non-electronic) Expenditure)  
All one-off purchases of serials in print or other tangible format:

**INCLUDE**

- purchases of back-sets of print serials

Expenditure: Serials Purchases (2016 - ) *(Sum Field)*  
(Serials Purchases Expenditure)  
Expenditure: Serials Purchases is the sum of Serials Purchases (Electronic) and Serials Purchases (Non-Electronic).

Expenditure: Serials Subscriptions (Electronic) (2016 - )  
(Expenditure)  
All subscriptions providing continuous electronic access to serials and All continuing payments for maintenance, access, platform or hosting fees for purchased serial content:

**INCLUDE**

- subscriptions to individual eJournals  
- subscriptions to eJournal collections/packages  
- subscriptions to aggregator databases  
- subscriptions to indexing, abstracting and citation databases  
- memberships that include an electronic serial subscription  
- continuing fees for access to purchased eJournal back-files

(Serials Subscriptions (Non-electronic) Expenditure)  
All continuing subscriptions to serials in print or other tangible format:

**INCLUDE**

- subscriptions to individual print journals  
- subscriptions to print journal collections  
- subscriptions to print book/monograph series  
- memberships that include a print/tangible serial subscription
Expenditure: Serials Subscriptions (2016 - ) (Sum Field)
(Serials Subscriptions Expenditure)
Expenditure: Serials Subscriptions is the sum of Serials Subscriptions (Electronic) and Serials Subscriptions (Non-Electronic).

Expenditure: Salaries formerly Column No 50
(Salaries expenditure)
Include salaries for all positions included in the library budget/headcount and counted in 'Library Staff: Positions’. Include all on-costs and remuneration costs.

<table>
<thead>
<tr>
<th>INCLUDE</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Permanent &amp; Casual Salaries and associated on-costs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Library</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Para Professional Library</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Administrative and Clerical assistants</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Accounting staff employed by Library</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Specialist IT Staff employed by Library</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Bindery staff employed by Library</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Copyright Officers employed by Library</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Academic Integrity Officers employed by Library</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Student Shelvers employed by Library</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Overtime</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Shift Allowances</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Meal Money</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Temporary Contract Staff</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Staff Recruitment</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Staff Development Costs</td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>
**Expenditure: Other formerly Column No 49**
(Operating expenditure)
All other expenditure, which may include expenditure on a range of outsourced library services.

<table>
<thead>
<tr>
<th>INCLUDE</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>All other expenditure including binding costs</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Extraordinary Expenditure</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Materials Expenditure</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Salary Expenditure</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Outsourced Library Services</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Copyright commission</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Copyright licence fees</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>One off grants/tagged</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

**Staff Development Costs**

<table>
<thead>
<tr>
<th>INCLUDE</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Fees</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Training &amp; Seminars</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Study Fees</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Cost of Study Leave</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

**Expenditure: Total formerly Column No 51 (Sum Field)**
(Total library expenditure)
Expenditure: Total is the sum of Non-Serials, Serials Subs, Other and Salaries

**Expenditure: Extraordinary (1998 - ) formerly Column No 51A**
(Extraordinary expenditure)
Additional expenditure, one off or extraordinary expenditure e.g. Building works, computer systems. Include expenditure of grants for information resources in serial and non-serial expenditure.
Expenditure: E-resources (2004 - )
(Expenditure on electronic resources)
Additional breakdown of expenditure. This expenditure should also be included in Expenditure: Non-Serials and Expenditure: Serials Subs.

<table>
<thead>
<tr>
<th>INCLUDE</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Indexes and reference tools</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Electronic full-text periodical collection</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Electronic journal back files</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Electronic Books</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Online searches of remote databases</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Bundled electronic and print editions - electronic primary format</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Bundled electronic and print editions - print primary format</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Bibliographic utilities</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Networks and consortia that are unrelated to end-user database access</td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

Expenditure: Serials (2016 - ) *(Sum Field)*
(Serials Expenditure)
Expenditure: Serials is the sum of Serials Purchases and Serials Subscriptions.

Expenditure: Non-Serials (2016 - ) *(Sum Field)*
(Non-Serials Expenditure)
Expenditure: Non-Serials is the sum of Expenditure: Non-Serials Purchases + Expenditure: Non-Serials Subscriptions.

Expenditure: Non-Serials (Electronic) (2016 - ) *(Sum Field)*
(Non-Serials (Electronic) Expenditure)
Expenditure: Non-Serials (Electronic) is the sum of Non-Serials Purchases (Electronic) and Non-Serials Subscriptions (Electronic).

