

The Statistics Reporting Tool on the SCONUL Access website allows users to compare and benchmark data from across institutions and particular mission groups. This document highlights the basic process as well as some of the features.

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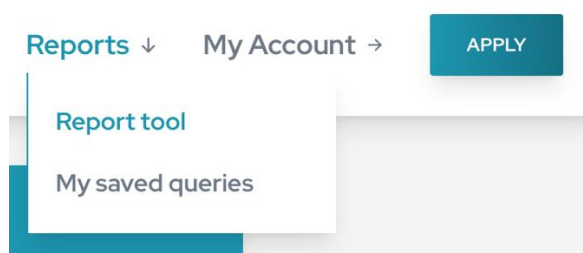
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1. Before you start

First of all, you'll need to have an account and log into the SCONUL Access website (<https://access.sconul.ac.uk/user>). If you have forgotten your password, then you can request a password reset from [this page](#) and follow the instructions. If you do not have an account, email SCONUL to request one: sconul@sconul.ac.uk.

Once you have logged on to the website, you'll find the link to the Reporting Tool under **Reports** in the menu at the top of the page or by using this direct link:

<https://access.sconul.ac.uk/reporting-tool>.

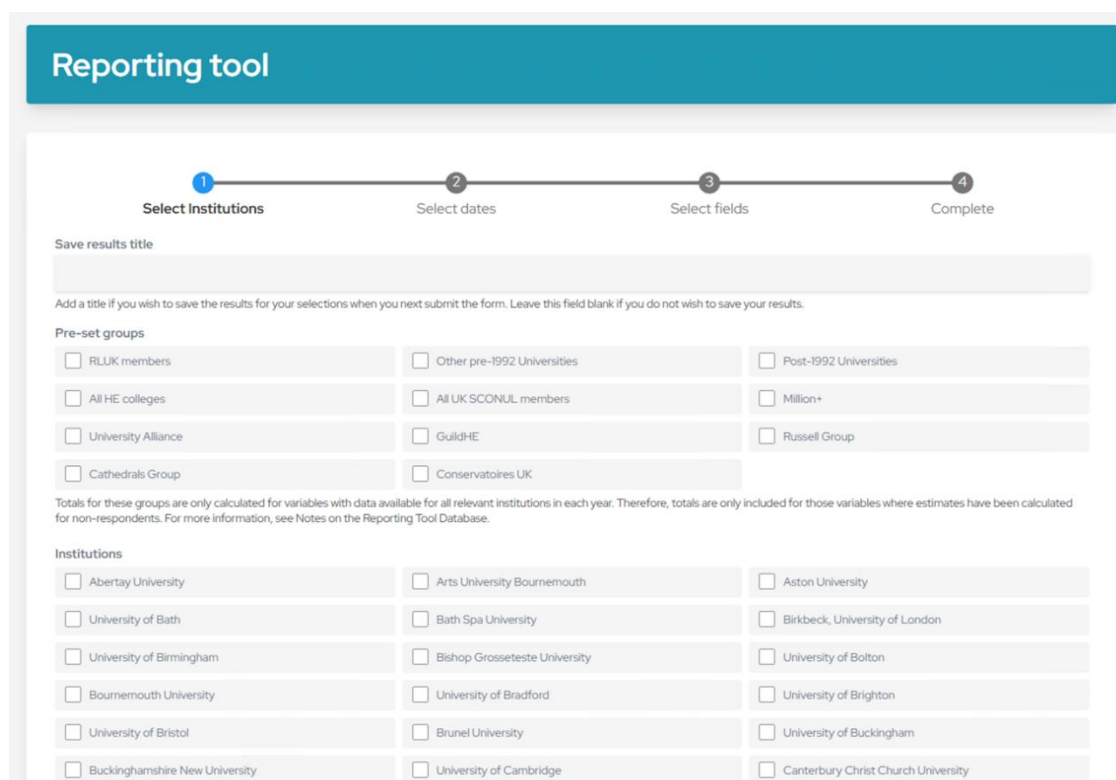


2. Creating a basic query

There are three steps to creating a query.

