

QUT Library Collection Development Manual

4. Collection Management

4.4. Collection Development Statistics

Identification block

QUT Library Collection Development Manual	
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Contact Officer	Development and Administration Manager, Library Services
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Policy statement

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4.4. Collection Development Statistics

1. Statistics recorded

The Library publishes official statistics on a range of library activities and services relevant to collection development including:

- Monographs and audiovisual software
- Serials
- Usage of electronic journals and databases
- Loans

2. Purpose

These statistics are indicators of, and assist with monitoring:

- Scope of services and support we provide Library clients
- Usage
- Size of our collection
- The shift between print and electronic resources
- Collection management issues
- Workload issues

They also assist QUT Library in benchmarking with other universities (via the *AARL Statistics*). Statistics are also generated on an ad-hoc basis for Collection Evaluation purposes (refer Collection Development Manual 4.5)

3. Data collection

Nominated staff within the appropriate Library sections are responsible for collecting and reporting monthly data for official statistics via the LibStats database. Monthly statistics are due to be reported by the second Friday of the following month. Responsible staff are on the libstats.qut.edu.au email list and receive automated monthly reminders to enter data.

Some Library sections collect and maintain other statistics for their own operational purposes, but they may not be recorded centrally or reported outside the section.

4. Reporting

Official Library statistics are reported via the LibStats database at <http://libstats.library.qut.edu.au>. All Library staff have 'read' access to Library statistics in the LibStats database, and a range of reports (eg. by month/quarter/year or by branch library) can be generated by any Library staff member.

The following statistics are also reported:

Annually

- Where relevant, in the Library's *Annual Report*, available at http://www.library.qut.edu.au/pubspolicies/annual_reports.jsp
- To CAUL (Council of Australian University Librarians) for the annual *AARL Statistics* supplement publication. The Library's Development and Administration Manager coordinates the Library's annual statistics submission to CAUL based on the statistical data provided by nominated Library staff and on the Library's annual statistical summary.

The CAUL collection generally occurs in May/June of the following year (eg. 2006 statistics submitted in May/June 2007). The final statistics are reported on the CAUL website at <http://www.caul.edu.au/stats/>

Quarterly

- In the Library's *Quarterly Report to TILS*, the format and content of which is currently under review (as at October 2009).

5. Management and maintenance

The *Manual of Library Statistics* is the definitive guide to the management and maintenance of the collection, collation and reporting of official Library statistics. It is a living document that reflects recent and ongoing changes to Library statistics brought about by the continuing evolution of Library services and management.

Modification history

Date	Sections	Source	Details
16 October 2009	General update	Library Quality and Planning Manager, ADIR&RS	Update LibStats Database
