2020 Elements

Elements and Group	Definition	Previously known as (2017 -)
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.	
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).	N/A
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).	N/A
1A.3 Expenditure: Books (TOTAL) (Sum Field)	Sum of 1A.1 Expenditure: Books (Digital) and 1A.2 Expenditure: Books (Physical).	N/A
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.	N/A
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.	N/A
1A.6 Expenditure: Journals (TOTAL) (Sum Field)	Sum of 1A.4 Expenditure: Journals (Digital) and 1A.5 Expenditure: Journals (Digital).	N/A
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.	N/A
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.	N/A
1A.9 Expenditure: Other Information Resources (TOTAL) (Sum Field)	Sum of 1A.7 Expenditure: Other Information Resources (Digital)and 1A.8 Expenditure: Other Information Resources (Physical).	N/A
1A.10 Expenditure: All Information Resources (Digital) (Sum Field)	Sum of 1A.1 Expenditure: Books (Digital), 1A.4 Expenditure: Journals (Digital) and 1A.7 Expenditure: Other Information Resources (Digital).	N/A
1A.11 Expenditure: All Information Resources (Physical) (Sum Field)	Sum of 1A.2 Expenditure: Books (Physical), 1A.5 Expenditure: Journals (Physical) and 1A.8 Expenditure: Other Information Resources (Physical).	N/A
1A.12 Expenditure: All Information Resources (TOTAL) (Sum Field)	Sum of 1A.10 Expenditure: All Information Resources (Digital) and 1A.11 Expenditure: All Information Resources (Physical).	N/A
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.	
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.	N/A
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.	N/A
1B.3 Title Holdings: Books (TOTAL) (Sum Field)	Sum of 1B.1 Title Holdings: Books (Digital) and 1B.2 Title Holdings: Books (Physical).	N/A
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.	N/A
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.	N/A
1B.6 Title Holdings: Journals (TOTAL) (Sum Field)	Sum of 1B.4 Title Holdings: Journals (Digital) and 1B.5 Title Holdings: Journals (Physical).	N/A
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 during the relevant year.	N/A
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 during the relevant year.	N/A
1B.9 Title Holdings: Other Information Resources (TOTAL) (Sum Field)	Sum of 1B.7 Title Holdings: Other Information Resources (Digital) and 1B.8 Title Holdings: Other Information Resources (Physical).	N/A
1B.10 Title Holdings: All Information Resources (Digital) (Sum Field)	Sum of 1B.1 Title Holdings: Books (Digital), 1B.4 Title Holdings: Journals (Digital) and 1B.7 Title Holdings: Other Information Resources (Digital).	N/A
1B.11 Title Holdings: All Information Resources (Physical) (Sum Field)	Sum of 1B.2 Title Holdings: Books (Physical), 1B.5 Title Holdings: Journals (Physical) and 1B.8 Title Holdings: Other Information Resources (Physical).	N/A
1B.12 Title Holdings: All Information Resources (TOTAL) (Sum Field)	Sum of 1B.10 Title Holdings: All Information Resources (Digital) and 1B.11 Title Holdings: All Information Resources (Physical).	N/A
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.	
1C.1 Usage: Books (Digital) COUNTER Release 4	This is the COUNTER Release 4 BR2 total representing all eBook section usage across all publisher and aggregator platforms. A single total R4 BR2 figure for all eBook section usage during the year. It includes only usage recorded via R4 BR2 reports for eBooks across all publisher and aggregator platforms. Usage of any eBook title that is not recorded via a R4 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.	• eBooks: Total Usage (2017) • Usage: Books (Digital) (2018)
1C.1a Usage: Books (Digital) COUNTER Release 5 (2019 -)	This is the COUNTER Release 5 TR_B3 total representing all eBook section usage across all publisher and aggregator platforms including GOA (usage of gold open access titles). It includes only usage recorded via R5 TR_B3 reports for eBooks across all publisher and aggregator platforms. Usage of any eBook title that is not recorded via a R5 TR_B3 report is excluded. For a comprehensive definition of TR_B3 see: https://www.projectcounter.org/wp-content/uploads/2019/10/Release_5_Librarians_20191018.pdf Use the Metric Type "Total Item Requests". Include both Controlled and OA Gold.	N/A

2020 Elements

Elements and Group	Definition	Previously known as (2017 -)
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.	N/A
1C.3 Usage: Books (TOTAL) (Sum Field)	Sum of 1C.1 Usage: Books (Digital) COUNTER Release 4, 1C.1a Usage: Books (Digital) COUNTER Release 5 and 1C.2 Usage: Books (Physical).	N/A
1C.4 Usage: Journals (Digital) COUNTER Release 4	This is the COUNTER Release 4 JR1 total representing all eJournal usage across all publisher and aggregator platforms. A single total COUNTER R4 JR1 figure for all eJournal usage during the year. The R4 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 R4 JR1 reports for eJournals across all publisher and aggregator platforms. Usage of any title that is not recorded via a R4 JR1 report is excluded. For comprehensive definitions of R4 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	• eJournals: Total Usage (2017) • Usage: Journals (Digital) (2018)
1C.4a Usage: Journals (Digital) COUNTER Release 5 (2019 -)	This is the COUNTER Release 5 TR_J3 total representing all eJournal usage across all publisher and aggregator platforms including GOA (usage of gold open access titles). It includes only usage recorded via R5 TR_J3 reports for eJournals across all publisher and aggregator platforms. Usage of any title that is not recorded via a R5 TR_J3 report is excluded. For a comprehensive definition of R5 TR_J3 see: https://www.projectcounter.org/wp-content/uploads/2019/10/Release_5_Librarians_20191018.pdf Use the Metric Type "Total Item Requests". Include both Controlled and OA Gold.	N/A
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.	N/A
1C.6 Usage: Journals (TOTAL) (Sum Field)	Sum of 1C.4 Usage: Journals (Digital) COUNTER Release 4, 1C.4a Usage: Journals (Digital) COUNTER Release 5 (2019 -) and 1C.5 Usage: Journals (Physical).	N/A
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.	N/A
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.	N/A
1C.9 Usage: Other Information Resources (TOTAL) (Sum Field)	Sum of 1C.7 Usage: Other Information Resources (Digital) and 1C.8 Usage: Other Information Resources (Physical).	N/A
1C.10 Usage: All Information Resources (Digital) (Sum Field)	Sum of 1C.1 Usage: Books (Digital) COUNTER Release 4, 1C.1a Usage: Books (Digital) COUNTER Release 5 (2019 -), 1C.4 Usage: Journals (Digital) COUNTER Release 4, 1C.4a Usage: Journals (Digital) COUNTER Release 5 (2019 -) and 1C.7 Usage: Other Information Resources (Digital).	N/A
1C.11 Usage: All Information Resources (Physical) (Sum Field)	Sum of 1C.2 Usage: Books (Physical), 1C.5 Usage: Journals (Physical) and 1C.8 Usage: Other Information Resources (Physical).	N/A
1C.12 Usage: All Information Resources (TOTAL) (Sum Field)	Sum of 1C.10 Usage: All Information Resources (Digital) and 1C.11 Usage: All Information Resources (Physical).	N/A
1D: Information Resources: Sharing	Information Resources: Sharing encompasses data on all resource sharing initiatives including reciprocal and regional borrowing schemes.	
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+).	Doc Del: Received Total Items
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+).	Doc Del: Supplied Total Items
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.	Loans: ULANZ and other regional borrowing schemes (2004 -)
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).	
2.1 Library Expenditure: Salaries (Continuing Positions)	This is the total expenditure on salaries for continuing positions during the relevant year.	N/A
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).	N/A
2.3 Library Expenditure: Salaries (Total Positions) (Sum Field)	Sum of 2.1 Library Expenditure: Salaries (Continuing Positions) and 2.2 Library Expenditure: Salaries (Fixed-Term Positions).	N/A
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.	N/A
2.5 Library Expenditure: Salaries (TOTAL) (Sum Field)	Sum of 2.3 Library Expenditure: Salaries (Total Positions) and 2.4 Library Expenditure: Salaries (Casual Allocation)	Expenditure: Salaries
2.6 Library Expenditure: Operations	This is the total of all other library expenditure during the relevant year except for internal charges such as space/utilities and depreciation. Library Expenditure: Salaries (Element ID 2.5) and Library Expenditure: Information Resources (Element ID 2.7) are reported separately.	N/A
2.7 Library Expenditure: Information Resources	Equals 1A.12 Expenditure: All Information Resources (TOTAL)	Expenditure: Other
2.8 Library Expenditure (TOTAL) (Sum Field)	Sum of 2.5 Library Expenditure: Salaries (TOTAL), 2.6 Library Expenditure: Operations and 2.7 Library Expenditure: Information Resources.	Expenditure: Total
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).	
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.	N/A
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.	N/A
3.3 Library Staff FTE: Positions (Sum Field)	Sum of 3.1 Library Staff FTE: Continuing Positions and 3.2 Library Staff FTE: Fixed Term Positions.	N/A
3.4 Library Staff FTE: HEW 1 (Optional)	These are the total counts of Library Staff FTE employed at each HEW level 1 during the relevant year.	Library Staff: HEW 1 (1996 -) (Optional)
3.5 Library Staff FTE: HEW 2 (Optional)	These are the total counts of Library Staff FTE employed at each HEW level 2 during the relevant year.	Library Staff: HEW 2 (1996 -) (Optional)
3.6 Library Staff FTE: HEW 3 (Optional)	These are the total counts of Library Staff FTE employed at each HEW level 3 during the relevant year.	Library Staff: HEW 3 (1996 -) (Optional)
3.7 Library Staff FTE: HEW 4 (Optional)	These are the total counts of Library Staff FTE employed at each HEW level 4 during the relevant year.	Library Staff: HEW 4 (1996 -) (Optional)
3.8 Library Staff FTE: HEW 5 (Optional)	These are the total counts of Library Staff FTE employed at each HEW level 5 during the relevant year.	Library Staff: HEW 5 (1996 -) (Optional)
3.9 Library Staff FTE: HEW 6 (Optional)	These are the total counts of Library Staff FTE employed at each HEW level 6 during the relevant year.	Library Staff: HEW 6 (1996 -) (Optional)

