

1A: Information Resources: Expenditure

Information Resources: Expenditure encompasses all financial outlays for information resources regardless of acquisition means (i.e. includes any acquisition method whether one-off purchase, current subscription, current lease, etc.). It includes all financial outlays that result in acquired information resources as well as all financial outlays that simply enable access to digital pools of book content or audio/video content as these information resources are also deemed to be held by the institution during the relevant year of data collection.

Expenditure: Books (Digital) *Element ID 1A.1*

(Expenditure: Books (Digital))

All expenditure on eBooks acquired through any acquisition method. This includes amounts spent to provide access to pools of digital book content. This would include payments for short-term-loans (STL), progressive access-to-own (ATO) payments, evidence-based (EBA) advance payments, etc. Expenditure on digital audiobooks is included in Expenditure: Other Information Resources (Digital).

Expenditure: Books (Physical) *Element ID 1A.2*

(Expenditure: Books (Physical))

All expenditure on physical (print) books acquired through any acquisition method. Expenditure on physical audiobooks is included in Expenditure: Other Information Resources (Physical).

Expenditure: Books (TOTAL) *Element ID 1A.3 (Sum Field)*

(Expenditure: Books (TOTAL))

Sum of 1A.1 Expenditure: Books (Digital) and 1A.2 Expenditure: Books (Physical).

Expenditure: Journals (Digital) *Element ID 1A.4*

(Expenditure: Journals (Digital))

All expenditure on eJournals acquired through any acquisition method. This includes expenditure on digital indexing/abstracting resources as they relate to journal content.

Expenditure: Journals (Physical) *Element ID 1A.5*

(Expenditure: Journals (Physical))

All expenditure on physical (print) journals or journals in other physical formats (microfilm, etc.) acquired through any acquisition method. This includes expenditure on print indexing/abstracting resources as they relate to journal content.

Expenditure: Journals (TOTAL) *Element ID 1A.6 (Sum Field)*

(Expenditure: Journals (TOTAL))

Sum of 1A.4 Expenditure: Journals (Digital) and 1A.5 Expenditure: Journals (Physical).

Expenditure: Other Information Resources (Digital) *Element ID 1A.7*

(Expenditure: Other Information Resources (Digital))

All expenditure on digital information resources other than books and journals, acquired through any acquisition method. This includes expenditure on any other digital media. This includes amounts spent to provide access to pools of digital audio/video content deemed to be held during the relevant year of data collection. This would include deposit payments for draw-downs for streamed audio/video accesses, etc.

Expenditure: Other Information Resources (Physical) Element ID 1A.8

(Expenditure: Other Information Resources (Physical))

All expenditure on any physical information resource other than books and journals, acquired through any acquisition method. This includes expenditure on maps, tangible video/audio and other physical media.

Expenditure: Other Information Resources (TOTAL) Element ID 1A.9 (Sum Field)

(Expenditure: Other Information Resources (TOTAL))

Sum of 1A.7 Expenditure: Other Information Resources (Digital) and 1A.8 Expenditure: Other Information Resources (Physical).

Expenditure: All Information Resources (Digital) Element ID 1A.10 (Sum Field)

(Expenditure: All Information Resources (Digital))

Sum of 1A.1 Expenditure: Books (Digital), 1A.4 Expenditure: Journals (Digital) and 1A.7 Expenditure: Other Information Resources (Digital).

Expenditure: All Information Resources (Physical) Element ID 1A.11 (Sum Field)

(Expenditure: All Information Resources (Physical))

Sum of 1A.2 Expenditure: Books (Physical), 1A.5 Expenditure: Journals (Physical) and 1A.8 Expenditure: Other Information Resources (Physical).

Expenditure: All Information Resources (TOTAL) Element ID 1A.12 (Sum Field)

(Expenditure: All Information Resources (TOTAL))

Sum of 1A.10 Expenditure: All Information Resources (Digital) and 1A.11 Expenditure: All Information Resources (Physical).

1B: Information Resources: Title Holdings

Information Resources: Title Holdings encompasses all titles that are acquired (i.e. by financial outlay through one-off purchase, current subscription, current lease, or by donation). These titles are deemed to be held by the institution during the relevant collection year. Titles that can be accessed/viewed/short-term-loaned on a digital platform (e.g. EBA/PDA/DDA/ATO streaming audio/video, etc.) are also deemed to be held during the relevant year of data collection even though they have not yet, or may never be, acquired.

