QUT Library Collection Development Manual

4. Collection Management

4.4 Information Resources Statistics

**Identification Block**

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<tbody>
<tr>
<td>Contact Officer</td>
<td>Associate Director, Library Services (Information Resources and Research Support)</td>
</tr>
<tr>
<td>Approval Authority</td>
<td>Library Leadership Team</td>
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<tr>
<td>Approval Date</td>
<td>October 2015</td>
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<td>Date of Next Review</td>
<td>October 2018</td>
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**Policy Statement**

1. Statistics recorded
2. Principles
3. Data collection and reporting
4. Management and maintenance

**4.4 Information Resources Statistics**

1. **Statistics recorded**

   QUT Library records and reports statistics on a range of library activities and services relevant to Information Resources. Statistics primarily measure the size and usage of collections, and include data on:
   - Course materials database
   - Print Information Resources (Print books, AV)
   - eBooks and freely available internet resources
   - Print and online serials
   - Online databases
   - Online video.
2. Principles

QUT Library records and reports statistics on a range of library activities and services relevant to Information Resources. Statistics primarily measure the size and usage of collections, and include data on:

- Accessible.
- Clearly defined/unambiguous
- Effective
- Efficient
- Meaningful
- Regularly reviewed
- Relevant
- Reliable
- Centrally collected and reported

3. Data collection and reporting

The statistics (unless otherwise noted) are reported to the Information Resources Committee, Enquiry and Access Committee, and Library Leadership Team. The Reports and Summaries are available on the Library Statistics SharePoint site which is available to QUT Library staff https://sharepoint.qut.edu.au/divisions/tils/LIB/staffinfo/stats/default.aspx. These tables indicate frequency of collection, frequency of reporting and responsibility for each statistic.

Usage statistics are also used to ascertain the return on investment (ROI) of resources on a regular basis to ensure the library is receiving good value for money, especially prior to subscription renewal and in compliance with Strategic Procurement procedures (refer Collection Development Manual 3.2.2). Overall trends in usage of ebooks, databases and online video are reported annually to the Information Resources Committee.

Statistics are also generated on an ad-hoc basis for Collection Evaluation purposes (refer Collection Development Manual 4.5 and 3.2.2)

Statistics are also reported in the TILS quarterly and annual reporting schedule; CAUL (Council of Australian University Librarians) statistics; TILS Annual Service Assessments and bi-annual reports to Faculty Assistant Deans.

4. 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

<table>
<thead>
<tr>
<th>Date</th>
<th>Sections</th>
<th>Source</th>
<th>Details</th>
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<tbody>
<tr>
<td>10 July 2015</td>
<td>General update</td>
<td>Library Quality and Planning Manager,</td>
<td></td>
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<tr>
<td>16 October 2009</td>
<td>General update</td>
<td>Library Quality and Planning Manager, ADIR&amp;RS</td>
<td>Update LibStats Database</td>
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<tr>
<td>28 September 2012</td>
<td>General update, incorporating changes to the Manual of Library Statistics</td>
<td>Information Resources Committee and Director Library Services</td>
<td></td>
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<tr>
<td>October 2015</td>
<td>Minor update</td>
<td>Library Quality and Planning Manager, BLM GP</td>
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<tr>
<td>20 April 2016</td>
<td>Formatting update</td>
<td>PA to Associate Directors, Library Services</td>
<td>Format overhaul in accordance with new Library look and feel</td>
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