CAUL Statistics Collection for the 2023 Statistics Year – Instructions

> Please note: The CAUL Statistics collection process is managed by CAUL National Office. For questions, contact CAUL at caul@caul.edu.au.

Data collection process

Communication

The CAUL Statistics email list statistics@lists.caul.edu.au will be used for all communication about the collection process. You can manage your own list subscription. Please ensure that there is always at least one contact person from your institution (the institutional statistics contact) subscribed to this list.

Data collection interface

Access the data collection interface. Log in required.

The institutional statistics contact at each institution will be emailed their account information for the data collection interface, together with the link for the **data collection interface**. If you have not received your email or are having difficulty accessing the interface, please email caul@caul.edu.au.

Data collection period

The 2023 data collection period will run from **Wednesday 15 May until Friday 28 June 2024**.

Definitions

View the current definitions of statistic elements. Definitions are also provided on the data collection interface. Please note there have been no changes to the element definitions for the 2023 Statistics collection. A review of the element definitions is proposed at the end of 2024.

Core and optional elements

The majority of data elements are core (i.e. mandatory). Optional elements relate to the breakdown of staff numbers by level. Institutions are encouraged to provide data for optional elements where possible.

What to report

Elements to supply

The current definitions of statistic elements table indicates which data elements are to be supplied by libraries. Only those elements where the data source is to be entered by the library appear on the data collection interface. Sum fields are not included on the data collection interface, nor are most population elements, data for which is sourced from government statistics.

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.

Report data in mutually exclusive categories

Reporting should be in mutually exclusive categories. That is, do not report the same data in multiple elements. This allows accurate totals to be derived from the data entered.

Counting collection materials

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 that 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 note should be provided with a reference date if the reference date for a data element 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.)
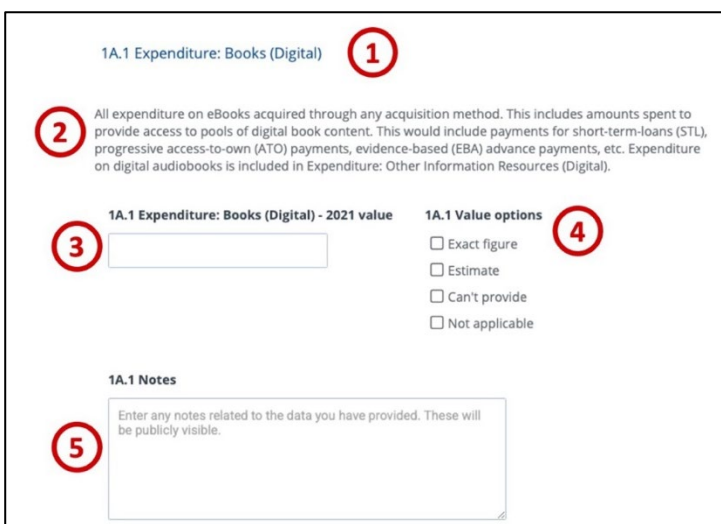
Completing your data entry

Logging in

You must log in to the **data collection interface** to complete your data collection. Your institutional statistics contact will be emailed a username and password to access the system.

You will be asked to confirm your institution by selecting it from a drop-down menu. You will also be asked to enter the name and email address of the person completing the data collection. If multiple people are completing data entry, enter the name of the institutional statistics contact.

Entering data

For each core element, you will see the following:

1. Element name
2. Definition
3. 2023 value: Enter your 2023 value for the element here
4. Value options: Choose one value option for every element
5. Notes: Enter any notes related to the value you have entered here

There are three fields to complete for each core element: *2023 value*; *Value options*; *Notes*.

Value options

There are two options for entering 2023 values:

- If you have a value to enter for the element, you should enter the value and then select either *Exact figure* or *Estimate* from the *Value options* list.
- If you cannot provide a value for the element, you should leave the 2023 value field blank (do not enter '0') and select either *Can't provide* or *Not applicable* from the *Value options* list.

The value options are defined as follows:

- Exact figure: Select if your data entry is an exact figure.
- Estimate: Select where an exact figure is not available for a particular item, but an approximate figure is known. 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.
- Can't provide: Select when you are unable to supply data for an element.
- Not applicable: Select when an element is not relevant / applicable to your institution.

Notes

The *Notes* field for each element provides space for you to enter any relevant comments related to the values you have provided. Notes will be publicly available in the data set. Notes provide explanatory information to assist in the use and interpretation of the dataset. The following is an example of a scenario when a note is necessary:

> Some institutions are unable to separate fixed term positions (*3.2 Library Staff FTE: Fixed Term Positions*) from ongoing positions (*3.1 Library Staff FTE: Continuing Positions*). In these instances, institutions enter a value for *3.1 Library Staff FTE: Continuing Positions* that includes both continuing and fixed term positions and include notes against both 3.1 and 3.2 to indicate this.

Do not use any abbreviations or local terminology in your notes, as notes need to be understandable to others outside your institution.

Population data

The only population data element all institutions must supply is *4.19 Population: Non-institutional Persons*.

> Please note: Dual sector institutions who typically provide TAFE student data will be asked to provide this data via the data collection form rather than via email, as in previous years. This applies to Charles Darwin University, CQ University, Federation University Australia, RMIT University, Swinburne University, and Victoria University.

CAUL will source and enter all other population data.

Saving your data

Data saves as you advance to the next page in the data collection form. If you are completing your data entry in multiple sessions, it is recommended that you progress to the end of the form and submit the form each time you stop work on your data entry. When you click *Submit*, you will be emailed a copy of the data you have entered to date. You can edit your data up until the closing date for data entry.

Submitting your data

When you have completed your data entry, click *Submit* at the end of the data collection form.

Reviewing your data

When you have completed your data entry, please review the data you have entered, which will be emailed to you on submission. In addition to checking that you have provided correct values, you should also make sure you have:

- Selected a *Value option* for every element, including optional elements
- Left the *2023 value* field blank for any element for which you have selected a *Value option* of *Can't provide* or *Not applicable*
- Selected a *Value option* of *Exact figure* or *Estimate*
- Entered notes where necessary
- Written your notes in such a way that they make sense to viewers outside your institution.

You may log in, correct errors, and resubmit your data up until the closing date.