Title Holdings: Books (Digital) Element ID 1B.1

(Title Holdings: Books (Digital))

All digital book titles deemed to be held during the relevant collection year. Where a book title is published both electronically and in print, it may be counted twice, as both digital and physical.

Title Holdings: Books (Physical) Element ID 1B.2

(Title Holdings: Books (Physical))

All physical book titles held during the relevant collection year. Where a book title is published both electronically and in print, it may be counted twice, as both digital and physical.

Title Holdings: Books (TOTAL) Element ID 1B.3 (Sum Field)

(Title Holdings: Books (TOTAL))

Sum of 1B.1 Title Holdings: Books (Digital) and 1B.2 Title Holdings: Books (Physical).

Title Holdings: Journals (Digital) Element ID 1B.4

(Title Holdings: Journals (Digital))

All eJournal titles held that are current (i.e. continued to be published in the relevant year of data collection). Free/open access journal titles are not counted as they cannot be deemed 'held' by the institution as they form part the wider corpus of free content available to the institutions' students and academics. Where a journal title is published both electronically and in print, it may be counted twice, as both digital and physical. It is accepted that journal title counts in some instances may include double/multiple counting for the same journal title from different content providers, as eliminating these cannot be achieved without undue effort. Journal title changes within the year of data collection that could result in double counting for the same journal are considered negligible and it is therefore not necessary to adjust for this. Each institution is expected to ensure to the best of their ability that the journal title data extracted from their knowledgebase is as complete and accurate as possible.

Title Holdings: Journals (Physical) Element ID 1B.5

(Title Holdings: Journals (Physical))

All physical (print, microfilm, etc.) journal titles held that are unique and current (i.e. continued to be published in the relevant year of data collection). Free physical journal titles may be considered acquired by donation and therefore counted. Where a journal title is published both electronically and in print, it may be counted twice, as both digital and physical. Title changes within the year of data collection that could result in double counting for the same journal are considered negligible and it is therefore not necessary to adjust for this.

Title Holdings: Journals (TOTAL) Element ID 1B.6 (Sum Field)

(Title Holdings: Journals (TOTAL))

Sum of 1B.4 Title Holdings: Journals (Digital) and 1B.5 Title Holdings: Journals (Physical).

Title Holdings: Other Information Resources (Digital) Element ID 1B.7

(Title Holdings: Other Information Resources (Digital))

All digital information resource titles held, other than books and journals. This includes digital video/audio and other digital media titles deemed to be held.

Title Holdings: Other Information Resources (Physical) Element ID 1B.8

(Title Holdings: Other Information Resources (Physical))

All physical information resource titles held, other than books and journals. This includes maps, tangible video/audio and other physical media held.

Title Holdings: Other Information Resources (TOTAL) Element ID 1B.9 (Sum Field)

(Title Holdings: Other Information Resources (TOTAL))

Sum of 1B.7 Title Holdings: Other Information Resources (Digital) and 1B.8 Title Holdings: Other Information Resources (Physical).

Title Holdings: All Information Resources (Digital) *Element ID 1B.10 (Sum Field)*

(Title Holdings: All Information Resources (Digital))

Sum of 1B.1 Title Holdings: Books (Digital), 1B.4 Title Holdings: Journals (Digital) and 1B.7 Title Holdings: Other Information Resources (Digital).

Title Holdings: All Information Resources (Physical) *Element ID 1B.11 (Sum Field)*

(Title Holdings: All Information Resources (Physical))

Sum of 1B.2 Title Holdings: Books (Physical), 1B.5 Title Holdings: Journals (Physical) and 1B.5 and 1B.8 Title Holdings: Other Information Resources (Physical).

Title Holdings: All Information Resources (TOTAL) *Element ID 1B.12 (Sum Field)*

(Title Holdings: All Information Resources (TOTAL))

Sum of 1B.10 Title Holdings: All Information Resources (Digital) and 1B.11 Title Holdings: All Information Resources (Physical).

1C: Information Resources: Usage

Information Resources: Usage encompasses usage of all information resources (books, journals, other) both digital and physical, by staff and students of the institution as well as by non-institutional clients/users.

