

Correspondence between 2012-13 and 2013-14 returns

(See page 4 for the reverse mapping)

2013-14 question

- 1.1. Number of academic staff (FTE) (Strategic Planning data)
- 1.2. Number of other university staff (FTE) *
- 1.3. Number of students (FTE) (Strategic Planning data)
- 1.4. Number of registered external users *

2012-13 question

- A3
- A4
- A5
- A6

Library staff

- 1.5. Total library/information posts - Staff Nos: FTE (to 1 d.p.) *

F5

OPTIONAL supporting questions:

- 1.5.1. Total professional posts - Staff Nos: FTE (to 1 d.p.)
- 1.5.2. Total other library posts - Staff Nos: FTE (to 1 d.p.)
- 1.5.3. Total library/information ancillary posts - Staff Nos: FTE (to 1 d.p.)
- 1.5.4. Total project-funded posts - Staff Nos: FTE (to 1 d.p.)
- 1.6. To which of the following mission groups did your institution belong on 31 July? *

- F1
- F2
- F3
- F4

B Space and opening hours

- 2.1. Number of separate libraries *
- 2.2. Total gross floor area managed by library services (in square metres) * B2 (CHANGED DEFINITION)
- 2.3. Total number of study places *
- 2.4. Number of open access workstations *
- 2.5. Do any/all of your libraries offer 24 hour opening for all or part of the year? *

- B1
- B8
- B9
- NEW

C Information resource provision

- 3.1. Total catalogued print stock *
- 3.2. Number of additions to stock in the categories listed in the stock count at 3.1 *
- 3.3. Number of e-books for which the library has paid *

- C1
- C2
- NEW

OPTIONAL supporting questions:

- 3.3.1. Number of e-books for which payment has been made in the current year)
 - 3.3.2. Number of electronic books available to users purchased in a previous year
 - 3.4. Total number of serial titles purchased *
- OPTIONAL supporting questions:
- 3.4.1. Number of serial titles purchased in print only
 - 3.4.2. Number of serial titles purchased in both print and electronic form
 - 3.4.3. Number of serial titles purchased in electronic form only
 - 3.5. Number of full text items held in the institutional repository, available externally *

- C6
- NEW
- C12
- C9
- C10
- C11
- C23

D Library Use

- 4.1. Total number of unique loans(excluding renewals) * (Strategic Planning data) CHANGED DEFINITION

OPTIONAL supporting questions:

- 4.1.1. Total loans – books and printed material
- 4.1.2. Total loans - equipment

- CHANGED DEFINITION
- CHANGED DEFINITION

4.1.3. Total loans – AV and other materials	CHANGED DEFINITION
4.2. Full-text article requests (COUNTER JR1 or equivalent) * (Strategic Planning data)	D7
4.3. Section requests for electronic books (COUNTER BR2 or equivalent – see notes for vendors providing only BR1 or equivalent) * (Strategic Planning data)	D8
4.4. Total number of applications made to borrow/hire/purchase from other libraries *	D10
4.5. Total number of ILL applications satisfied *	D11
4.6. Total number of users entering the library during a year * (Strategic Planning data)	E1
4.7. Number of library staff hours spent delivering information literacy training. *	E6
4.8. Number of person-hours of information literacy training received by users. *	E7

E Archives & Special Collections

This section is OPTIONAL, designed only for those libraries responsible for Archives and Special Collections.