Elements and Group	Definition	Previously known as (2017 -)
3.10 Library Staff FTE: HEW 7 (Optional)	These are the total counts of Library Staff FTE employed at each HEW level 7 during the relevant year.	Library Staff: HEW 7 (1996 -) (Optional)
3.11 Library Staff FTE: HEW 8 (Optional)	These are the total counts of Library Staff FTE employed at each HEW level 8 during the relevant year.	Library Staff: HEW 8 (1996 -) (Optional)
3.12 Library Staff FTE: HEW 9 (Optional)	These are the total counts of Library Staff FTE employed at each HEW level 9 during the relevant year.	Library Staff: HEW 9 (1996 -) (Optional)
3.13 Library Staff FTE: HEW 10 (Optional)	These are the total counts of Library Staff FTE employed at each HEW level 10 during the relevant year.	Library Staff: HEW 10 (1996 -) (Optional)
3.14 Library Staff FTE: HEW 10+ / Executive (Optional)	These are the total counts of Library Staff FTE employed at each HEW level 10+ / Executive during the relevant year.	Library Staff: Other (1996 -) (Optional)
Library Clients (Population)	Library Clients (Population) encompasses the population of actual and potential clients or users of the institution's library. It includes all staff of the institution (academic, professional and other), all enrolled students of the institution, (postgraduate, undergraduate and other) on the basis of both FTE/EFTSU and the number of persons or head-count. Data for all staff and student categories are exactly as provided by the Australian Government Department of Education, Skill and Employment, and the Ministry of Education, New Zealand Government. Institutions wishing to do benchmarking or analysis with categories of population data not included in the CAUL Statistics may obtain the data directly from the relevant government departments. Library Clients (Population) also includes a separate count of registered non-institutional clients/users of the library. This is the only category of population data that requires manual input by institutions. All other population categories are defined as per the relevant government statistics.	
4.1 Population: Staff (Academic Persons)	Academic Staff - Fulltime & fractional Fulltime (persons)	Population: Acad Staff Persons
4.2 Population: Staff (Other Persons)	Other Staff - Fulltime & fractional Fulltime (persons).	Population: Other Staff Persons
4.3 Population: Staff (TOTAL Persons) (Sum Field)	Sum of 4.1 Population: Staff (Academic Persons) and 4.2 Population: Staff (Other Persons).	N/A
4.4 Population: Staff (Academic FTE)	Academic Staff - Fulltime, fractional Fulltime, casual (FTE).	Population: Acad Staff FTE
4.5 Population: Staff (Other FTE)	Other Staff - Fulltime, fractional Fulltime, casual other (non-academic (FTE).	Population: Other Staff FTE
4.6 Population: Staff (TOTAL FTE) (Sum Field)	Sum of 4.4 Population: Staff (Academic FTE) and 4.5 Population: Staff (Other FTE).	N/A
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).	Students: PG Persons
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	Students: OT Persons
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 = TAFE Contact Hours divided by 720) with an explicit note.	Students: TAFE/NT Persons
4.10 Population: Students (TOTAL Persons) (Sum Field)	Sum of 4.7 Population: Students (Postgraduate Persons), 4.8 Population: Students (Other Persons) and 4.9 Population: Students (Other Persons).	Students: Total Persons (Sum Field)
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).	Students: PG EFTSU
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	Students: OT EFTSU
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 = TAFE Contact Hours divided by 720) with an explicit note.	Students: TAFE/NT EFTSU
4.14 Population: Students (TOTAL EFTSU) (Sum Field)	Sum of 4.11 Population: Students (Postgraduate EFTSU), 4.12 Population: Students (Other EFTSU) and 4.13 Population: Students (TAFE/Non-tertiary EFTSU).	Students: Total EFTSU (Sum Field)
4.15 Population: Total Persons (Sum Field)	Sum of 4.3 Population: Staff (TOTAL Persons) and 4.10 Population: Students (TOTAL Persons).	Population: Total Persons (Sum Field)
4.16 Population: Total FTE/EFTSU (Sum Field)	Sum of 4.6 Population: Staff (TOTAL FTE) and 4.14 Population: Students (TOTAL EFTSU).	Population: Total FTE (Sum Field)
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.	Students: External Persons
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.	Students: External EFTSU
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 should also include 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+.	Population: Other Users (1996 -) & Population: ULANZ and Users from other universities (2004 -)

2020 Elements

Elements and Group	Definition	Previously known as (2017 -)
Library Facilities	General information about the library, including the number of libraries and seating facilities.	
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.	Libraries: Number
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.	Seating: Total seats
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.	
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.	Ins Rep: Open Access Outputs
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.	Ins Rep: Total Metadata Records
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 reading the text or downloading an output. Accesses to metadata-only records are not counted.	Ins Rep: Outputs Accesses

Standard Set

Standard Set: Data elements used for the various ratios (2018 -)

FTE Population (= population members)	Population	Population: Total FTE/EFTSU
Seats per 100 population members	Seats	(Library Facilities: Number of Seats) / (Population: Total FTE/EFTSU / 100)
Library staff per 100 population members	Library staff	Library Staff FTE: Positions (TOTAL) / Population: Total FTE/EFTSU
Book titles per population member	Book Titles	Title Holdings: Books (TOTAL) / Population: Total FTE/EFTSU
Journal titles per population member	Journal Titles	Title Holdings: Journals (TOTAL) /Population: Total FTE/EFTSU
Journals expenditure per population member	Journals Expenditure	Expenditure: Journals (TOTAL) / Population: Total FTE/EFTSU
Book expenditure per population member	Book Expenditure	Expenditure: Books (TOTAL) / Population: Total FTE/EFTSU
Acquisitions expenditure per population member	Acquisitions Expenditure	Expenditure: Books (TOTAL) + Expenditure: Journals (TOTAL) / Population: Total FTE/EFTSU
Other Information Resources Expenditure per population member	Other Information Resources Expenditure	Expenditure: Other Information Resources (TOTAL) / Population: Total FTE/EFTSU
Percentage expenditure on Books and Journals	Books and Journals Expenditure	Expenditure: Books (TOTAL) + Expenditure / Library Expenditure (TOTAL)
Percentage expenditure on ALL information Resources (Books, Journals, and Other)	Information Resources Expenditure	Expenditure: All Information Resources (ie Expenditure: Books (TOTAL) + Expenditure: Journals (TOTAL) + Expenditure: Other Information Resources (TOTAL)) / Library Expenditure (TOTAL)
Percentage expenditure on salaries	Salaries Expenditure	Library Expenditure: Salaries (TOTAL) / Library Expenditure (TOTAL)
Salaries expenditure per population member	Salaries Expenditure	Library Expenditure: Salaries (TOTAL) / Population: Total FTE/EFTSU
Total expenditure per population member	Total Expenditure	Library Expenditure (TOTAL) / Population: Total FTE/EFTSU

Standard Set: Data elements used for the various ratios (2016 - 2017)

FTE Population (= population members)	Population	Population: Total FTE
Seats per 100 population members	Seats	(Seating: Total (- 2017)) / (Population: Total FTE / 100)
Library staff per 100 population members	Library staff	Positions: Total Staff (- 2017) / Population: Total FTE
Non-serial titles per population member	Non-serial volumes	Non-Serial Items Held: Total (2016 - 2017) / Population: Total FTE
Serial titles per population member	Serial Titles	Serial titles: Total Current (- 2017) / Population: Total FTE
Serials expenditure per population member	Serials Expenditure	Expenditure: Serials Subscriptions (2016 - 2017) / Population: Total FTE
Non-Serials expenditure per population member	Non-Serials Expenditure	Expenditure: Non-Serials (2016 - 2017) / Population: Total FTE
Acquisitions expenditure per population member	Acquisitions Expenditure	(Expenditure: Non-Serials (2016 - 2017) + Expenditure: Serials Subscriptions (2016 - 2017)) / Population: Total FTE
Percentage expenditure on information resources	Information Resources Expenditure	(Expenditure: Non-Serials (2016 - 2017) + Expenditure: Serials Subscriptions (2016 -2017)) / Expenditure: Total
Percentage expenditure on salaries	Salaries Expenditure	Expenditure: Salaries / Expenditure: Total
Salaries expenditure per population member	Salaries Expenditure	Expenditure: Salaries / Population: Total FTE
Total expenditure per population member	Total Expenditure	Expenditure: Total / Population: Total FTE

Standard Set: Data elements used for the various ratios (- 2015)

FTE Population (= population members)	Population	Population: Total FTE
Seats per 100 population members	Seats	(Seating: Total + Seating: Classroom Seats (- 2010)) / (Population: Total FTE / 100)
Library staff per 100 population members	Library staff	Positions: Total Staff / Population: Total FTE
Non-serial volumes purchased per population member	Non-serial volumes	Non-serial items: Acquired (- 2015) / Population: Total FTE
Serial titles per population member	Serial Titles	Serial titles: Total Current / Population: Total FTE
Serials expenditure per population member	Serials Expenditure	Expenditure: Serials Subs (- 2015) / Population: Total FTE
Non-Serials expenditure per population member	Non-Serials Expenditure	Expenditure: Non-Serials (- 2015) / Population: Total FTE
Acquisitions expenditure per population member	Acquisitions Expenditure	(Expenditure: Non-Serials (- 2015) + Expenditure: Serials Subs (- 2015)) / Population: Total FTE
Percentage expenditure on Information Resources	Information Resources Expenditure	(Expenditure: Non-Serials (- 2015) + Expenditure: Serials Subs (- 2015) + Expenditure: Binding (- 2010)) / Expenditure: Total
Percentage expenditure on Salaries	Salaries Expenditure	Expenditure: Salaries / Expenditure: Total
Salaries expenditure per population member	Salaries Expenditure	Expenditure: Salaries / Population: Total FTE
Total expenditure per population member	Total Expenditure	Expenditure: Total / Population: Total FTE

Statistic Groups (- 2017)

Library Organisation

General information about the library, including the number of libraries, opening hours, seating facilities, staffing details and shelving capacity.

Library Staff

Data about the staff of the library, broken down by both type of staff and position classifications.

Include fulltime equivalent for part-time, contract and casual staff. Qualifications required refer to the position and not the incumbent. Count positions which are primarily supporting services offered by the library, and for which salary expenditure is included in the library budget.

INCLUDE	YES	NO
Professional Library	x	
Para Professional Library	x	
Administrative and Clerical assistants	x	
Accounting staff employed by Library	x	
Specialist IT Staff employed by Library	x	
Bindery staff employed by Library	x	
Copyright Officers employed by Library	x	
Academic Integrity Officers employed by Library	x	
Student Shelvers employed by Library	x	
Shelvers employed by Library	x	

Information Resources

Data about the library's Information Resources is broken down by bibliographic level i.e. serial or non-serial.
Non-serial includes monographs and integrating resources in any medium or format.

Monograph: A resource that is complete in one part or intended to be completed within a finite number of parts.

Integrating Resource: A resource that is added to or changed by means of updates that do not remain discrete but are integrated into the whole. An integrating resource may be tangible (e.g., a loose-leaf manual that is updated by means of replacement pages) or intangible (e.g. a website that is updated either continuously or on a cyclical basis).

Monographic and publishers series should be counted as non-serials but if this is not possible count either as serials or in both places. Include a note advising how it has been counted.

INCLUDE	YES	NO
Non-Serial Items		
Monographs (books/DVDs/CDs/kits etc)	x	
Maps	x	
E-books	x	
Laptops		x
E-book Readers		x
AV Equipment		x

Serials

A Serial is a resource issued in successive parts, usually bearing numbering, that has no predetermined conclusion (e.g. a periodical, a monographic series, a newspaper). Includes resources that exhibit characteristics of serials, such as successive issues, numbering, and frequency, but whose duration is limited (e.g. newsletters of events) and reproductions of serials.

Monographic and publishers series should be counted as non serials but if this is not possible count either as serials or in both places. Multi-volume works are not to be counted as serials unless they are intended to continue indefinitely. Serials may be in electronic, print or non-print formats. Non-print includes microform, audio or video tapes. Electronic includes CDROM.

Serial volumes refer to physical items i.e. non electronic. A Bibliographic volume in relation to serials, is the volume designated by the publisher of the serial and given a distinguishing number. If no volume number is assigned to a serial, a "bibliographic volume" is to be taken to comprise one calendar year's issue or issues of the serial. Bound volumes are the serials which the library either receives already bound or designates as a volume by virtue of binding them into one unit.

Statistic Groups (- 2017)

Library Expenditure

Library expenditure does not include commitments, depreciation, occupancy, and insurance. If any of these items have been included in institutional budgets, they must be excluded from the data supplied to CAUL. Australian libraries report in **Australian dollars**, New Zealand Libraries report in **New Zealand dollars**.