Usage: Books (Digital) *Element ID 1C.1*

(Usage: Books (Digital))

This is the COUNTER BR2 total representing all eBook section usage across all publisher and aggregator platforms. A single total COUNTER BR2 figure for all eBook section usage during the year.

It includes only usage recorded via COUNTER BR2 reports for eBooks across all publisher and aggregator platforms. Usage of any eBook title that is not recorded via a COUNTER BR2 report is excluded. For a comprehensive definition of BR2 see:

<https://www.projectcounter.org/wp-content/uploads/2016/03/Library-pdf.pdf>

This will likely include usage of both held and not-held titles.

Usage: Books (Physical) *Element ID 1C.2*

(Usage: Books (Physical))

This is the total count of loans (and renewals) of physical (print) books to members of the institution, including loans from reserve collections, as well as loans through ULANZ and other reciprocal and regional borrowing schemes.

Usage: Books (TOTAL) *Element ID 1C.3 (Sum Field)*

(Usage: Books (TOTAL))

Sum of 1C.1 Usage: Books (Digital) and 1C.2 Usage: Books (Physical).

Usage: Journals (Digital) *Element ID 1C.4*

(Usage: Journals (Digital))

This is the COUNTER JR1 total representing all eJournal usage across all publisher and aggregator platforms. A single total COUNTER JR1 figure for all eJournal usage during the year. The JR1 total includes JR1a (usage of backfile/archive titles) as well as JR1 GOA (usage of gold open access titles). It includes only usage recorded via COUNTER JR1 reports for eJournals across all publisher and aggregator platforms. Usage of any title that is not recorded via a COUNTER JR1 report is excluded. For comprehensive definitions of JR1, JR1a and JR GOA see:
<https://www.projectcounter.org/wp-content/uploads/2017/01/Friendly-Guide-to-Journal-Reports-A-guide-for-Librarians.pdf>

Usage: Journals (Physical) Element ID 1C.5

(Usage: Journals (Physical))

This is the total count of loans of individual physical journal volumes or issues, if these loans are tracked/recorded. It is acknowledged that other usage of physical journals is not easy to capture and report.

Usage: Journals (TOTAL) Element ID 1C.6 (Sum Field)

(Usage: Journals (TOTAL))

Sum of 1C.4 Usage: Journals (Digital) and 1C.5 Usage: Journals (Physical).

Usage: Other Information Resources (Digital) Element ID 1C.7

(Usage: Other Information Resources (Digital))

This includes any available total counts of digital information resources other than books and journals. It includes usage of streamed audio/video content. It is acknowledged that usage of these resources may not be readily available for reporting by institutions.

Usage: Other Information Resources (Physical) Element ID 1C.8

(Usage: Other Information Resources (Physical))

This is the total count of loans of individual physical information resources, other than books and journals, to members of the institution, including loans from reserve collections, as well as loans through ULANZ and other reciprocal and regional borrowing schemes.

Usage: Other Information Resources (TOTAL) Element ID 1C.9 (Sum Field)

(Usage: Other Information Resources (TOTAL))

Sum of 1C.7 Usage: Other Information Resources (Digital) and 1C.8 Usage: Other Information Resources (Physical).

Usage: All Information Resources (Digital) Element ID 1C.10 (Sum Field)

(Usage: All Information Resources (Digital))

Sum of 1C.1 Usage: Books (Digital), 1C.4 Usage: Journals (Digital) and 1C.7 Usage: Other Information Resources (Digital).

Usage: All Information Resources (Physical) Element ID 1C.11 (Sum Field)

(Usage: All Information Resources (Physical))

Sum of 1C.2 Usage: Books (Physical), 1C.5 Usage: Journals (Physical) and 1C.8 Usage: Other Information Resources (Physical).

Usage: All Information Resources (TOTAL) Element ID 1C.12 (Sum Field)

(Usage: All Information Resources (TOTAL))

Sum of 1C.10 Usage: All Information Resources (Digital) and 1C.11 Usage: All Information Resources

(Physical).

1D: Information Resources: Sharing

Information Resources: Sharing encompasses data on all resource sharing initiatives including reciprocal and regional borrowing schemes.

Information Resources: Sharing (Received Items) *Element ID 1D.1*

(Information Resources: Sharing (Received Items))

This is the total count of all information resources in any format obtained from outside the institution's library to fulfil the requests of the institution's library clients, regardless of whether the sharing method is mediated or unmediated (e.g. through a scheme such as BONUS+).