Expenditure: Serials (Non-electronic) (2016 - ) *(Sum Field)*
(Serials (Non-electronic) Expenditure)
Expenditure: Serials (Non-electronic) is the sum of Serials Purchases (Non-Electronic) and Serials Subscriptions (Non-Electronic).
Expenditure: Serials (Electronic) (2016 - ) *(Sum Field)*
(Serials (Electronic) Expenditure)
Expenditure: Serials (Electronic) is the sum of Serials Purchases (Electronic) and Serials Subscriptions (Electronic).

Expenditure: Non-Serials (Non-electronic) (2016 - ) *(Sum Field)*
(Non-Serials (Non-electronic) Expenditure)
Expenditure: Non-Serials (Non-electronic) is the sum of Non-Serials Purchases (Non-Electronic) and Non-Serials Subscriptions (Non-Electronic).

Expenditure: Information Resources (Non-electronic) (2016 - ) *(Sum Field)*
(Information Resources (Non-electronic) Expenditure)
Expenditure: Information Resources (Non-electronic) is the sum of Non-Serials (Non-Electronic) and Serials (Non-electronic).

Expenditure: Information Resources (Electronic) (2016 - ) *(Sum Field)*
(Information Resources (Electronic) Expenditure)
Information Resources (Electronic) is the sum of Non-Serials (Electronic) and Serials (Electronic).

Expenditure: Information Resources (Continuing Subscriptions) (2016 - ) *(Sum Field)*
(Information Resources (Continuing Subscriptions) Expenditure)
Information Resources (Continuing Subscriptions) is the sum of Non-Serials Subscriptions and Serials Subscriptions.

Expenditure: Information Resources (One-off Purchases) (2016 - ) *(Sum Field)*
(Information Resources (One-off Purchases) Expenditure)
Information Resources (One-off Purchases) is the sum of Non-Serials Purchases and Serials Purchases.

Expenditure: Information Resources (All) (2016 - ) *(Sum Field)*
(Information Resources - All Expenditure)
Expenditure: Information Resources (All) is the sum of Non-Serials and Serials.
Institutional Population

Total institutional population includes all staff and students belonging to the institution, including non-academic staff.

Population figures for all columns except ULANZ and Other registered users in this section are provided for Australian Universities by the Commonwealth Department of Education, and for New Zealand Universities by the Ministry of Education. Private universities and universities which cannot exclude data for TAFE population in any of the previous columns may need to supply additional population data.

Students - the levels of courses are those used by the Department of Education and defined by the Australian Qualifications Framework. See http://www.aqf.edu.au/aqf/in-detail/aqf-levels/.

Academic Staff - This Department of Education category is used to identify members of staff who are either:

i) People for whom salaries are the subject of determinations which are made by the Industrial Relations Department or which are made by the Remuneration Tribunal in respect of "academic and related staff", and including Vice-Chancellors, Deputy Vice-Chancellors, Principals and Deputy Principals.

ii) People of the type referred to in Section 12A(1) of the Remuneration Tribunal Act 1973 (namely those appointed wholly or principally to undertake a teaching only function or a research only function or a teaching-and-research function in an institution, or those appointed by an institution to be responsible for such people), and who are funded through the National Health and Medical Research Council or other bodies.

iii) People employed on a contract basis to perform the function of teaching-only, research-only or teaching-and-research, even though their remuneration is not subject to the determination of the Industrial Relations Department or the Remuneration Tribunal.

Excludes members of staff appointed wholly or principally to support the three types of members of staff referred to above.

Other (non-academic) staff - The category non-academic staff is used by the Department of Education to identify members of staff other than those of the three types specified above for the academic classification. This convention applies even if the member of staff has a salary which is related to or tied to those of academic staff (which may occur, for instance, for registrars and librarians).