5.1. Metres of archives and manuscripts	C4
5.2. Metres of archives and manuscripts received	C5
5.3. Please tick here if the figures in 5.1 and 5.2 include institutional records	C5a
5.4. Number of items consulted from special collections	D5

F Library expenditure

Library Staff

6.1. Expenditure on total library/information posts * (Strategic Planning data)	G5+G6
OPTIONAL supporting questions :	
6.1.1. Total professional posts - Expenditure on these posts	G1
6.1.2. Total other library posts - Expenditure on these posts	G2
6.1.3. Total library/information ancillary posts - Expenditure on these posts	G3
6.1.4. Total project-funded posts - Expenditure on these posts	G4
6.1.5. Total London weighting (for posts included in 6.1) - Expenditure on these posts	G5

Total information and access

6.2. Does the library budget include a sum for APCs? *	NEW
6.3. Total Information Provision & Access Expenditure, including APCs if part of library budget * (Strategic Planning data)	H13
OPTIONAL supporting questions :	
6.3.1. Books inc. special collections	H1
6.3.2. Print serials	H2
6.3.3. Serial titles purchased in both print and electronic form	H3
6.3.4. Electronic serials, other than those in full-text serial databases	H4
6.3.5. Full text journal databases	H5
6.3.6. E-books, other than those in databases	H6
6.3.7. E-book databases	H7
6.3.8. Other databases	H8
6.3.9. Other digital documents	H9
6.3.10. Binding, preservation and repairs	H10
6.3.11. Inter Library transactions *	H11

6.3.12. Non-book and other library materials, not included elsewhere	H12
6.3.13. Expenditure on APCs if this is part of the Library budget	NEW

Other Expenditure

6.4. Total Other Expenditure *	J5
OPTIONAL supporting questions:	
6.4.1. Total Equipment Expenditure	J1
6.4.2. Total expenditure on buildings & utilities	J2
6.4.3. Total other institutional cross-charges	J3
6.4.4. Total other operational expenditure	J4

Total Expenditure

6.5. Total gross library expenditure = 6.1+6.3+6.4 * (Strategic Planning data)	K1
6.6. Total Institutional expenditure (Strategic Planning data only)	K2

G Library income

7.1 Base-line budget * (Strategic Planning data)	L1
7.2. Other income - internal *	L2
7.3. Other income - external *	L3
7.4.Total income = 7.1+7.2+7.3 * (Strategic Planning data)	L4

2012-13 question

2013-14 question

A Organisation and Structure

A1. Which of the following best describes your organisational structure? *	DELETED
A2. Which of the following are also managed by the Librarian or equivalent? *	DELETED
A3. Number of academic staff (FTE) (Strategic Planning data)	1.1
A4. Number of other university staff (FTE) *	1.2
A5. Number of students (FTE) (Strategic Planning data)	1.3
A6. Number of registered external users *	1.4
A7. To which of the following mission groups did your institution belong on 31 July? *	1.6

B Space and opening hours

B1. Number of libraries (excluding separate stores) *	2.1
B1a. Number of other areas managed by the library *	DELETED
B2. Total gross floor area occupied by traditional library services (in square metres) * 2.2 (CHANGED DEFINITION)	
B3. Estimate the percentage of overall library space devoted to the provision of University help and support. *	DELETED
B4. Estimate the percentage of overall library space devoted to IT provision. *	DELETED
B5. Estimate the percentage of overall library space devoted to traditional library resources and services. *	DELETED
B6. Number of separate stores *	DELETED
B7. Total gross floor area occupied by separate stores (in square metres) *	DELETED
B8. Total number of study places *	2.3
B9. Number of open access workstations *	2.4
B10. Number of study places covered by a wireless network with a power connection but no equipment. *	DELETED
B11. Number of study places with a fixed network connection but no equipment *	DELETED
B12. Number of study-place-hours per week *	DELETED
B13. Number of workstation-hours per week *	DELETED

C Information resource provision

Print books and manuscripts

C1. Total catalogued book stock *	3.1
C2. Number of additions to stock in the categories listed in the stock count at C1 *	3.2
C3. Number of items disposed of from the categories listed in the stock count at C1 *	DELETED
C4. Metres of archives and manuscripts *	OPTIONAL – 5.1
C5. Metres of archives and manuscripts received *	OPTIONAL – 5.2
C5a. Please tick here if the figures in C4 and C5 include institutional records	OPTIONAL – 5.3