Step 1. Selection Institutions

You can select any number of groups or individual institutions from the first page.



Reporting tool

1 Select Institutions 2 Select dates 3 Select fields 4 Complete

Save results title

Add a title if you wish to save the results for your selections when you next submit the form. Leave this field blank if you do not wish to save your results.

Pre-set groups

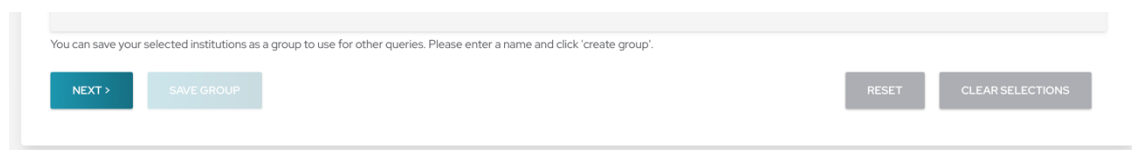
<input type="checkbox"/> RLUK members	<input type="checkbox"/> Other pre-1992 Universities	<input type="checkbox"/> Post-1992 Universities
<input type="checkbox"/> All HE colleges	<input type="checkbox"/> All UK SCONUL members	<input type="checkbox"/> Million+
<input type="checkbox"/> University Alliance	<input type="checkbox"/> GuildHE	<input type="checkbox"/> Russell Group
<input type="checkbox"/> Cathedrals Group	<input type="checkbox"/> Conservatoires UK	

Totals for these groups are only calculated for 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. For more information, see Notes on the Reporting Tool Database.

Institutions

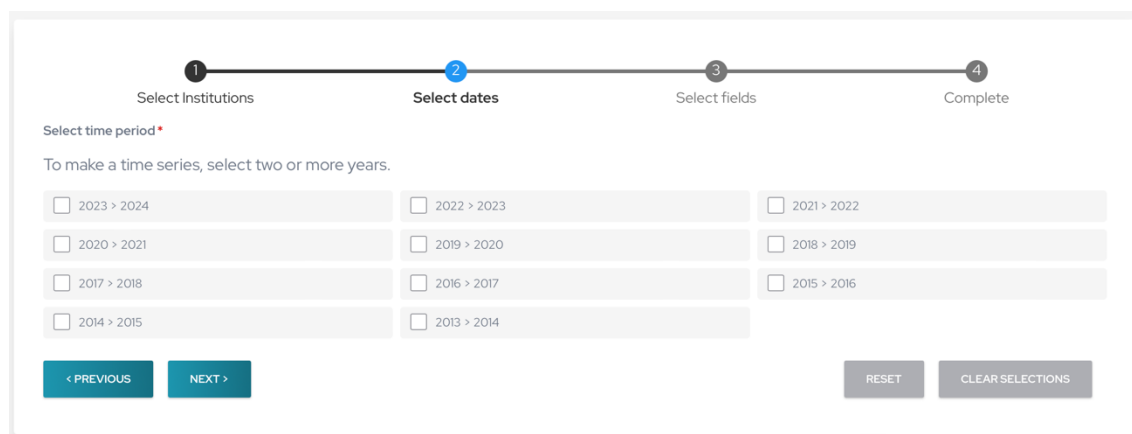
<input type="checkbox"/> Abertay University	<input type="checkbox"/> Arts University Bournemouth	<input type="checkbox"/> Aston University
<input type="checkbox"/> University of Bath	<input type="checkbox"/> Bath Spa University	<input type="checkbox"/> Birkbeck, University of London
<input type="checkbox"/> University of Birmingham	<input type="checkbox"/> Bishop Grosseteste University	<input type="checkbox"/> University of Bolton
<input type="checkbox"/> Bournemouth University	<input type="checkbox"/> University of Bradford	<input type="checkbox"/> University of Brighton
<input type="checkbox"/> University of Bristol	<input type="checkbox"/> Brunel University	<input type="checkbox"/> University of Buckingham
<input type="checkbox"/> Buckinghamshire New University	<input type="checkbox"/> University of Cambridge	<input type="checkbox"/> Canterbury Christ Church University

Then click **Next** at the bottom of the page to go to step 2 and select a time-period. To undo your selection, click the **Clear selections** button.



