QUT Library Collection Development Manual

4. Collection Management

4.4 Information Resource Statistics

Identification Block

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<tbody>
<tr>
<td>Contact Officer</td>
<td>Library Resource Services Manager</td>
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<tr>
<td>Approval Authority</td>
<td>Library Leadership Team</td>
</tr>
<tr>
<td>Approval Date</td>
<td>February 2019</td>
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<td>Date of Next Review</td>
<td>February 2022</td>
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1. Statistics recorded
2. Principles
3. Data collection and reporting
4. Management and maintenance

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, usage and return on investment of collections and expenditure on information resources, and include data on:

- QUT Readings
- 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, usage and return on investment of collections and expenditure on information resources, and adhere to the following principles.

- 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, Library Services Managers Community of Practice 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](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 selection decisions in compliance with Strategic Procurement procedures. 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 CAUL (Council of Australian University Librarians) statistics and annual Service Assessments as well as other ad-hoc reporting.

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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<td>February 2019</td>
<td>General update</td>
<td>Library Resource Services Manager</td>
<td>Scheduled review</td>
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