E-books

C6. Number of electronic books available (for which payment has been made in the current year) *	OPTIONAL – 3.3.1
C6a. Of C6, number of electronic books available as a result of Patron Driven Acquisition *	DELETED

C7. Number of electronic books available to users but not purchased in the current year * OPTIONAL – 3.3.2 [\(CHANGED DEFINITION\)](#)

C7a. Of C7, open access titles freely available electronically to which the library provides a link in its catalogue, ERM or other listing * DELETED

C8. Number of electronic books (=total C6+C7) * 3.3 [\(CHANGED DEFINITION\)](#)

Serials

C9. Number of serial titles purchased in print only * OPTIONAL – 3.4.1

C10. Number of serial titles purchased in both print and electronic form * OPTIONAL – 3.4.2

C11. Number of serial titles purchased in electronic form only * OPTIONAL – 3.4.3

C12. Total number of serial titles purchased (= C9+C10+C11) * 3.4

C13. Number of print serial titles available to users but not purchased * DELETED

C14. Number of electronic serial titles available to users but not purchased in the current year * DELETED

C14a. Of C14, open access titles freely available electronically to which the library provides a link in its catalogue, ERM, link resolver or other listing * DELETED

C15. Total number of serial titles available to users but not purchased (=C13+C14) * DELETED

C16. Total number of serial titles (=C12+C15) * DELETED

C16a. Metres of print serials disposed of during the year * DELETED

Databases

C17. Number of full-text journal databases purchased * DELETED

C18. Number of full-text e-book databases purchased * DELETED

C19. Other databases purchased * DELETED

C20. Number of electronic databases purchased (=C17+C18+C19) * DELETED

C21. Number of databases made available but not purchased in the current year * DELETED

C22. Total number of electronic databases (=C20+C21) * DELETED

Other information resources and materials

C23. Number of full text items held in the institutional repository, available externally * 3.5

C23a. Number of full text items held in the institutional repository for internal access only * DELETED

C23b. Total number of full text items held in the institutional repository = C23 + C23a * DELETED

C25a. Total number of other digital documents available in the library collection DELETED

C25b. Of C25a, number acquired during the year * DELETED

C26. Number of items of equipment available for loan * DELETED

C27. Total number of catalogued items of AV and other physical material * DELETED

D Library Use - Information Resources

D1. Total loans – books and printed material * OPTIONAL – 4.1.1 [\(CHANGED DEFINITION\)](#)

D2. Total loans - equipment * OPTIONAL – 4.1.2 [\(CHANGED DEFINITION\)](#)

D3. Total loans – AV and other materials * OPTIONAL – 4.1.3 [\(CHANGED DEFINITION\)](#)

D4. Total number of loans = D1 + D2 + D3 * (Strategic Planning data) 4.1 [\(CHANGED DEFINITION\)](#)

D5. Number of items consulted from special collections * OPTIONAL – 5.4

D6. Number of active borrowers * DELETED

D7. Full-text article requests (COUNTER JR1 or equivalent) * (Strategic Planning data)	4.2
D8. Section requests for electronic books (COUNTER BR2 or equivalent – see notes for vendors providing only BR1 or equivalent) * (Strategic Planning data)	4.3
D9. Database searches (COUNTER DB1 or equivalent) *	DELETED
D10. Total number of applications made to borrow/hire/purchase from other libraries *	4.4
D11. Total number of applications satisfied *	4.5
D11a. Total number of documents digitised *	DELETED
D12. Number of items supplied to other libraries *	DELETED
D13. Number of downloads of items in the institutional repository during the year *	DELETED

E Library Use - Other Services

E1. Total number of users entering the library during a year * (Strategic Planning data)	4.6
E2. (If this information is available:) total number of visits by external users (those who are not members of your institution) *	DELETED
E3. Average number of users in the library (not entering the library) on sample days *	DELETED
E6. Number of library staff hours spent delivering orientation sessions, post-orientation, information skills etc. *	4.7
E7. Number of person-hours received by users in orientation, post-orientation, information skills sessions. *	4.8