Translation of Department of Education data names to CAUL data names is as follows: Department of Education Postgraduate Students (sum of Doctorate by Research, Doctorate by Coursework, Master’s by Research, Master’s by Coursework, Postgraduate
Cross Institution) = CAUL Students  
Department of Education Undergraduate Students (sum of Bachelor, Associate Degree, Other Undergraduate, Other Postgraduate, Undergraduate Cross Institution) = CAUL Students Other Tertiary (OT)  
Department of Education Other Students (sum of Enabling Courses, Non-award courses, Cross-institution Programmes) = CAUL Students TAFE/NT (Non-tertiary)  
Department of Education Academic Staff = CAUL Academic Staff  
Department of Education Non-Academic Staff = CAUL Other Staff

PERSONS  Actual Number  
EFTSU  Equivalent full time student load

**Population: ULANZ and Users from other universities (2004 - )**  
(Registered users from other universities)  
Registered users (Persons) Users who are members of other Australian/New Zealand universities, and to whom the library provides a service under University Libraries of Australia and New Zealand (ULANZ), the national borrowing scheme, and/or via the relevant regional borrowing scheme e.g. CAVAL, ULSA, WAGUL.

**Population: Other Users (1996 - ) formerly Column No 65A**  
(Other registered users (persons))  
Other registered users (Persons). Users who are not members of the University, but to whom the library provides a service. To determine whether users are official or additional to the University population, ask the question - does the University expect services to be provided as part of their agreement with the person?

Registered community borrowers  
Registered reciprocal borrowers  
Registered short course borrowers  
Registered alumni borrowers

**Students: PG Persons formerly Column No 56**  
(Students - Postgraduate - Persons)  
Postgraduate Students are split into two categories, Postgraduate Research (made up of Higher Doctorate, Doctorate by Research and Master’s by Research) and Postgraduate Other (made up of Doctorate by Coursework and Master’s by Coursework).
**Students: OT Persons** *formerly Column No 58*
(Students - Other Tertiary - Persons)
Other Tertiary Students: Note that the term Other Tertiary is not used by the Department of Education.

- Postgraduate Students - Graduate Diploma
- Postgraduate Students - Graduate Certificate
- Undergraduate Students - Bachelors Honours
- Undergraduate Students - Bachelors
- Undergraduate Students - Advanced Diploma
- Undergraduate Students - Associate Degree
- Undergraduate Students - Other award course

**Students: TAFE/NT Persons** *formerly Column No 60*
(Students - TAFE and Non Tertiary - Persons)
Students enrolled in courses which do not lead to a tertiary award, eg Enabling courses, Cross Institutional Programs, Non-award Courses and Open Learning Studies.
Exclude TAFE population if at all possible. If TAFE population has been included in the previous columns then include (use formula EFTSU = TAFE Contact Hours divided by 720) with an explicit note.

**Students: Total Persons** *formerly Column No 62* (**Sum Field**)
(Total Students - Total Students (persons))
Students: Total Persons is sum of Postgraduate Persons, Other Tertiary Persons and TAFE/Non Tertiary Persons.

**Students: PG EFTSU** *formerly Column No 57*
(Students - Postgraduate - EFTSU)
Postgraduate Students are split into two categories, Postgraduate Research (made up of Higher Doctorate, Doctorate by Research and Master’s by Research) and Postgraduate Other (made up of Doctorate by Coursework and Master’s by Coursework).

**Students: OT EFTSU** *formerly Column No 59*
(Students - Other Tertiary - EFTSU)
Other Tertiary Students: Note that the term Other Tertiary is not used by the Department of Education.
Postgraduate Students - Graduate Diploma
Postgraduate Students - Graduate Certificate
Undergraduate Students - Bachelors Honours
Undergraduate Students - Bachelors
Undergraduate Students - Advanced Diploma
Undergraduate Students - Associate Degree
Undergraduate Students - Other award course

**Students: TAFE/NT EFTSU formerly Column No 61**
(Students - TAFE and Non Tertiary - EFTSU)
Students enrolled in courses which do not lead to a tertiary award, eg Enabling courses, Cross Institutional Programs, Non-award Courses and Open Learning Studies. Exclude TAFE population if at all possible. If TAFE population has been included in the previous columns then include (use formula EFTSU = TAFE Contact Hours divided by 720) with an explicit note.

**Students: Total EFTSU formerly Column No 63 (Sum Field)**
(Total Students - Total Students (EFTSU))
Students: Total EFTSU is sum of Postgraduate EFTSU, Other Tertiary EFTSU and TAFE/Non Tertiary EFTSU.