INCLUDE	YES	NO
Non-Serials Print	x	
Non-Serials Electronic (e-books/video streaming etc)	x	
Serials Subscriptions	x	
Serials Subscriptions - Print	x	
Net Document Delivery (do not count income)	x	
Binding costs		x
Serial Backsets electronic	x	
Serial Backsets print	x	
Serial Backsets microform	x	

Institutional Population

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

Population figures for all columns except ULANZ and Other registered users 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

Statistic Groups (- 2017)

Statistic Groups (- 2017)

Institutional Repository

Institutional repository refers to an institution's repository of research outputs in a variety of formats. The primary purpose of an institutional repository is to house the intellectual output of an institution in a largely open access environment. Repositories of other objects that are not research outputs are not included in this definition.

Key Definitions

Outputs: Are research outputs in a variety of formats such as, but not limited to, text, images, sound files, datasets, software (e.g. code), interactive resources, etc. This includes outputs such as pre-prints, post-prints, publications, reports, theses, etc. An output in multiple parts is considered a single output. All outputs will have a corresponding metadata record in the repository.

Metadata Records: Are records in the repository containing only metadata without a corresponding output. This includes records with links to corresponding outputs in other open access locations. (Outputs in other open access locations are not considered part of the content held in an institution's research repository. Therefore records with links to open access outputs in other locations are not counted as "outputs" in the repository but rather as "metadata records".)

Open Access Outputs: Outputs that are openly accessible for viewing/downloading by any users, regardless of whether the users are from outside the institution or associated with the institution.

Restricted Access Outputs: Outputs that are only accessible for viewing/downloading by users associated with the institution (such as, but not limited to, published versions in dark archives for research quality assessment purposes).

Elements 1994 to 2017

Elements	Long Description	Definition	Previously Known As	Column Number (- 2003)
Archives (2002 – 2015) (Optional)	Archives (linear metres)	Count the linear metres of university archival collections managed by the library.	• Archives (2004 - 2015) • Archives (linear metres) (2002 - 2003)	• Column 42A (2002 - 2003)
Doc Del: Received Copies (- 2010)	Received from others - Photocopies/ Electronic items received		• Photocopies/Electronic items received (2002 - 2003) • Photocopies & electronic items (2000 - 2001) • Pc/Elect items received (1997 - 1999) • Items received by photocopy, electronic Mail etc (1996) • Photocopied items received (- 1995)	• Column 20 (1995 - 2003) • Column 19 (- 1994)
Doc Del: Received Loans (- 2010)	Received from others - Original items received		• Original items received (- 1999, 2002 - 2003) • Original items (2000 - 2001)	• Column 19 (1995 - 2003) • Column 18 (- 1994)
Doc Del: Received Total Items	Received from others - Total items received	Document Delivery refers to loans or documents supplied to other organisations including libraries. Number of items received in all formats, both physical and electronic. Document Delivery Received is to include all items obtained from outside the library system, and which are obtained at the request of a specific client for their own use. End user initiated transactions that are paid for by the library, should be counted. Include loans received through un-mediated resource-sharing systems such as BONUS+. Do not count the number of pages supplied. Use the table below in conjunction with the definitions for the following statistics; • DOCDEL refers to Doc Del: Supplied Total Item and Doc Del: Received Total Items _(see table below)_	• Total items received (1997 - 2003) • Total bibliographic items received (- 1996)	• Column 21 (1995 - 2003) • Column 20 (- 1994)
Doc Del: Supplied Copies (- 2010)	Supplied to others - Photocopies/ Electronic items supplied		• Photocopies/Electronic items supplied (2002 - 2003) • Photocopies & electronic items (2000 - 2001) • Pc/Elect items supplied (1997 - 1999) • Items supplied by photocopy, electronic mail etc (- 1996)	• Column 17 (1995 - 2003) • Column 16 (- 1994)
Doc Del: Supplied Loans (- 2010)	Supplied to others - Original items supplied		• Original items supplied (- 1999, 2002 - 2003) • Original items (2000 - 2001)	• Column 16 (1995 - 2003) • Column 15 (- 1994)
Doc Del: Supplied Total Items	Supplied to others - Total items supplied	Document Delivery refers to loans or documents supplied to other organisations including libraries. Number of items supplied in all formats, both physical and electronic. Include loans supplied through un-mediated resource-sharing systems such as BONUS+. Use the table below in conjunction with the definitions for the following statistics; • DOCDEL refers to Doc Del: Supplied Total Item and Doc Del: Received Total Items _(see table below)_	• Total items supplied (1997 - 2003) • Total bibliographic items supplied (- 1996)	• Column 18 (1995 - 2003) • Column 17 (- 1994)
eBooks: Total Usage (2017 -)	eBooks: Total Usage 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.	N/A	N/A

Nested table within Doc Del: Received Total Items (and Doc Del: Supplied Total Items) Definition:

INCLUDE	LOANS	RESERVE	RB/ULANZ	DOCDEL	NO
	inc.	inc.	inc.	inc.	
Renewals	x				
Monographs (books/DVDs/CDs/kits etc)	x				
Reserve collection (high demand)		x			
Loans from other Libraries and lent to your users				x	
Loans supplied to other libraries for use by their users				x	
Loans to ULANZ users			x		
Loans to Reciprocal borrowers			x		
Loans to Community borrowers	x				
E-book reader with content	x				
Laptops					x
Loans to other libraries				x	
AV Equipment					x

Elements 1994 to 2017

Elements	Long Description	Definition	Previously Known As	Column Number (- 2003)
eJournals: Total Usage (2017 -)	eJournals: Total Usage 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	N/A	N/A
E-book-1 (2007)	Number of e-books (PILOT 2007)	How many e-books do you have? If no data can be provided, select one of the Value Options from the dropdown list. Please provide comments in the Notes field regardless of whether or not data is entered.	N/A	N/A
E-book-2 (2007)	Number e-books added in 2007 (PILOT 2007)	How many e-books did you add in 2007? If no data can be provided, select one of the Value Options from the dropdown list. Please provide comments in the Notes field regardless of whether or not data is entered.	N/A	N/A
E-book-3 (2007)	E-book definition (PILOT 2007)	How do you define e-books? Choose CP from the dropdown list of Value Options, and use the Notes field for your response.	N/A	N/A
E-book-4 (2007)	E-book-4 (PILOT 2007)	Have you included this e-book data in 'non-serials'? Has e-book data been included in returns for previous years? Choose CP from the dropdown list of Value Options, and use the Notes field for your response.	N/A	N/A
E-books: Acquired Titles (2008 - 2015)	E-books: Acquired individual titles	Number of individual e-book titles acquired during the year including the number of e-books actually purchased under patron driven models. Disregard duplication with print books (Non-Serial Titles: Acquired).	• E-books: Acquired Titles (2012 - 2015) • E-books: Acquired (2008 - 2011)	N/A
E-books: Current Titles (2016 - 2017) (Sum Field)	E-books: Current Titles	E-books: Current Titles is the sum of E-books: Total Titles Held + E-books: Accessible Titles.		N/A
E-books: Current Titles (2008 - 2015)	E-books: Current individual titles	E-books may be purchased and owned, leased or gratis (mainly government publications). Count how many titles were available for access, rather than how many were owned or subscribed to. Streaming video titles should be included in the same way that DVDs are included for print titles. INCLUDE / YES / NO Electronic books — X Streaming videos/audio — X Electronic Encyclopaedia — X	• E-books: Current Titles (2012 - 2015) • E-books: Current (2008 - 2011)	N/A
E-books: Purchased Titles Held (2016 - 2017)	E-books: Purchased Titles	Include: all individually purchased E-book titles; all titles in purchased collections; all auto-purchased titles from PDA platforms; but exclude short-term loaned titles from PDA platforms which are counted in Accessible Titles.	N/A	N/A
E-books: Subscribed Titles (2016 - 2017)	E-books: Subscribed Titles	Include: all individually subscribed E-book titles; all E-book titles in subscription packages.	N/A	N/A
E-books: Subscribed Titles (2009 - 2015)	E-books: Subscribed Titles	Number of e-books products purchased under subscription which have not been included in the Serials Deemed List. List package title(s) in the Notes field. INCLUDE / YES / NO Electronic books — X Streaming videos/audio — X Electronic Encyclopaedia — X Music online — X Online Dictionary — X Online Reference — X Patron Driven purchased — X Patron Driven catalogue record — — X	• E-books: Subscriptions Titles (2015) • E-books: Subscriptions (2009 - 2014)	N/A
E-books: Accessible Titles (2009 - 2017)	E-books: Accessible Titles	Number of E-book titles in patron driven packages to which your patrons had access during the year, but which were not purchased. Patron driven packages are where access is given to all titles from the particular supplier and after a stipulated number of loans, have been purchased. The number of titles that were purchased are to be counted in 'E-books: Purchased Titles Held (2016 -)'. INCLUDE / YES / NO Had access to but not purchased — X Had access to and then purchased — — X	• E-books: PDA Accessible Titles (2015-2016) • E-books: Patron-driven packages (2009 - 2014)	N/A
E-books: Total Titles Held (2016 - 2017) (Sum Field)	E-books: Total Titles Held is the sum of E-books: Purchased Titles Held + E-Books: Subscribed Titles Held	E-books: Total Titles Held (All purchased E-book titles purchased individually, all E-book titles in purchased packages, as well as all auto-purchased titles from PDA platforms but excluding short term loaned titles from PDA platforms; All individually subscribed E-book titles as well as all E-book titles in subscription packages).		
Expenditure: Backsets (- 1995)	Serial backsets		• Serial backsets (- 1995)	• Column 46 (1995) • Column 63 (- 1994)
Expenditure: Binding (- 2010)	Expenditure on binding		• Expenditure on binding (2002 - 2003) • Binding (1995 - 2001) • Sundries - binding (- 1994)	• Column 48 (1995 - 2003) • Column 66 (- 1994)

Elements	Long Description	Definition	Previously Known As	Column Number (- 2003)
Expenditure: E-resources (2004 - 2016)	Expenditure on electronic resources	Additional breakdown of expenditure. This expenditure should also be included in Expenditure: Non-Serials and Expenditure: Serials Subs. (see INCLUDE table below)	N/A	N/A

INCLUDE	YES	NO
Electronic Indexes and reference tools	X	
Electronic full-text periodical collection	X	
Electronic journal back files	X	
Electronic Books	X	
Online searches of remote databases	X	
Bundled electronic and print editions - electronic primary format	X	
Bundled electronic and print editions - print primary format		X
Bibliographic utilities		X
Networks and consortia that are unrelated to end-user database access		X