Enquiries

E8. Number of information resource related enquiries handled during sample week *	DELETED
E9. Number of procedural/directional enquiries handled during sample week *	DELETED
E10. Number of enquiries made of library staff about IT-related matters during sample week. *	DELETED
E11. Number of enquiries made of library staff about other university matters (e.g. Student Services) during sample week *	DELETED
E12. Total enquiries during sample week = E8 + E9 + E10 + E11 *	DELETED

F & G Library staff & Staff expenditure

F1. Total professional posts - Staff Nos: FTE (to 1 d.p.) *	OPTIONAL – 1.5.1
G1. Total professional posts - Expenditure on these posts *	OPTIONAL – 6.1.1
F2. Total other library posts - Staff Nos: FTE (to 1 d.p.) *	OPTIONAL – 1.5.2
G2. Total other library posts - Expenditure on these posts *	OPTIONAL – 6.1.2
F3. Total library/information ancillary posts - Staff Nos: FTE (to 1 d.p.) *	OPTIONAL – 1.5.3
G3. Total library/information ancillary posts - Expenditure on these posts *	OPTIONAL – 6.1.3
F4. Total project-funded posts - Staff Nos: FTE (to 1 d.p.) *	OPTIONAL – 1.5.4
G4. Total project-funded posts - Expenditure on these posts *	OPTIONAL – 6.1.4
F5. Total library/information posts = F1+F2+F3 (+F4 - see notes) - Staff Nos: FTE (to 1 d.p.) *	1.5
G5. Total library/information posts = G1+G2+G3 (+G4 - see notes) - Expenditure on these posts * (Strategic Planning data)	6.1(CHANGED DEFINITION)
G6. Total London weighting (for posts included in F5) - Expenditure on these posts *	OPTIONAL – 6.1.5
F7. Total staff not listed above reporting to the University Librarian/Director of Information Services - Staff Nos: FTE	DELETED

G7. Total staff not listed above reporting to the University Librarian/Director of Information Services - Expenditure on these posts

DELETED

H Information provision expenditure

H1. Books inc. special collections *	OPTIONAL – 6.3.1
H2. Print serials *	OPTIONAL – 6.3.2
H3. Serial titles purchased in both print and electronic form *	OPTIONAL – 6.3.3
H4. Electronic serials, other than those in full-text serial databases *	OPTIONAL – 6.3.4
H5. Full text journal databases *	OPTIONAL – 6.3.5
H6. E-books, other than those in databases *	OPTIONAL – 6.3.6
H7. E-book databases *	OPTIONAL – 6.3.7
H8. Other databases *	OPTIONAL – 6.3.8
H9. Other digital documents *	OPTIONAL – 6.3.9
H10. Binding, preservation and repairs *	OPTIONAL – 6.3.10
H11. Inter Library transactions *	OPTIONAL – 6.3.11
H12. Non-book and other library materials, not included elsewhere *	OPTIONAL – 6.3.12
H13. Total Information Provision & Access Expenditure * (Strategic Planning data)	6.3 (CHANGED DEFINITION)

J Other Expenditure

J1. Total Equipment Expenditure *	OPTIONAL – 6.4.1
J2. Total expenditure on buildings & utilities *	OPTIONAL – 6.4.2
J3. Total other institutional cross-charges *	OPTIONAL – 6.4.3
J4. Total other operational expenditure *	OPTIONAL – 6.4.4
J5. Total Other Expenditure =J1+J2+J3+J4 *	6.4

K Total Expenditure

K1. Total gross library expenditure = G5+G6+H13+J5 * (Strategic Planning data)	6.5
K2. Total Institutional expenditure (Strategic Planning data)	6.6

L Library income

L1. Block grant * (Strategic Planning data)	7.1
L2. Other income - internal *	7.2
L3. Other income - external *	7.3
L4. Total income = L1+L2+L3 * (Strategic Planning data)	7.4