**Population: Acad Staff Persons formerly Column No 53**
(Academic Staff - Fulltime & fractional Fulltime (persons))
Academic Staff - Fulltime & fractional Fulltime (persons)

**Population: Other Staff Persons formerly Column No 55**
(Other Staff - Fulltime & fractional Fulltime (persons))
Other Staff - Fulltime & fractional Fulltime (persons)

**Population: Total Persons formerly Column No 66 (Sum Field)**
(Institution Population - Persons)
Population: Total Persons is sum of Population: Acad Staff Persons, Population: Other Staff Persons and Students: Total Persons. Total institutional population is the sum of all staff and students belonging to the institution, including non-academic staff.
Population: Acad Staff FTE formerly Column No 52
(Academic Staff - Fulltime, fractional Fulltime, casual (FTE))
Full-time and fractional full-time academic staff (FTE).

Population: Other Staff FTE formerly Column No 54
(Other Staff - Fulltime, fractional Fulltime, casual (FTE))
Full-time, fractional full-time and casual other (non-academic) staff (FTE).

Population: Total FTE formerly Column No 67 (Sum Field)
(Institution Population - FTE)

Population: Total FTE is sum of Population: Acad Staff FTE, Population: Other Staff FTE and Students: Total EFTSU. Total institutional population including all staff and students belonging to the institution, including non-academic staff.

Students: External Persons formerly Column No 64
(External Students - Persons)
Persons (included in Postgraduate Students persons, Other Tertiary Students persons and TAFE/Non-Tertiary students persons).

External Students are students studying by distance education who are not required to regularly attend a University campus.

Students: External EFTSU formerly Column No 65
(External Students - EFTSU)
EFTSU (included in Postgraduate Students EFTSU, Other Tertiary Students EFTSU and TAFE/Non-Tertiary students EFTSU).

External Students are students studying by distance education who are not required to regularly attend a University campus.

Institutional Repository

Institutional repository refers to an institution’s research repository, the primary purpose of which is to house the intellectual output of an institution in a largely open access environment. Repositories of internal-facing resources are therefore not included in this definition. An institutional repository may include metadata collections, special collections, research data and research outputs.
Ins Rep: Open Access Outputs (2012 - )
(Institutional Repository - Number of outputs held in the repository for open access)
Include all outputs held in the repository that are openly accessible by any users (i.e. users from outside the institution or users associated with the institution), even if the output may have been embargoed for part of the relevant year.
Do not include Restricted Access Outputs as defined.
Do not include Metadata Records as defined.
This is a cumulative figure. Include all open access outputs, not just those added during the relevant year.

Ins Rep: Restricted Access Outputs (2012 - )
(Institutional Repository â Number of outputs held in the repository for restricted access only)
Include those outputs that are only accessible by users associated with the institution.
Do not include Open Access Outputs as defined.
Do not include Metadata Records as defined.
This is a cumulative figure. Include all restricted access outputs, not just those added during the relevant year.

Ins Rep: Total Outputs (2012 - ) (Sum Field)
(Institutional Repository - Total number of outputs held in the repository)
Sum of Ins Rep: Open Access Outputs and Ins Rep: Restricted Access Outputs.

Ins Rep: Total Metadata Records (2012 - )
(Institutional Repository - Number of metadata records in the repository)
Include all Metadata Records as defined.
Do not include Outputs as defined.
This is a cumulative figure. Include all metadata records, not just those added during the relevant year.

Ins Rep: New Metadata Records (2012 - )
(Institutional Repository - Total number of metadata records added during the relevant year.)
Include only Metadata Records as defined.
Do not include Outputs as defined.
Include only those new metadata records added during the relevant year.

Ins Rep: New Outputs (2012 - )
(Institutional Repository - Total number of outputs added during the relevant year)
Include all Outputs, both open access and restricted access.
Do not include Metadata Records as defined.
Include only those new outputs added during the relevant year.

**Ins Rep: Outputs Accesses (2012 - )**
(Institutional Repository - Number of accesses to outputs in the repository during the relevant year)
Include accesses to all Outputs, both open access and restricted access.
Include file downloads of outputs as well as page-views of outputs where the output is accessible without downloading.
Do not include accesses to Metadata Records as defined.
Do not include known accesses by robots.
Include only those accesses for the relevant year.

**Ins Rep: Metadata Records Accesses (2012 - )**
(Institutional Repository - Number of accesses to metadata records in the repository during the year)
Include all accesses to Metadata Records as defined.
Do not include accesses to Outputs as defined.
Do not include known accesses by robots.
Include only those accesses from the relevant year.

**Ins Rep: Total Accesses (Outputs & Metadata Records) (2012 - ) (Sum Field)**
(Institutional Repository - Total number of accesses to items in the institutional repository during the year)

Sum of Ins Rep: Outputs Accesses and Ins Rep: Metadata Records Accesses