Elements	Long Description	Definition	Previously Known As	Column Number (- 2003)
Expenditure: Extraordinary (1998 - 2017)	Extraordinary expenditure	Additional expenditure, one off or extraordinary expenditure e.g. Building works, computer systems. Include expenditure of grants for information resources in serial and non-serial expenditure.	• Extraordinary expenditure (1998 - 2003)	• Column 51A (1998 - 2003)
Expenditure: Information Resources (2014 - 2015) (Sum Field)	Information Resources - Library Materials Expenditure	Expenditure: Information Resources is the sum of Expenditure: Non-Serials and Expenditure: Serial Subs	N/A	N/A
Expenditure: Information Resources (All) (2016 - 2017) (Sum Field)	Information Resources - All Expenditure	Expenditure: Information Resources (All) is the sum of Expenditure: Non-Serials and Serials.	N/A	N/A
Expenditure: Information Resources (Continuing Subscriptions) (2016 - 2017) (Sum Field)	Information Resources (Continuing Subscriptions) Expenditure	Expenditure: Information Resources (Continuing Subscriptions) is the sum of Expenditure: Non-Serials Subscriptions and Expenditure: Serials Subscriptions.	N/A	N/A
Expenditure: Information Resources (Electronic) (2016 - 2017) (Sum Field)	Information Resources (Electronic) Expenditure	Expenditure: Information Resources (Electronic) is the sum of Expenditure: Non-Serials (Electronic) and Expenditure: Serials (Electronic).	N/A	N/A
Expenditure: Information Resources (Non-electronic) (2016 - 2017) (Sum Field)	Information Resources (Non-electronic) Expenditure	Expenditure: Information Resources (Non-electronic) is the sum of Expenditure: Non-Serials (Non-Electronic) and Expenditure: Serials (Non-electronic).	N/A	N/A
Expenditure: Information Resources (One-off Purchases) (2016 -) (Sum Field)	Information Resources (One-off Purchases) Expenditure	Expenditure: Information Resources (One-off Purchases) is the sum of Expenditure: Non-Serials Purchases and Expenditure: Serials Purchases.	N/A	N/A
Expenditure: Non-Book Materials (- 1995)	Non-book materials		• Non-book materials (- 1995)	• Column 47 (1995) • Column 64 (- 1994)
Expenditure: Non-Serials (2016 - 2017) (Sum Field)	Non-Serials Expenditure	Expenditure: Non-Serials is the sum of Expenditure: Non-Serials Purchases + Expenditure: Non-Serials Subscriptions.	N/A	N/A
Expenditure: Non-Serials (- 2015)	Information Resources - Expenditure on non-serials	Expenditure on non-serials in all formats, backsets of serials from any source.	• Expenditure: Non-Serials (2004 - 2015) • Expenditure on non-serials (2002 - 2003) • Non-Serials (1996 - 2001) • Print monographs (1995) • Monographs (- 1994)	• Column 44 (1995 - 2003) • Column 61 (- 1994)
Expenditure: Non-Serials (Electronic) (2016 - 2017) (Sum Field)	Non-Serials (Electronic) Expenditure	Expenditure: Non-Serials (Electronic) is the sum of Expenditure: Non-Serials Purchases (Electronic) and Expenditure: Non-Serials Subscriptions (Electronic).	N/A	N/A
Expenditure: Non-Serials (Non-electronic) (2016 - 2017) (Sum Field)	Non-Serials (Non-electronic) Expenditure	Expenditure: Non-Serials (Non-electronic) is the sum of Expenditure: Non-Serials Purchases (Non-Electronic) and Expenditure: Non-Serials Subscriptions (Non-Electronic).	N/A	N/A
Expenditure: Non-Serials Purchases (2016 - 2017) (Sum Field)	Non-Serials Purchases Expenditure	Expenditure: Non-Serials Purchases is the sum of Expenditure: Non-Serials Purchases (Electronic) and Expenditure: Non-Serials Purchases (Non-electronic).	N/A	N/A
Expenditure: Non-Serials Purchases (Electronic) (2016 - 2017)	Non-Serials Purchases (Electronic) Expenditure	All one-off purchases of non-serials in electronic format: INCLUDE • purchases of individual E-books • purchases of E-book collections/packages • purchases of patron-driven short-term loans of E-books • purchases of E-books auto-triggered through patron-driven models • purchases of patron-driven streamed video accesses	N/A	N/A
Expenditure: Non-Serials Purchases (Non-electronic) (2016 - 2017)	Non-Serials Purchases (Non-electronic) Expenditure	All one-off purchases of non-serials in print or other tangible format: INCLUDE • purchases of individual print books • purchases of print book collections • purchases of audio-visual materials, etc	N/A	N/A
Expenditure: Non-Serials Subscriptions (2016 - 2017) (Sum Field)	(Non-Serials Subscriptions Expenditure)	Expenditure: Non-Serials Subscriptions is the sum of Expenditure: Non-Serials Subscriptions (Electronic) and Expenditure: Non-Serials Subscriptions (Non-Electronic).	N/A	N/A

Elements	Long Description	Definition	Previously Known As	Column Number (- 2003)
Expenditure: Non-Serials Subscriptions (Electronic) (2016 - 2017)	Non-Serials Subscriptions (Electronic) Expenditure	All continuing subscriptions providing continuous electronic access to non-serials: **INCLUDE** • subscriptions to individual • eBooks subscriptions to eBook collections/packages • subscriptions to streaming video services All continuing payments for maintenance, access, platform or hosting fees for purchased non-serial content: **INCLUDE** • continuing fees for access to purchased eBooks • continuing fees for access to purchased eBook collections/packages	N/A	N/A
Expenditure: Non-Serials Subscriptions (Non-electronic) (2016 - 2017)	Non-Serials Subscriptions (Non-electronic) Expenditure	All continuing subscriptions to non-serials in print or other tangible format. (If indeed subscriptions to print books, print book collections or tangible audio-visual materials exist. It is generally expected this data element will be $0).	N/A	N/A
Expenditure: Other	Operating expenditure	All other expenditure, which may include expenditure on a range of outsourced library services. _(see table below)_	• Expenditure: Operating (2004 - 2011) • Operating expenditure (2000 - 2003) • Other - operating expenses (1997 - 1999) • Other Operating expenses (1996) • Other (1995) • TOTAL sundries (- 1994)	• Column 49 (1995 - 2003) • Column 71 (- 1994) ***Please note:*** *Column 71: Total Sundries (- 1994) is the sum of Columns 67 to 70 (- 1994).*
Expenditure: Salaries	Salaries expenditure	Include salaries for all positions included in the library budget/headcount and counted in 'Library Staff: Positions'. Include all on-costs and remuneration costs. _(see table below)_	• Salaries (1995 - 2003) • Staff salaries (- 1994)	• Column 50 (1995 - 2003) • Column 72 (- 1994)
Expenditure: Serials (2016 - 2017) (Sum Field)	Serials Expenditure	Expenditure: Serials is the sum of Expenditure: Serials Purchases and Expenditure: Serials Subscriptions.	N/A	N/A
Expenditure: Serials (Electronic) (2016 - 2017) (Sum Field)	Serials (Electronic) Expenditure	Expenditure: Serials (Electronic) is the sum of Expenditure: Serials Purchases (Electronic) and Expenditure: Serials Subscriptions (Electronic).	N/A	N/A
Expenditure: Serials (Non-electronic) (2016 - 2017) (Sum Field)	Serials (Non-electronic) Expenditure	Expenditure: Serials (Non-electronic) is the sum of Expenditure: Serials Purchases (Non-Electronic) and Expenditure: Serials Subscriptions (Non-Electronic).	N/A	N/A
Expenditure: Serials Purchases (2016 - 2017) (Sum Field)	Serials Purchases Expenditure	Expenditure: Serials Purchases is the sum of Expenditure: Serials Purchases (Electronic) and Expenditure: Serials Purchases (Non-Electronic).	N/A	N/A
Expenditure: Serials Purchases (Electronic) (2016 - 2017)	Serials Purchases (Electronic) Expenditure	All one-off purchases of serials in electronic format: **INCLUDE** • purchases of eJournal back-files	N/A	N/A
Expenditure: Serials Purchases (Non-electronic) (2016 - 2017)	Serials Purchases (Non-electronic) Expenditure)	All one-off purchases of serials in print or other tangible format: **INCLUDE** • purchases of back-sets of print serials	N/A	N/A

Expenditure: Other — Definition detail

INCLUDE	YES	NO
All other expenditure including binding costs	x	
Extraordinary Expenditure		x
Materials Expenditure		x
Salary Expenditure		x
Outsourced Library Services	x	
Copyright commission		x
Copyright licence fees		x
One off grants/tagged		x
Staff Development Costs		
Conference Fees	x	
Training & Seminars	x	
Study Fees	x	
Cost of Study Leave	x	

Expenditure: Salaries — Definition detail

INCLUDE	YES	NO
Permanent & Casual Salaries and associated on-costs		
Professional Library	x	
Para Professional Library	x	
Administrative and Clerical assistants	x	
Accounting staff employed by Library	x	
Specialist IT Staff employed by Library	x	
Bindery staff employed by Library	x	
Copyright Officers employed by Library	x	
Academic Integrity Officers employed by Library	x	
Student Shelvers employed by Library	x	
Overtime	x	
Shift Allowances	x	
Meal Money	x	
Temporary Contract Staff	x	
Staff Recruitment		x
Staff Development Costs		x

Elements	Long Description	Definition	Previously Known As	Column Number (- 2003)
Expenditure: Serials Subs (- 2015)	Information Resources - Expenditure on serials subscriptions	Expenditure on serials subscriptions, which includes electronic serials and memberships that include a serial subscription. Include expenditure from any source. Incorporate expenditure on titles counted in Serial Titles: Total New. Include expenditure on serials titles purchased in order to exchange for other serial titles.	• Expenditure: Serials Subs (2004 - 2015) • Expenditure on serials subscriptions (2002 - 2003) • Serials subscriptions (- 1996, 2000 - 2001) • Serials subs (1997 - 1999)	• Column 45 (1995 - 2003) • Column 62 (- 1994)
Expenditure: Serials Subscriptions (2016 - 2017) (Sum Field)	Serials Subscriptions Expenditure	Expenditure: Serials Subscriptions is the sum of Expenditure: Serials Subscriptions (Electronic) and Expenditure: Serials Subscriptions (Non-Electronic).	N/A	N/A
Expenditure: Serials Subscriptions (Electronic) (2016 - 2017)	Serials Subscription (Electronic) Expenditure	All subscriptions providing continuous electronic access to serials and All continuing payments for maintenance, access, platform or hosting fees for purchased serial content: INCLUDE • subscriptions to individual eJournals • subscriptions to eJournal collections/packages • subscriptions to aggregator databases • subscriptions to indexing, abstracting and citation databases • memberships that include an electronic serial subscription • continuing fees for access to purchased eJournal back-files	N/A	N/A
Expenditure: Serials Subscriptions (Non-electronic) (2016 - 2017)	Serials Subscriptions (Non-electronic) Expenditure	All continuing subscriptions to serials in print or other tangible format: INCLUDE • subscriptions to individual print journals • subscriptions to print journal collections • subscriptions to print book/monograph series • memberships that include a print/tangible serial subscription	N/A	N/A
Expenditure: Total (Sum Field)	Total library expenditure	Expenditure: Total is the sum of Expenditure: Non-Serials, Expenditure: Serials, Expenditure: Other and Expenditure: Salaries	• Total library expenditure (- 2003)	• Column 51 (1995 - 2003) • Column 73 (- 1994)
Expenditure: Total Material (- 1994)	Total material expenditure		• TOTAL expenditure on library materials (- 1994)	• Column 65 (- 1994)
Floor Space (1996 - 2017) (Optional)	Floor Space (square metres)	Floor Space (square metres) | INCLUDE	YES	NO
---	---	---
Collection storage	x	
Silent study areas	x	
Group study rooms	x	
Staffing area	x	
Common areas	x	
Cafe (if floor space library control)	x	
Foyers	x			• Floor Space (square metres) (2000 - 2003) • Floor Space (1996 - 1999)	• Column 1A (1996 - 2003)
Info Literacy: Groups (2000 - 2017) (Optional)	Information Literacy and Instruction - Presentations to groups	Report the total number of sessions throughout the year delivered face-to-face, online or via other real-time delivery. All sessions provided by library staff to library users about library related matters should be counted. | INCLUDE	YES	NO
---	---	---
Class presentations	x	
Orientation sessions	x	
Library tours	x	
One on one assistance		x
Research training	x	
Phone		x		• Presentations to groups (2000 - 2003)	• Column 12A (2000 - 2003)
Info Literacy: Persons (2000 - 2017) (Optional)	Information Literacy and Instruction - Participants in group presentations	Report the total number of participants in the presentations reported above. | INCLUDE	YES	NO
---	---	---
Class presentations	x	
Orientation sessions	x	
Library tours	x	
One on one assistance		x
Phone		x		• Participants in group presentations (2000 - 2003)	• Column 12B (2000 - 2003)
Info Literacy: Reference Trans (2000 - 2017) (Optional)	Information Literacy and Instruction - Reference Transactions	Report the total number of reference transactions. Duration is not an element in determining whether a transaction is a reference transaction. Include all transactions responded to via email, online form, phone or chat regardless of whether handled at a service point or elsewhere. | INCLUDE	YES	NO
---	---	---
Reference questions at desk	x	
Reference questions via email	x	
Reference questions via online form	x	
Reference questions via phone	x	
Reference questions via chat	x	
Directional questions		x
Opening Hours		x
IT help		x		• Reference Transactions (2000 - 2003)	• Column 12C (2000 - 2003)