Information Resources: Sharing (Supplied Items) *Element ID 1D.2*

(Information Resources: Sharing (Supplied Items))

This is the total count of all information resources in any format supplied to other libraries or clients of other libraries outside of the institution, regardless of whether the sharing method is mediated or unmediated (e.g. through a scheme such as BONUS+).

Information Resources: Sharing (Loaned Items) *Element ID 1D.3*

(Information Resources: Sharing (Loaned Items))

This is the total count of all information resource loans (including renewals) to borrowers from other university libraries via ULANZ or through any other borrowing scheme that allows a non-institutional person to borrow from the institution's library.

Library Expenditure

This encompasses all library expenditure including expenditure on information resources which is captured separately in data elements under 1A Information Resources: Expenditure. Salary expenditure includes all on-costs, shift allowances, etc. When associating salary expenditure with the number of staff positions, the corresponding categories for Continuing and Fixed Term should be used. The auto-sum Library Expenditure: Salaries (Total Positions) corresponds to the auto-sum Library Staff FTE: Positions (TOTAL).

Library Expenditure: Salaries (Continuing Positions) *Element ID 2.1*

(Library Expenditure: Salaries (Continuing Positions))

This is the total expenditure on salaries for continuing positions during the relevant year.

Library Expenditure: Salaries (Fixed Term Positions) *Element ID 2.2*

(Library Expenditure: Salaries (Fixed Term Positions))

This is the total expenditure on salaries for fixed term positions during the relevant year. Note: if an institution is unable to supply a separate figure for salary expenditure on fixed term positions then a single total expenditure figure may be input against Library Expenditure: Salaries (Continuing Positions).

Library Expenditure: Salaries (Total Positions) *Element ID 2.3 (Sum Field)*

(Library Expenditure: Salaries (Total Positions))

Sum of 2.1 Library Expenditure: Salaries (Continuing Positions) and 2.2 Library Expenditure: Salaries (Fixed-Term Positions).

Library Expenditure: Salaries (Casual Allocation) *Element ID 2.4*

(Library Expenditure: Salaries (Casual Allocation))

This is the total expenditure on casual staffing during the relevant year. Note: there is no correlation of casual salary expenditure with staff positions as there is no position count related to staff employed from the casual allocation in the salary budget.

Library Expenditure: Salaries (TOTAL) *Element ID 2.5 (Sum Field)*

(Library Expenditure: Salaries (TOTAL))

Sum of 2.3 Library Expenditure: Salaries (Total Positions) and 2.4 Library Expenditure: Salaries (Casual Allocation)

Library Expenditure: Operations *Element ID 2.6*

(Library Expenditure: Operations)

This is the total of all other library expenditure during the relevant year (i.e. anything else apart from expenditure on information resources and expenditure on salaries).

Library Expenditure: Information Resources *Element ID 2.7 (Sum Field)*

(Library Expenditure: Information Resources)

Equals 1A.12 Expenditure: All Information Resources (TOTAL)

Library Expenditure (TOTAL) *Element ID 2.8 (Sum Field)*

(Library Expenditure (TOTAL))

Sum of 2.5 Library Expenditure: Salaries (TOTAL), 2.6 Library Expenditure: Operations and 2.7 Library Expenditure: Information Resources.

Library Staff

Only Library Staff positions that are Continuing or Fixed Term are counted. The count is on an FTE basis, it is not a head-count of persons and it does not include staff employed through the Casual Allocation that forms part of Library Expenditure: Salaries (TOTAL). When associating expenditure with number of positions, the corresponding categories for Continuing and Fixed Term should be used. The auto-sum Library Staff FTE: Positions (TOTAL) corresponds to the auto-sum Library Expenditure: Salaries (Total Positions).

Library Staff FTE: Continuing Positions *Element ID 3.1*

(Library Staff FTE: Continuing Positions)

This is the total FTE count of all continuing positions in the library staff profile and funded in the library salaries budget regardless of whether the position was filled, partially filled or vacant during the relevant year.

