

Notes concerning the content of the database

The following information provides detail about the data presented in the SCONUL Reporting Tool. If you have used the Reporting Tool and received some unexpected results, the information below may provide some insight as to why. The reporting tool includes data for the last ten years (2012-13 to 2022-23).

The figures included in this database are taken from members' returns to SCONUL (and previously, HCLRG where relevant). Occasionally, HE institutions which are not members of SCONUL have contributed returns, and these have been welcomed; such institutions have been included in the database. Users are referred to the notes provided by each institution relating to their figures and published in the relevant Annual Statistics each year.

Data for pre-set groups

Please note that sector, mission group and overall UK totals (excluding non-academic institutions) are only calculated for those variables with data available for all relevant institutions in each year. Therefore, totals are only included for those variables where estimates have been calculated for non-respondents (see below for more information about how these estimates are calculated). Also, overall totals will not be given for any "yes/no" questions as it would not be possible to estimate for non-respondents. For instance, if you attempt to view the All UK SCONUL Members figures for the questions: 'Complete items in the repository available externally' or 'Do any libraries offer 24 hour opening?' you will receive a null result. You may wish to select individual institutions, or view the responses available in the Annual Library Statistics publication in each available year for more detailed data.

An increasing number of non-academic institutions are submitting returns to SCONUL, and such institutions are not included in the UK SCONUL totals in the Reporting Tool.

Once again, those Irish institutions submitting a return have been included in the database; however, they are not included in the overall UK SCONUL totals, with no separate totals given for Ireland and no estimates have been made for missing data. It is important to note that for the Irish institutions, all expenditure and income figures will be in Euros.

Estimates for non-respondents

The original data have been edited, as follows:

- Estimates have been made for missing values, by
 - interpolation between known figures;
 - extrapolation from known figures based on wider sector trends;

- or grossed up using the sector average ratio per FTE student
- Where a single figure on the original return includes data which properly belongs in another field, the figure given is apportioned between the relevant items according to ratios in the remainder of the sector (e.g. where a single figure includes unique loans of books and unique loans of AV and other materials, the relative proportions of the two types are calculated from separate figures provided by the rest of the sector, and the single figure supplied is apportioned accordingly).

Such estimates are rounded to an appropriate level of significance, according to their magnitude. Any institution with queries concerning its own figures is invited to contact Sonya White (sonya.white@hotmail.co.uk) in the first instance. Because of this estimation procedure, totals across variables may differ slightly from the totals given in the Annual Statistics.

In the past, such estimates have not been made available to SCONUL members. Deleting all such data was thought to compromise the usefulness of the database, and much has been included. However, where members have not submitted a return to SCONUL for a period of five consecutive years, the estimates have been suppressed, although allowance has been made in the relevant sector totals. Newer members who have never submitted any returns are similarly excluded. The institutions and periods affected since 2013-14 are:

- | | |
|---|--------------------|
| ➤ University of Staffordshire | 2013-14 to 2015-16 |
| ➤ Royal Academy of Music | 2013-14 to 2023-24 |
| ➤ Royal College of Art | 2013-14 to 2023-24 |
| ➤ Ravensbourne University London | 2013-14 to 2023-24 |
| ➤ University College Birmingham | 2013-14 to 2023-24 |
| ➤ Courtauld Institute of Art | 2013-14 to 2023-24 |
| ➤ University of the Highlands and Islands | 2013-14 to 2015-16 |
| ➤ Oxford – College Libraries | 2013-14 to 2015-16 |
| ➤ Royal College of Music | 2013-14 to 2017-18 |
| | 2019-20 to 2023-24 |
| ➤ Institute of Cancer Research | 2013-14 to 2019-20 |
| ➤ Conservatoire for Dance and Drama | 2013-14 to 2020-21 |
| ➤ Guildhall School of Music & Drama | 2015-16 to 2019-20 |
| ➤ Cambridge Colleges | 2013-14 to 2015-16 |

➤ London Contemporary Dance School	2013-14 to 2023-24
➤ Rose Bruford College	2013-14 to 2023-24
➤ Heythrop College	2013-14 to 2017-18
➤ Royal Conservatoire of Scotland	2014-15 to 2023-24
➤ Royal College of Physicians	2018-19 to 2023-24

Note that the sector totals included in the database include an allowance for the above institutions. They do not include any element for institutions before they first joined SCONUL or for those (now very few) institutions which are not members and have never made a statistical return.

Key to some of the questions included in the database

Mission Groups

Please note that for the purposes of the database, members of the mission groups are as taken from the relevant websites on 31st July 2024. In addition, membership of mission groups as at 31st July 2024 has been applied to all years so that the totals contain the same members in each year.

The following keys have been used:

2=GuildHE

3=MillionPlus

4=Russell Group

5=University Alliance

6=Not a member of any of the given mission groups

7=Cathedrals Group

8=Million+ and Cathedrals Group

9=GuildHE and Cathedrals Group

10=Million+ and GuildHE

11= Million+, GuildHE and Cathedrals Group

12=Conservatoires UK

13=GuildHE and Conservatoires UK

TEF

1=Gold

2=Silver

3=Bronze

Does principal responsibility for Research Data Management sit within the Library management structure?

0=No

1=Yes

2=Shared with another unit

3=Unclear

Does your institution provide laptops/tablets (or equivalent) for short-term loan to students?

1=Yes

0=No

If yes, is this service provided via the library?

1=Yes

0=No

Do any libraries offer 24 hour opening?

1=Yes

0=No

Do you provide e-textbooks through services such as Kortext?

1=Yes

0=No

If yes, do they come out of the library budget?

1=Yes

0=No

If yes, are they available to all users through the library catalogue? Or are they individual licences for each student?

1=All users

2=Individual licences

Do you use a chat service?

1=Yes

0=No

Do your archives and special collections include digital?

1=Yes

0=No

How do you count the digital archives and special collections?

1= Count the number in the digital collection

2= Calculate the size of the digital collection

3= Count both the number and size of the collection

4=Neither

Does the library budget include a sum for APCs?

1=Yes

0=No

Does your Library hold a budget for the purchase of APCs?

1=Yes

0=No

Does your institution have a budget to support OA monographs?

1=Yes

0=No

If yes, is it managed by the library?

1=Yes

0=No

If yes, is the expenditure part of the library budget?

1=Yes

0=No

Did the Library open or contribute to the management of additional spaces elsewhere on campus (other than the library building(s)) because of social distancing measures?

1=Yes

0=No

Were returned items quarantined at any point over the academic year?

1=Yes

0=No