Elements 1994 to 2017

Elements	Long Description	Definition	Previously Known As	Column Number (- 2003)
Ins Rep: New Metadata Records (2012 - 2017)	Institutional Repository - Total number of metadata records added during the relevant year	Include only Metadata Records as defined. Do not include Outputs as defined. Include only those new metadata records added during the relevant year.	• Ins Rep: New Metadata (2012 - 2015)	N/A
Ins Rep: New Outputs (2012 - 2017)	Institutional Repository - Total number of outputs added during the relevant year)	Include all Outputs, both open access and restricted access. Do not include Metadata Records as defined. Include only those new outputs added during the relevant year.	• Ins Rep: New Works (2012 - 2015)	N/A
Ins Rep: Open Access Outputs (2012 -)	Institutional Repository - Number of outputs held in the repository for open access	Include all outputs held in the repository that are openly accessible by any users (i.e. users from outside the institution or users associated with the institution), even if the output may have been embargoed for part of the relevant year. Do not include Restricted Access Outputs as defined. Do not include Metadata Records as defined. This is a cumulative figure. Include all open access outputs, not just those added during the relevant year.	• Ins Rep: Works Open Access (2012 - 2015)	N/A
Ins Rep: Outputs Accesses (2012 -)	Institutional Repository - Number of accesses to outputs in the repository during the relevant year	Include accesses to all Outputs, both open access and restricted access. Include file downloads of outputs as well as page-views of outputs where the output is accessible without downloading. Do not include accesses to Metadata Records as defined. Do not include known accesses by robots. Include only those accesses for the relevant year.	• Ins Rep: Works Accesses (2012 - 2015)	N/A
Ins Rep: Restricted Access Outputs (2012 - 2017)	Institutional Repository – Number of outputs held in the repository for restricted access only	Include those outputs that are only accessible by users associated with the institution. Do not include Open Access Outputs as defined. Do not include Metadata Records as defined. This is a cumulative figure. Include all restricted access outputs, not just those added during the relevant year.	• Ins Rep: Works No Access (2012 - 2015)	N/A
Ins Rep: Total Accesses (Outputs & Metadata Records) (2012 - 2017) (Sum Field)	Institutional Repository - Total number of accesses to items in the institutional repository during the year	Sum of Ins Rep: Total Works and Ins Rep: Total Metadata	• Ins Rep: Total Accesses (2012 - 2015)	N/A
Ins Rep: Total Items (2012 - 2015) (Sum Field)	Institutional Repository - Total number of items held in the institutional repository/ies	Total of all items in the repositories – both records held as full-text as well as those that are metadata only. Includes all items, not just those added during the year.	N/A	N/A
Ins Rep: Total Metadata Records (2012 -)	Institutional Repository - Number of metadata records in the repository	Include all Metadata Records as defined. Do not include Outputs as defined. This is a cumulative figure. Include all metadata records, not just those added during the relevant year.	• Ins Rep: Total Metadata (2012 - 2015)	N/A
Ins Rep: Total Outputs (2012 - 2017) (Sum Field)	Institutional Repository - Total number of outputs held in the repository	Sum of Ins Rep: Open Access Outputs and Ins Rep: Restricted Access Outputs.	• Ins Rep: Total Works (2012 - 2015)	N/A
Libraries: Number	Number of Libraries	A library is defined as the provision of a service from a collection. <table><tr><td>INCLUDE</td><td>YES</td><td>NO</td></tr><tr><td>Bookmobile</td><td>x</td><td></td></tr><tr><td>Internet</td><td></td><td>x</td></tr><tr><td>Library inside library</td><td></td><td>x</td></tr><tr><td>Joint Library (Managed by University Librarian or Equivalent)</td><td>x</td><td></td></tr><tr><td>Library store - with direct user access</td><td>x</td><td></td></tr><tr><td>Library store - no user access</td><td></td><td>x</td></tr></table>	• Number of Libraries (- 1995, 1997 - 2003) • No. Libraries (1996)	• Column 1 (- 2003)
Library Staff: HEW 1 (1996 -) (Optional)	HEW Levels - HEW1 Staff	Number of staff at HEW1 level. <table><tr><td>INCLUDE</td><td>YES</td><td>NO</td></tr><tr><td>Library Staff HEW Level 1-10</td><td>x</td><td></td></tr><tr><td>Other Library Staff</td><td></td><td></td></tr><tr><td>Above HEW 10</td><td>x</td><td></td></tr></table>	• HEW1 Staff (1997 - 2003) • HEW1 (1996)	• Column 11A (1996 - 2003)

Elements 1994 to 2017

Elements	Long Description	Definition	Previously Known As	Column Number (- 2003)
Library Staff: HEW 2 (1996 -) (Optional)	HEW Levels - HEW2 Staff	Number of staff at HEW 2 level. INCLUDE / YES / NO Library Staff HEW Level 1-10 — x Other Library Staff Above HEW 10 — x	• HEW2 Staff (1997 - 2003) • HEW2 (1996)	• Column 11B (1996 - 2003)
Library Staff: HEW 3 (1996 -) (Optional)	HEW Levels - HEW3 Staff	Number of staff at HEW 5 level. INCLUDE / YES / NO Library Staff HEW Level 1-10 — x Other Library Staff Above HEW 10 — x	• HEW3 Staff (1997 - 2003) • HEW3 (1996)	• Column 11C (1996 - 2003)
Library Staff: HEW 4 (1996 -) (Optional)	HEW Levels - HEW4 Staff	Number of staff at HEW 5 level. INCLUDE / YES / NO Library Staff HEW Level 1-10 — x Other Library Staff Above HEW 10 — x	• HEW4 Staff (1997 - 2003) • HEW4 (1996)	• Column 11D (1996 - 2003)
Library Staff: HEW 5 (1996 -) (Optional)	HEW Levels - HEW5 Staff	Number of staff at HEW 5 level. INCLUDE / YES / NO Library Staff HEW Level 1-10 — x Other Library Staff Above HEW 10 — x	• HEW5 Staff (1997 - 2003) • HEW5 (1996)	• Column 11E (1996 - 2003)
Library Staff: HEW 6 (1996 -) (Optional)	HEW Levels - HEW6 Staff	Number of staff at HEW 6 level. INCLUDE / YES / NO Library Staff HEW Level 1-10 — x Other Library Staff Above HEW 10 — x	• HEW6 Staff (1997 - 2003) • HEW6 (1996)	• Column 11F (1996 - 2003)
Library Staff: HEW 7 (1996 -) (Optional)	HEW Levels - HEW7 Staff	Number of staff at HEW 7 level. INCLUDE / YES / NO Library Staff HEW Level 1-10 — x Other Library Staff Above HEW 10 — x	• HEW7 Staff (1997 - 2003) • HEW7 (1996)	• Column 11G (1996 - 2003)
Library Staff: HEW 8 (1996 -) (Optional)	HEW Levels - HEW8 Staff	Number of staff at HEW 8 level. INCLUDE / YES / NO Library Staff HEW Level 1-10 — x Other Library Staff Above HEW 10 — x	• HEW8 Staff (1997 - 2003) • HEW8 (1996)	• Column 11H (1996 - 2003)
Library Staff: HEW 9 (1996 -) (Optional)	HEW Levels - HEW9 Staff	Number of staff at HEW 9 level. INCLUDE / YES / NO Library Staff HEW Level 1-10 — x Other Library Staff Above HEW 10 — x	• HEW9 Staff (1997 - 2003) • HEW9 (1996)	• Column 11I (1996 - 2003)
Library Staff: HEW 10 (1996 -) (Optional)	HEW Levels - HEW10 Staff	Number of staff at HEW 10 level. INCLUDE / YES / NO Library Staff HEW Level 1-10 — x Other Library Staff Above HEW 10 — x	• HEW10 Staff (1997 - 2003) • HEW10 (1996)	• Column 11J (1996 - 2003)
Library Staff: Other (1996 -) (Optional)	HEW Levels - Other Staff	Number of Other library Staff. INCLUDE / YES / NO Library Staff HEW Level 1-10 — x Other Library Staff Above HEW 10 — x	• Other Staff (1997 - 2003) • Other (1996)	• Column 11K (1996 - 2003)
Loans: First (- 1995)	First loans		• First loans (- 1995)	• Column 12 (1995) • Column 11 (- 1994)
Loans: Inter Campus/ Branch (1996 - 2015) (Optional)	Inter-Campus/Branch loans	Inter-campus and inter-branch lending. i.e lending between your library's campuses, branches, stores, both loans and copies. Only count items supplied.	• Loans Inter Campus/Branch (2004 - 2015) • Loans: Inter Campus/Branch (1996 - 2015)	• Column 21A (1996 - 2003)
Loans: Ren or Ext (- 1995)	Loan Renewals or extensions		• Renewals or Extensions (- 1995)	• Column 13 (1995) • Column 12 (- 1994)