Library Staff FTE: Fixed Term Positions *Element ID 3.2*

(Library Staff FTE: Fixed Term Positions)

This is the total FTE count of all fixed term positions in the library staff profile and funded in the library salaries budget regardless of whether the position was filled, partially filled or vacant during the relevant year. Note: if an institution is unable to supply a separate figure for fixed term positions then a single total FTE figure may be input against Library Staff FTE: Continuing Positions.

Library Staff FTE: Positions *Element ID 3.3 (Sum Field)*

(Library Staff FTE: Positions)

Sum of 3.1 Library Staff FTE: Continuing Positions and 3.2 Library Staff FTE: Fixed Term Positions.

Library Staff FTE: HEW 1 *Element ID 3.4 (Optional)*

(Library Staff FTE: HEW 1)

These are the total counts of Library Staff FTE employed at each HEW level 1 during the relevant year.

Library Staff FTE: HEW 2 *Element ID 3.5 (Optional)*

(Library Staff FTE: HEW 2)

These are the total counts of Library Staff FTE employed at each HEW level 2 during the relevant year.

Library Staff FTE: HEW 3 *Element ID 3.6 (Optional)*

(Library Staff FTE: HEW 3)

These are the total counts of Library Staff FTE employed at each HEW level 3 during the relevant year.

Library Staff FTE: HEW 4 *Element ID 3.7 (Optional)*

(Library Staff FTE: HEW 4)

These are the total counts of Library Staff FTE employed at each HEW level 4 during the relevant year.

Library Staff FTE: HEW 5 *Element ID 3.8 (Optional)*

(Library Staff FTE: HEW 5)

These are the total counts of Library Staff FTE employed at each HEW level 5 during the relevant year.

Library Staff FTE: HEW 6 *Element ID 3.9 (Optional)*

(Library Staff FTE: HEW 6)

These are the total counts of Library Staff FTE employed at each HEW level 6 during the relevant year.

Library Staff FTE: HEW 7 *Element ID 3.10 (Optional)*

(Library Staff FTE: HEW 7)

These are the total counts of Library Staff FTE employed at each HEW level 7 during the relevant year.

Library Staff FTE: HEW 8 *Element ID 3.11 (Optional)*

(Library Staff FTE: HEW 8)

These are the total counts of Library Staff FTE employed at each HEW level 8 during the relevant year.

Library Staff FTE: HEW 9 *Element ID 3.12 (Optional)*

(Library Staff FTE: HEW 9)

These are the total counts of Library Staff FTE employed at each HEW level 9 during the relevant year.

Library Staff FTE: HEW 10 *Element ID 3.13 (Optional)*

(Library Staff FTE: HEW 10)

These are the total counts of Library Staff FTE employed at each HEW level 10 during the relevant year.

Library Staff FTE: HEW 10+ / Executive *Element ID 3.14 (Optional)*

(Library Staff FTE: HEW 10+ / Executive)

These are the total counts of Library Staff FTE employed at each HEW level 10+ / Executive during the relevant year.

Library Clients (Population)

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

Population figures for all elements except Population: Non-institutional Persons 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: Staff (Academic Persons) Element ID 4.1

(Population: Staff (Academic Persons))

Academic Staff - Fulltime & fractional Fulltime (persons)

Population: Staff (Other Persons) Element ID 4.2

(Population: Staff (Other Persons))

Other Staff - Fulltime & fractional Fulltime (persons).

Population: Staff (TOTAL Persons) Element ID 4.3 (Sum Field)

(Population: Staff (TOTAL Persons))

Sum of 4.1 Population: Staff (Academic Persons) and 4.2 Population: Staff (Other Persons).

Population: Staff (Academic FTE) Element ID 4.4

(Population: Staff (Academic FTE))

Academic Staff - Fulltime, fractional Fulltime, casual (FTE).

Population: Staff (Other FTE) Element ID 4.5

(Population: Staff (Other FTE))

Other Staff - Fulltime, fractional Fulltime, casual other (non-academic (FTE)).

Population: Staff (TOTAL FTE) Element ID 4.6 (Sum Field)

(Population: Staff (TOTAL FTE))

Sum of 4.4 Population: Staff (Academic FTE) and 4.5 Population: Staff (Other FTE).

Population: Students (Postgraduate Persons) Element ID 4.7

(Population: 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).

Population: Students (Other Persons) Element ID 4.8

(Population: Students (Other 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

Population: Students (TAFE/Non-tertiary Persons) *Element ID 4.9*

(Population: Students (TAFE/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 $EFTSU = \text{TAFE Contact Hours} \div 720$) with an explicit note.