Elements 1994 to 2017

Elements	Long Description	Definition	Previously Known As	Column Number (- 2003)
Loans: Reserve Collection (- 2017)	Loans - Number of reserve collection loans	Reserve (High Demand) collection loans are to include the number of loans made of all material in the library's reserve collection, including monographs, videos, sound recordings, etc. Reserve or High Demand loans are short term loans to users who usually cannot remove material from the library's premises. Exclude accesses to e-reserve and links via URL from reading list to resource. _table: INCLUDE / YES / NO_ Reserve / High demand monograph loan — YES: x Reserve / High demand photocopy loan — YES: x Use the table below in conjunction with the definition for the following statistic; • RESERVE refers to Loans: Reserve Collection _table: INCLUDE / LOANS inc. / RESERVE inc. / RB/ULANZ inc. / DOCDEL inc. / NO_ Renewals — LOANS: x Monographs (books/DVDs/CDs/kits etc) — LOANS: x Reserve collection (high demand) — RESERVE: x Loans from other Libraries and lent to your users — DOCDEL: x Loans supplied to other libraries for use by their users — DOCDEL: x Loans to ULANZ users — RB/ULANZ: x Loans to Reciprocal borrowers — RB/ULANZ: x Loans to Community borrowers — LOANS: x E-book reader with content — LOANS: x Laptops — NO: x Loans to other libraries — RB/ULANZ: x AV Equipment — NO: x	• Number of reserve collection loans (2002 - 2003) • Reserve Collection loans (- 2001)	• Column 15 (1995 - 2003) • Column 14 (- 1994)
Loans: Total (- 2017)	Loans - Total number of loans	Include the number of loans and renewals (excluding reserve) made of all material in the library's collection but not equipment. Use the table below in conjunction with the definition for the following statistic; • LOANS refers to Loans: Total _table: INCLUDE / LOANS inc. / RESERVE inc. / RB/ULANZ inc. / DOCDEL inc. / NO_ Renewals — LOANS: x Monographs (books/DVDs/CDs/kits etc) — LOANS: x Reserve collection (high demand) — RESERVE: x Loans from other Libraries and lent to your users — DOCDEL: x Loans supplied to other libraries for use by their users — DOCDEL: x Loans to ULANZ users — RB/ULANZ: x Loans to Reciprocal borrowers — RB/ULANZ: x Loans to Community borrowers — LOANS: x E-book reader with content — LOANS: x Laptops — NO: x Loans to other libraries — RB/ULANZ: x AV Equipment — NO: x	• Total number of loans (- 1995, 2002 - 2003) • Total loans (1996 - 2001)	• Column 14 (1995 - 2003) • Column 13 (- 1994)
Loans: ULANZ and other regional borrowing schemes (2004 -)	Loans - Loans by borrowers from other universities	The total loans to borrowers from other Australian or New Zealand universities under ULANZ (University Libraries of Australia and New Zealand), the national borrowing scheme, and / or via the relevant regional borrowing scheme e.g. CAVAL, ULSA, WAGUL. Include the number of loans and renewals made of all material in the library's collection but not equipment. Use the table below in conjunction with the definition for the following statistic; • RB/ULANZ refers to Loans: ULANZ and other regional borrowing schemes (2004 -) _table: INCLUDE / LOANS inc. / RESERVE inc. / RB/ULANZ inc. / DOCDEL inc. / NO_ Renewals — LOANS: x Monographs (books/DVDs/CDs/kits etc) — LOANS: x Reserve collection (high demand) — RESERVE: x Loans from other Libraries and lent to your users — DOCDEL: x Loans supplied to other libraries for use by their users — DOCDEL: x Loans to ULANZ users — RB/ULANZ: x Loans to Reciprocal borrowers — RB/ULANZ: x Loans to Community borrowers — LOANS: x E-book reader with content — LOANS: x Laptops — NO: x Loans to other libraries — RB/ULANZ: x AV Equipment — NO: x	• Loans: ULA, ULNZ and other regional borrowing schemes (2004 -) (2012) • Loans: ULA (2004 - 2011)	N/A

Elements 1994 to 2017

Elements	Long Description	Definition	Previously Known As	Column Number (- 2003)
Non-Serial Items: Acquired (- 2015)	Non-Serial Items - Number non-serial items acquired during the year	Number print non-serial titles acquired during the year. Include (monographs etc). Exclude ebooks (counted in E-Books: Acquired and automatically cumulated in Non-Serial Titles: Total), disregard duplication.	• Non-Serial Items: Acquired (2004 - 2015) • Number non-serial items acquired during the year (2002 - 2003) • Acquired (2000 - 2001) • Purchased (1997 - 1999) • Acquired by purchase (1995 - 1996) • Monograph volumes acquired by purchase (- 1994)	• Column 22 (1995 - 2003) • Column 21 (- 1994)
Non-Serial Items: Gift or Exc (- 1999)	Non-Serial Titles - Gift or exchange		•Gift or exchange (1997 - 1999) •Acquired by gift or exchange (1995 - 1996) •Monograph volumes acquired by gift/exchange (- 1994)	• Column 23 (1995 - 1999) • Column 22 (- 1994)
Non-Serial Items Held (Maps) (2016 - 2017)	Non-Serial Items Held (Maps)		N/A	N/A
Non-Serial Items Held (Monographs) (2016 - 2017)	Non-Serial Items Held (Monographs)		N/A	N/A
Non-Serial Items Held: Total (2016 - 2017) (Sum Field)	Non-serial Items - Total non-serial items in library at end of year	Non-Serial Items Held: Total is the sum of Non-serial items held (Monographs), Non-serial items held (Maps) and E-books: Total Titles Held.	N/A	N/A
Non-Serial Items: Total (- 2015)	Non-serial Items - Total non-serial items in library at end of year	"Non-Serial Items: Total [last year]" + "Non-Serial items: Acquired" - "Non-Serial Items: Withdrawn" = "Non-Serial Items: Total".	• Non-Serial Items: Total (2004-2015) • Total non-serial items in library at end of year (2002 - 2003) • TOTAL (2000 - 2001) • Total Non-serial items (1997 - 1999) • Total Non-Serial Volumes (1996) • Total monograph volumes (1995) • TOTAL Monograph volumes in library (- 1994)	• Column 25 (1995 - 2003) • Column 24 (- 1994)
Non-Serial Items: Withdrawn (- 2015)	Non-serial Items - Number non-serial items withdrawn during the year	Number of items withdrawn during the year. A withdrawn non-serial item is no longer held and holdings are written off from the library records, owing to loss, etc.	• Non-Serial Items: Withdrawn (2004 - 2015) • Number non-serial items withdrawn during the year (2002 - 2003) • Withdrawn (1996 - 2001) • Volumes withdrawn during the year (1995) • Monograph volumes withdrawn during the year (- 1994)	• Column 24 (1995 -2003) • Column 23 (- 1994)
Non-Serial Titles Held (Monographs) (2016 - 2017)	Non-Serial Titles Held (Monographs		N/A	N/A
Non-Serial Titles Held (Maps) (2016 - 2017)	Non-Serial Titles Held (Maps)		N/A	N/A
Non-Serial Titles: Acquired (- 2015)	Non-Serial Titles - Number non-serial titles acquired during the year	Number non-serial titles acquired during the year. Include (monographs etc) all formats.	• Non-serial Titles: Acquired (2004 - 2015) • Number non-serial titles acquired during the year (2002 - 2003) • Acquired (2000 - 2001) • Purchased (1997 - 1999) • Acquired by purchase (1995 - 1996) • Monograph titles acquired by purchase (- 1994)	• Column 26 (1995 - 2003) • Column 25 (- 1994)
Non-Serial Titles: Gift or Exc (- 1999)	Gift or exchange		• Gift or exchange (1997 - 1999) • Acquired by gift or exchange (1995 - 1996) • Monograph titles acquired by gift or exchange (- 1994)	• Column 27 (1995 - 1999) • Column 26 (- 1994)
Non-Serial Titles: Total (2016 - 2017) (Sum Field)	Non-Serial Titles - Total non-serial titles, including e-books, in library at end of year	Non-Serial Titles: Total is the sum of Non-Serial Titles Held (Monographs), Non-Serial Titles Held (Maps) and E-books: Current Titles.	N/A	N/A
Non-Serial Titles: Total (- 2015)	Non-Serial Titles - Total non-serial titles in library at end of year	Non-Serial Titles: Total [last year] + Non-Serial Titles: Acquired - Non-Serial Titles: Withdrawn + E-books: Acquired Titles = Non-Serial Titles: Total. Non-serial titles include (monographs etc) all formats.	• Non-serial Titles: Total (2004 – 2015) • Total non-serial titles in library at end of year (2002 - 2003) • TOTAL (2000 - 2001) • Total non-serial titles (1996 - 1999) • Total monograph titles (1995) • TOTAL Monograph titles in library at end of year (- 1994)	• Column 29 (1995 - 2003) • Column 28 (- 1994)
Non-Serial Titles: Withdrawn (- 2015)	Non-Serial Titles - Number non-serial titles withdrawn during the year	Number of non-serial titles withdrawn during the year. A withdrawn non-serial title is no longer held and holdings are written off from the library records, owing to loss, etc.	• Non-Serial Titles: Withdrawn (2004 – 2015) • Number non-serial titles withdrawn during the year (2002 - 2003) • Withdrawn (1996 - 2001) • Titles withdrawn during the year (1995) • Monograph titles withdrawn (- 1994)	• Column 28 (1995 - 2003) • Column 27 (- 1994)

Elements 1994 to 2017

Elements	Long Description	Definition	Previously Known As	Column Number (- 2003)
Opening Hours (1996 - 2017)	Opening Hours	The most common number of hours open per week during term/semester. The number of hours should refer to the library with the longest regular opening hours. Library services should be available, not only study hall facilities or unstaffed collections.	• Opening Hours (1996 - 2003)	• Column 2 (1996 - 2003)
Opening Hours: Long Vacation (- 1995)	Opening Hours - long vacation		• Opening Hours - long vacation (1995) • Most common number of hours open during the long vacation (- 1994)	• Column 2A (1995) • Column 2B (- 1994)
Opening Hours: Semester (- 1995)	Opening Hours - Semester		• Opening Hours – Semester (1995) • Most common number of hours open during term/semester (- 1994)	• Column 1A (1995) • Column 2A (- 1994)
Population: Acad Staff FTE	Academic Staff - Fulltime, fractional Fulltime, casual (FTE)	Full-time and fractional full-time academic staff (FTE).	• Fulltime, fractional Fulltime, casual (FTE) (2000 - 2003) • F/T, fract F/T, casual (FTE) (1997 - 1999) • Full-time, fractional full-time (FTE) (1996) • Full-time, fractional full-time & casual staff (FTE) (1995) • Academic staff - fulltime, fractional fulltime & casual (FTE) (- 1994)	• Column 53 (1995 - 2003) • Column 75 (- 1994)
Population: Acad Staff Persons	Academic Staff - Fulltime & fractional Fulltime (persons)	Academic Staff - Fulltime & fractional Fulltime (persons)	• Fulltime & fractional Fulltime (persons) (2000 - 2003) • F/T & fract F/T (persons) (1997 - 1999) • Full-time & fractional full-time staff (persons) (1995 - 1996) • Academic staff - fulltime & fractional fulltime (persons) (- 1994)	• Column 52 (1995 - 2003) • Column 74 (- 1994)
Population: Other Staff FTE	Other Staff - Fulltime, fractional Fulltime, casual (FTE)	Full-time, fractional full-time and casual other (non-academic) staff (FTE)	• Fulltime, fractional Fulltime, casual (FTE) (2000 - 2003) • F/T, fract F/T, casual (FTE) (1997 - 1999) • Full-time and fractional full-time (FTE) (1996) • Full-time, fractional full-time & casual staff (FTE) (1995) • Other staff - fulltime, fractional fulltime & casual (FTE) (- 1994)	• Column 55 (1995 - 2003) • Column 77 (- 1994)
Population: Other Staff Persons	Other Staff - Fulltime & fractional Fulltime (persons)	Other Staff - Fulltime & fractional Fulltime (persons)	• Fulltime & fractional Fulltime (persons) (2000 - 2003) • F/T & fract F/T (persons) (1997 - 1999) • Full-time & fractional full-time staff (persons) (1995 - 1996) • Other staff - fulltime & fractional fulltime (- 1994)	• Column 54 (1995 - 2003) • Column 76 (- 1994)
Population: Other Users (1996 -)	Other registered users (persons)	Other registered users (Persons). Users who are not members of the University, but to whom the library provides a service. To determine whether users are official or additional to the University population, ask the question - does the University expect services to be provided as part of their agreement with the person? Registered community borrowers Registered reciprocal borrowers Registered short course borrowers Registered alumni borrowers	• Other registered users (persons) (2002 - 2003) • Other Users (persons) (1997 - 2001) • Other Users (1996)	• Column 65A (1997 - 2003) • Column 66 (1996)
Population: Total FTE (Sum Field)	Institution Population - FTE	Population: Total FTE is sum of Population: Acad Staff FTE, Population: Other Staff FTE and Students: Total EFTSU. Total institutional population including all staff and students belonging to the institution, including non-academic staff.	• Population: Total EFTSU (2004 - 2005) • EFTSU (1995 - 2003) • TOTAL Institution population - EFTSU (- 1994)	• Column 67 (1995 - 2003) • Column 89 (- 1994)
Population: Total Persons (Sum Field)	Institution Population - Persons	Population: Total Persons is sum of Population: Acad Staff Persons, Population: Other Staff Persons and Students: Total Persons. Total institutional population is the sum of all staff and students belonging to the institution, including non-academic staff.	• Persons (1995 - 2003) • TOTAL Institution population - Persons (- 1994)	• Column 66 (1995 - 2003) • Column 88 (- 1994)
Population: ULANZ and Users from other universities (2004 -)	Registered users from other universities	Registered users (Persons) Users who are members of other Australian/New Zealand universities, and to whom the library provides a service under University Libraries of Australia and New Zealand (ULANZ), the national borrowing scheme, and/or via the relevant regional borrowing scheme e.g. CAVAL, ULSA, WAGUL.	• Population: ULA Users (2004 -) (2004-2012)	N/A
Positions: Library Support (- 2017)	Positions - Library support positions	Under Library support staff positions count all administrative and clerical assistants, secretarial and word processing staff, and library attendants, as well as graduates without library qualifications, but engaged in specialist library-related duties.	• Library support positions (1997 – 2003) • Library support staff positions (- 1996)	• Column 8 (- 2003)
Positions: Other (1995 - 2017)	Positions - Other positions not elsewhere classified	Other positions not elsewhere classified.	• Other positions not elsewhere classified (1995 - 1996, 2002 - 2003) • Other positions (1997 - 2001)	• Column 10 (1995 - 2003)
Positions: Other Professional (1995 - 2017)	Positions - Other professional positions	Under Other Professional staff count all professional staff, such as accounting or IT staff, who are not engaged in specialist library work.	• Other professional positions (1995 - 1996, 2000 - 2003) • Other prof positions (1997 - 1999)	• Column 9 (1995 - 2003)
Positions: Other Staff (- 1994)	Other Staff	Total of other staff except bindery staff.	• Other Staff (- 1994)	• Column 9 (- 1994)