Population: Students (TOTAL Persons) *Element ID 4.10 (Sum Field)*

(Population: Students (TOTAL Persons))

Sum of 4.7 Population: Students (Postgraduate Persons), 4.8 Population: Students (Other Persons) and 4.9 Population: Students (Other Persons).

Population: Students (Postgraduate EFTSU) *Element ID 4.11*

(Population: 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).

Population: Students (Other EFTSU) *Element ID 4.12*

(Population: Students (Other 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

Population: Students (TAFE/Non-tertiary EFTSU) Element ID 4.13

(Population: Students (TAFE/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 $EFTSU = \text{TAFE Contact Hours} \div 720$) with an explicit note.

Population: Students (TOTAL EFTSU) Element ID 4.14 (Sum Field)

(Population: Students (TOTAL EFTSU))

Sum of 4.11 Population: Students (Postgraduate EFTSU), 4.12 Population: Students (Other EFTSU) and 4.13 Population: Students (TAFE/Non-tertiary EFTSU).

Population: Total Persons Element ID 4.15 (Sum Field)

(Population: Total Persons)

Sum of 4.3 Population: Staff (TOTAL Persons) and 4.10 Population: Students (TOTAL Persons).

Population: Total FTE/EFTSU Element ID 4.16 (Sum Field)

(Population: Total FTE/EFTSU)

Sum of 4.6 Population: Staff (TOTAL FTE) and 4.14 Population: Students (TOTAL EFTSU).

Population: Students (External Persons) Element ID 4.17

(Population: Students (External 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.

Population: Students (External EFTSU) Element ID 4.18

(Population: Students (External 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.

Population: Non-institutional Persons Element ID 4.19

(Population: Non-institutional Persons)

This is the total count of registered clients/users of the library who are not associated with the institution. It includes ULANZ borrowers and borrowers through other reciprocal or regional borrowing schemes etc. It does not include borrowers from other institutions using unmediated resource sharing schemes such as BONUS+.

Library Facilities

General information about the library, including the number of libraries and seating facilities.

Library Facilities: Number of Libraries *Element ID 5.1*

(Library Facilities: Number of Libraries)

A library is defined as a physical space that contains one or more collections of physical information resources with direct library client/user access, where library services are provided by library staff and that is managed under the auspices of the University Librarian or equivalent.

A library within a library is not counted as it is regarded as a collection or set of collections within the same library. Library stores are not counted unless they meet all elements of the above definition. Service points are not counted as libraries.

Library Facilities: Number of Seats *Element ID 5.2*

(Library Facilities: Number of Seats)

A seat is defined as furniture providing a library client somewhere to sit within a physical space in a library as defined above. Seats include study/formal seats as well as casual/café seats as long as they meet this definition. Outdoor seating adjacent to a library is not counted.

Institutional Repository

Institutional Repository refers to an institution's research repository, the primary purpose of which is to house the intellectual research output of an institution in a largely open access environment. Repositories of internal-facing and other resources such as learning objects/assets and repositories of digitised objects that are not research outputs are not included in this definition. An institutional repository may include objects that are not research outputs but only research outputs and metadata records of research outputs are counted.

Institutional Repository: Research Outputs *Element ID 6.1*

(Institutional Repository: Research Outputs)

This is the total count of research outputs in any format held in the repository. Include all outputs regardless of whether an output was embargoed for part of the relevant year and regardless of whether the output was openly accessible or had restricted access (e.g. for ERA purposes). This is a cumulative figure – include all research outputs in the repository for the relevant year, not just those added during that year.

Institutional Repository: Research Metadata-only Records *Element ID 6.2*

(Institutional Repository: Research Metadata-only Records)

This is the total count of metadata records of research outputs in any format in the repository, where the output itself is not in the repository. This is a cumulative figure – include all metadata records in the repository that accord with this definition, for the relevant year, not just those added during that year.

Institutional Repository: Research Outputs (Usage) *Element ID 6.3*

(Institutional Repository: Research Outputs (Usage))

This is the total count of usages of research outputs in the repository in the relevant year. Usage is regarded as access to an output that facilitates use of the content such as reading the text or downloading an output. Accesses to metadata-only records are not counted.