Elements 1994 to 2017

Elements	Long Description	Definition	Previously Known As	Column Number (- 2003)
Positions: Para Professional (- 2017)	Positions - Para professional library positions	Under Para-Professional positions count all library staff engaged in positions for which a Library Technician qualification (i.e. certificate, associate diploma, etc, at a sub-bachelors degree level) or equivalent is required.	• Para professional library positions (2000 - 2003) • Para-prof library positions (1997 - 1999) • Para-professional library positions (1995 - 1996) • Para-professional positions (- 1994)	• Column 7 (- 2003)
Positions: Professional Library (- 2017)	Positions - Professional library positions	Under Professional Librarian positions count all library staff engaged primarily in specialist library work, library administration or library management, and occupying positions for which the normal requirements are a university degree or equivalent qualifications and eligibility for professional membership of ALIA.	Professional library positions (1997 - 2003) • Professional librarian positions (- 1996)	• Column 6 (- 2003)
Positions: Total Staff (- 2017) (Sum Field)	Positions - Total Staff	Total Staff is Sum of Professional Library, Para Professional, Library Support, Other Professional and Other positions.	• Total Staff (- 2003)	• Column 11 (1995 - 2003) • Column 10 (- 1994)
Seating: Casual Seats (- 1999)	Seating - Casual Seats		• Casual Seats (- 1994, 1997 - 1999) • Number of casual seats (1995 - 1996)	• Column 4 (- 1999)
Seating: Classroom Seats (- 2010)	Seating - Number of Classroom Seats		• Number of Classroom Seats (1995 - 1996, 2002 - 2003) • Classroom Seats (- 1994, 1997 - 2001)	• Column 5 (- 2003)
Seating: Total Seats	Seating - Number of seats	Seating is the total number of customer seats. INCLUDE / YES / NO Formal Study Seats Carrels — x Group study — x Staff workstations — — x Reception area/office visitors seats — — x Classroom/Training room seats — x Seminar Room seating — x Casual Seats Cafe (if floor space under library control) — x Lounges, stools etc within the library — x	• Number of seats (2002 - 2003) • Study Seats (1997 - 2001) • Number of formal study seats (1995 - 1996) • Formal study seats (- 1994)	• Column 3 (- 2003)
Electronic serials				
Serial Titles: Canc Aggreg (1999 - 2017) (Deemed List)	Actively Cancelled Serial Titles - Titles within aggregation	Titles within aggregations actively cancelled. (CAVAL will submit these numbers upon submission of your Institution's Deemed list).	• Titles within aggregations actively cancelled (2003) • Number of titles within aggregations actively cancelled (1999, 2002) • Number of titles within aggregations (2001) • Electronic titles within aggregations (2000)	• Column 40D (1999 - 2003)
Serial Titles: Canc elect (2012 - 2017) (Sum Field)	(Serial Titles: Canc elect (2012 -)	Serial Titles: Canc elect (2012 -) is the sum of Serial Titles: Canc Ind/elect and Serial Titles: Canc pc (Deemed List). (CAVAL will submit these numbers upon submission of your Institution's Deemed list).	N/A	N/A
Serial Titles: Canc Ind/elect (1999 - 2017)	Actively Cancelled Serial cancelled Titles - Ind. Electronic titles incl. CDROMs	Individual electronic titles actively cancelled (including CDROM titles).	• Individual electronic titles including CDROM titles actively cancelled (2003) • Individual electronic serial titles actively cancelled (2002) • Number of electronic serial titles (2001) • Individual electronic titles (2000) • Number of electronic serial titles actively cancelled (1999)	• Column 40B (1999 - 2003)
Serial Titles: Canc Ind/pnp (1999 - 2017)	Actively Cancelled Serial titles - Ind. Print and non-print	Individual print and non-print actively cancelled serial titles (excluding electronic and CDROM titles).	• Individual print and non-print serial titles actively cancelled (2002 - 2003) • Individual print and non-print serial title (2001) • Individual print and non-print titles (2000) • Number of print and non-print serial titles actively cancelled (1999)	• Column 40A (1999 - 2003)
Serial Titles: Canc pc (1999 - 2017) (Deemed List)	Actively Cancelled Serial Titles - Single publishers collection titles	Titles within a single publisher's collection actively cancelled. (CAVAL will submit these numbers upon submission of your Institution's Deemed list).	• Titles within a single publishers collection actively cancelled (2003) • Number of titles within a single publishers collection actively cancelled (2002) • Number of titles within a single publishers collection (2001) • Electronic titles within a single publishers collection (2000) • Electronic titles within a single publishers collection actively cancelled (1999)	• Column 40C (1999 - 2003)
Serial Titles: Curr Aggreg (1999 - 2017) (Deemed List)	Current Serial Titles - Titles within aggregations	Current serial titles within aggregations. (CAVAL will submit these numbers upon submission of your Institution's Deemed list).	• Titles within aggregations (1999, 2001 - 2003) • Electronic titles within aggregations (2000)	• Column 41D (1999 - 2003)
Serial Titles: Curr Dup/elect (1999)	Current duplicate electronic serial titles		• Current duplicate electronic serial titles (1999)	• Column 39B (1999)
Serial Titles: Curr Dup/pnp (1999)	Current duplicate print and non-print serial titles		• Current duplicate print and non-print serial titles (1999)	• Column 39A (1999)
Serial Titles: Curr elect (2012 - 2017) (Sum Field)	Serial Titles: Curr elect (2012 -)	Serial Titles: Curr elect (2012 -) is the sum of Serial Titles: Curr Ind/elect and Serial Titles: Curr pc (Deemed List). (CAVAL will submit these numbers upon submission of your Institution's Deemed list).	N/A	N/A

Elements	Long Description	Definition	Previously Known As	Column Number (- 2003)
Serial Titles: Curr Gift or Exc (- 1999)	Current serial titles by gift or exchange		• Current serial titles by gift/exchange (1999) • Current serial titles gift/exc (1997 - 1998) • Current gift/exchange (1995 - 1996) • Current serial titles by gift or exchange (- 1994)	• Column 37 (1995 - 1999) • Column 36 (- 1994)
Serial Titles: Curr Gift or Exc/elect (1999)	Current electronic titles by gift or exchange		• Current electronic titles by gift/exchange (1999)	• Column 37B (1999)
Serial Titles: Curr Gift or Exc/pnp (1999)	Current print and non-print serial titles by gift or exchange		• Current print and non-print serial titles by gift/exchange (1999)	• Column 37A (1999)
Serial Titles: Curr Ind/elect (1999 - 2017)	Current Serial Titles - Ind. Electronic serial titles including CDROM titles	Current individual electronic titles including CDROM titles. NOTE: The intent is to eliminate duplicates whenever possible, however it is recognised that sometimes this is not possible.	• Individual electronic titles including CDROM titles (2003) • Individual electronic serial titles (2001 - 2002) • Individual electronic titles (2000) • Current electronic serial titles (1999) *(Original)* • Individual electronic serial titles including CDROM titles (1999) *(Revised)*	• Column 41B (1999 - 2003)
Serial Titles: Curr Ind/pnp (1999 - 2017)	Current Serial Titles - Ind. print and non-print serial titles	Individual print and non-print current serial titles (excluding electronic and CDROM titles).	• Individual print and non-print serial titles (2001 - 2003) • Individual print and non-print titles (2000) • Current print and non-print serial titles (1999) *(Original)* • Individual print and non-print serial Titles (1999) *(Revised)*	• Column 41A (1999 - 2003)
Serial Titles: Curr pc (1999 - 2017) (Deemed List)	Current Serial Titles - Titles within a single publishers collection	Current serial titles within a single publisher's collection. (CAVAL will submit these numbers upon submission of your Institution's Deemed list).	• Titles within a single publishers collection (1999, 2001 - 2003) • Electronic titles within a single publishers collection (2000)	• Column 41C (1999 - 2003)
Serial Titles: Curr Subs (- 1999)	Current serial title subscriptions		• Current serial title subscriptions (1999) • Current serial title subs (1997 - 1998) • Current subscriptions (1995 - 1996) • Current serial title by subscriptions (- 1994)	• Column 36 (1995 - 1999) • Column 35 (- 1994)
Serial Titles: Curr Subs/elect (1999)	Current electronic titles subscriptions		• Current electronic titles subscriptions (1999)	• Column 36B (1999)
Serial Titles: Curr Subs/pnp (1999)	Current print and non-print serial titles subscriptions		• Current print and non-print serial titles subscriptions (1999)	• Column 36A (1999)
Serial Titles: Curr Unique/elect (1999)	Current unique electronic serial titles		• Current unique electronic serial titles (1999)	• Column 38B (1999)
Serial Titles: Curr Unique/pnp (1999)	Current unique print and non-print serial titles		• Current unique print and non-print serial titles (1999)	• Column 38A (1999)
Serial Titles: New Aggreg (1999 - 2017) (Deemed List)	New Serial Titles - New titles within aggregations	New titles within a single publisher's collection. (CAVAL will submit these numbers upon submission of your Institution's Deemed list).	• New titles within aggregations (1999, 2001 - 2003) • Electronic titles within aggregations (2000)	• Column 35D (1999 - 2003)
Serial Titles: New elect (2012 - 2017) (Sum Field)	Serial Titles: New elect	Serial Titles: New elect (2012 -) is the sum of Serial Titles: New Ind/elect and Serial Titles: New pc (Deemed List). (CAVAL will submit these numbers upon submission of your Institution's Deemed list).	N/A	N/A
Serial Titles: New Ind/elect (1999 - 2017)	New Serial Titles - New individual electronic serial titles	New individual electronic titles, not part of an aggregation or publishers collection.	• New individual electronic serial titles (2002 - 2003) • New electronic serial titles (2001) • Individual electronic titles (2000) • New electronic serial titles (1999)	• Column 35B (1999 - 2003)
Serial Titles: New Ind/pnp (1999 - 2017)	New Serial Titles - New individual print and non-print serial titles	New individual print and non-print serial titles (excluding electronic and CDROM titles and which do not duplicate those already held).	• New individual print and non-print serial titles (2002 - 2003) • New print and non-print serial titles (2001) • Individual print and non-print titles (2000) • New print and non-print serial titles (1999)	• Column 35A (1999 - 2003)
Serial Titles: New pc (1999 - 2017) (Deemed List)	New Serial Titles - New titles within a single publishers collection	New titles within a single publisher's collection. (CAVAL will submit these numbers upon submission of your Institution's Deemed list.)	• New titles within a single publishers collection (1999, 2001 - 2003) • Electronic titles within a single publishers collection (2000)	• Column 35C (1999 - 2003)
Serial Titles: Tot Non-Book Items (- 1995)	Total non-book materials (physical units)		• Total non-book materials (physical units) (1995) • TOTAL non-book materials (- 1994)	• Column 42 (1995) • Column 51 (- 1994) ***Please note:*** *Column 51: TOTAL non-book material (- 1994) is the sum of Columns 41 to 50 (- 1994).*
Serial Titles: Tot Non-Book Titles (- 1995)	Total non-book materials (titles)		• Total non-book materials (titles) (1995) • TOTAL non-book material by title (- 1994)	• Column 43 (1995) • Column 60 (- 1994) ***Please note:*** *Column 60: TOTAL non-book material by title (- 1994) is the sum of Columns 52 to 59 (- 1994).*

Elements	Long Description	Definition	Previously Known As	Column Number (- 2003)
Serial Titles: Total Cancelled (- 2017) (Sum Field)	Actively Cancelled Serial Titles - Total	Serial Titles: Total Cancelled is sum of Serial Titles: Canc Ind/pnp, Serial Titles: Canc elect and Serial Titles: Canc Aggreg. (CAVAL will submit these numbers upon submission of your Institution's Deemed list).	• Total serial titles actively cancelled (2000 - 2001, 2003) • Number of serial titles actively cancelled (2002) • Number of serial titles actively cancelled (1999) • Subs to serial titles canc (1997 - 1998) • Subscriptions cancelled (1995 - 1996) • Serial subscriptions actively cancelled (- 1994)	• Column 40 (1995 - 2003) • Column 39 (- 1994)
Serial Titles: Total Curr Dup (- 1999)	Total duplicate current serial titles		• Total duplicate current serial titles (1999) • Tot dup serial title subs (1997 - 1998) • Total duplicate subscriptions (1995 - 1996) • TOTAL duplicate subscriptions to current serial titles (- 1994)	• Column 39 (1995 - 1999) • Column 38 (- 1994)
Serial Titles: Total Curr Unique (- 1999)	Total unique current serial titles		• Total unique current serial titles (- 1994, 1999) • Tot unique serial title subs (1997 - 1998) • Total unique serial titles (1995 - 1996)	• Column 38 (1995 - 1999) • Column 37 (- 1994)
Serial Titles: Total Current (- 2017) (Sum Field)	Current Serial Titles - Total current serial titles	Serial Titles: Total Current is sum of Serial Titles: Curr Ind/pnp, Serial Titles: Curr elect and Serial Titles: Curr Aggreg. (CAVAL will submit these numbers upon submission of your Institution's Deemed list).	• Total current serial titles (- 1994, 1999 - 2003) • Total subs to serial titles (1997 - 1998) • Total serial titles (1995 - 1996)	• Column 41 (1995 - 2003) • Column 40 (- 1994)
Serial Titles: Total New (- 2017) (Sum Field)	New Serial Titles - Total new serial titles	Serial Titles: Total New is sum of Serial Titles: New Ind/pnp, Serial Titles: New elect and Serial Titles: New Aggreg. (CAVAL will submit these numbers upon submission of your Institution's Deemed list).	• Total new serial titles (2000 - 2001, 2003) • New serial titles (1999, 2002) • Subs to new serial titles (1997 - 1998) • Subscriptions to new titles (1995 - 1996) • Subscriptions to new serial titles (- 1994)	• Column 35 (1995 - 2003) • Column 34 (- 1994)
Serials				
Serial Vols: Added (- 2017) (Optional)	Serial Volumes - Number serial volumes added during the year	Total number of print and non-print bibliographic/bound serial volumes added during the year.	• Number serial volumes added during the year (2002 - 2003) • Added (2000 - 2001) • Bibliographic volumes added (1995 – 1996, 1999) • Total Bib vols added (1998) • Bib vols added (1997) • Serials - bibliographic volumes added (- 1994)	• Column 30 (1995 - 2003) • Column 29 (- 1994)
Serial Vols: Bound Added (- 1999) (Optional)	Bound volumes added		• Bound volumes added (1995 - 1996, 1999) • Bound vols added (1997 - 1998) • Serials - bound volumes added (- 1994)	• Column 32 (1995 - 1999) • Column 31 (- 1994)
Serial Vols: Bound Withdr (- 1999) (Optional)	Bound volumes withdrawn		• Bound volumes withdrawn (1995 - 1996, 1999) • Bound vols withdrawn (1997 - 1998) • Serials - bound volumes withdrawn (- 1994)	• Column 33 (1995 - 1999) • Column 32 (- 1994)
Serial Vols: Elect Added (1999) (Optional)	Number electronic bibliographic volumes added		• Number electronic bibliographic volumes added (1999)	• Column 30B (1999)
Serial Vols: Elect Withdr (1999) (Optional)	Number electronic bibliographic volumes withdrawn		• Number electronic bibliographic volumes withdrawn (1999)	• Column 31B (1999)
Serial Vols: pnp Added (1999) (Optional)	Number of print and non-print bibliographic volumes added		• Number of print and non-print bibliographic volumes added (1999)	• Column 30A (1999)
Serial Vols: pnp Withdr (1999) (Optional)	Number print and non-print bibliographic volumes withdrawn		• Number print and non-print bibliographic volumes withdrawn (1999)	• Column 31A (1999)
Serial Vols: Total (- 2017) (Optional)	Serial Volumes – Total number of serial volumes in the collection	Total number of print and non-print bibliographic/bound serial volumes in the collection.	• Total number of serial volumes in the collection (2002 - 2003) • TOTAL (2000 - 2001) • Total serial volumes (- 1999)	• Column 34 (1995 - 2003) • Column 33 (- 1994)
Serial Vols: Withdrawn (- 2017) (Optional)	Serial Volumes - Number serial volumes withdrawn during the year	Total number of print and non-print bibliographic/bound serial volumes withdrawn.	• Number serial volumes withdrawn during the year (2002 - 2003) • Withdrawn (2000 - 2001) • Bibliographic volumes withdrawn (1996, 1999) • Total number of bibliographic vols withdrawn (1998) • Bib vols withdrawn (1997) • Bibliographic items withdrawn (1995) • Serials - bibliographic volumes withdrawn (- 1994)	• Column 31 (1995 - 2003) • Column 30 (- 1994)
Shelving (1996 - 2015) (Optional)	Shelving (linear metres)	Count the linear metres of shelving in the library.	• Shelving (2000, 2003-2015) • Shelving (linear metres) (1996 - 1999, 2001 - 2003)	• Column 42 (2000 - 2003) • Column 41C (1999) • Column 41A (1996 - 1998)
Students: External EFTSU	External Students - 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.	• EFTSU (1995 - 2003) • External students - EFTSU (- 1994)	• Column 65 (1995 - 2003) • Column 87 (- 1994)

Elements	Long Description	Definition	Previously Known As	Column Number (- 2003)
Students: External Persons	External Students - 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.	• Persons (1995 - 2003) • External students - persons (- 1994)	• Column 64 (1995 - 2003) • Column 86 (- 1994)
Students: PG EFTSU	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).	• Students: HD EFTSU (2004 -2010) • EFTSU (1995 - 2003) • Higher degree students - EFTSU (- 1994)	• Column 57 (1995 - 2003) • Column 79 (- 1994)
Students: PG Persons	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).	• Students: HD Persons (2004 – 2010) • Persons (1995 - 2003) • Higher degree students - persons (- 1994)	• Column 56 (1995 - 2003) • Column 78 (- 1994)
Students: OT EFTSU	Students - Other Tertiary - EFTSU	Other Tertiary Students: Note that the term Other Tertiary is not used by the Department of Education.	• EFTSU (1995 - 2003) • Other tertiary students - EFTSU (- 1994)	• Column 59 (1995 - 2003) • Column 81 (- 1994)
Students: OT Persons	Students - Other Tertiary - Persons	Other Tertiary Students: Note that the term Other Tertiary is not used by the Department of Education.	• Persons (1995 - 2003) • Other tertiary students - persons (- 1994)	• Column 58 (1995 - 2003) • Column 80 (- 1994)
Students: TAFE/NT EFTSU	Students - TAFE and 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 = TAFE Contact Hours divided by 720) with an explicit note.	• EFTSU (1995 - 2003) • Non-tertiary students - EFTSU (- 1994)	• Column 61 (1995 - 2003) • Column 83 (- 1994)
Students: TAFE/NT Persons	Students - TAFE and 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 = TAFE Contact Hours divided by 720) with an explicit note.	• Persons (1995 - 2003) • Non-tertiary students - persons (- 1994)	• Column 60 (1995 - 2003) • Column 82 (- 1994)
Students: Total EFTSU (Sum Field)	Total Students - Total Students (EFTSU)	Students: Total EFTSU is sum of Postgraduate EFTSU, Other Tertiary EFTSU and TAFE/Non Tertiary EFTSU.	• Total Students (EFTSU) (1995 - 2003) • TOTAL students - EFTSU (- 1994)	• Column 63 (1995 - 2003) • Column 85 (- 1994)
Students: Total Persons (Sum Field)	Total Students - Total Students (persons)	Students: Total Persons is sum of Postgraduate Persons, Other Tertiary Persons and TAFE/Non Tertiary Persons.	• Total Students (persons) (1995 - 2003) • TOTAL students - persons (- 1994)	• Column 62 (1995 - 2003) • Column 84 (- 1994)
Turnstile Count (1996 - 2017) (Optional)	Turnstile Count	The total annual count.	• Turnstiles (1996 - 2003)	• Column 67A (1996 - 2003)