Step 2. Select a time-period

Choose the years over which you would like to make comparisons.



You can choose to go back a step and change the institutions you've selected by clicking on the **Previous** button. To start your query from the beginning again, click the **Reset** button.

If you're happy with your selections, click **Next** to go to step 3 and select your variables.

Step 3. Select variables

You can choose from both old and new data, optional and required.

This page is divided into three sections:

- **Current Data (not optional):** these variables represent the data collected in the most recent Statistical Return, and they are listed alphabetically.
- **Optional:** these data correspond to the questions which are not mandatory but may still be of significant interest to specific institutions – for instance, the information on archives and special collections.
- **Historical data only:** this data, which is no longer collected but may still be of interest to institutions, is still available, again listed alphabetically.

1

2

3

4

Select Institutions

Select dates

Select fields

Complete

Calculate change?

If you are looking at a variable over multiple years, tick here to see the percentage change year-on-year.

☐ Calculate change

Select variables to display

Select one or more variables that you want to see or compare for each institution.

Current data (not optional)

☐ APC budget
 ☐ Annual visits
 ☐ Are e-textbooks available to all users through the library catalogue or are they individual licences for each student

☐ Band A Access users
 ☐ Band B Access users
 ☐ Band C Access users

☐ Band R Access users
 ☐ Block grant
 ☐ Book acquisitions

☐ Complete items in the repository available externally
 ☐ Do any libraries offer 24 hour opening
 ☐ Do any of spaces included in 2.2 contain Centrally Timetabled rooms

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Optional

☐ All e-journal expenditure
 ☐ All serials expenditure
 ☐ Ancillary posts

☐ Archive/manuscript acquisitions (m)
 ☐ Archives & manuscripts (m)
 ☐ Book expenditure

☐ Building & utility expenditure
 ☐ Do archives and special collections include digital
 ☐ E-books available to users purchased in a previous year

☐ E-books purchased in current year
 ☐ Electronic serial subscription expenditure
 ☐ Electronic serial titles purchased

☐ Expenditure on all library posts
 ☐ Expenditure on ancillary posts
 ☐ Expenditure on binding

☐ Expenditure on externally funded posts
 ☐ Expenditure on other digital documents
 ☐ Expenditure on other library posts

☐ Expenditure on professional library posts
 ☐ Externally funded posts
 ☐ Full text journal databases expenditure

☐ ILL expenditure
 ☐ If archives include digital do you count the number/size of the collection
 ☐ Inclusion of institutional records in archive/manuscripts

☐ Institutional cross-charges
 ☐ Items consulted from special collections
 ☐ London weighting

Historical data only

☐ Accesses of bibliographic record items in the repository
 ☐ Accesses of full-text items in the repository
 ☐ Active borrowers

☐ Annual loans
 ☐ Average users in the library
 ☐ Bibliographic records only in the repository

☐ Catalogued AV and other physical items
 ☐ Complete items in the repository
 ☐ Complete items in the repository available internally

☐ Current serial titles not in databases
 ☐ Database searches
 ☐ Databases purchased

☐ Databases received but not purchased
 ☐ Did the Library open or contribute to the management of additional spaces
 ☐ Digital document acquisitions

☐ Digital documents in the collection
 ☐ Directional enquiries during sample week
 ☐ Disposals

☐ Documents digitised
 ☐ Does the library budget include a sum for APCs
 ☐ Does your institution have a budget to support OA monographs

☐ E-book databases expenditure
 ☐ E-book databases purchased
 ☐ E-book expenditure not in databases

☐ E-books not in databases
 ☐ E-books received but not purchased
 ☐ Electronic serial titles not in databases

You can make ratios by dividing one variable by another. For instance, if you want to know the number of annual visits per FTE student, chose "Annual visits" from the checkbox fields above, and "FTE Students" for the Denominator variable.

< PREVIOUS

SUBMIT

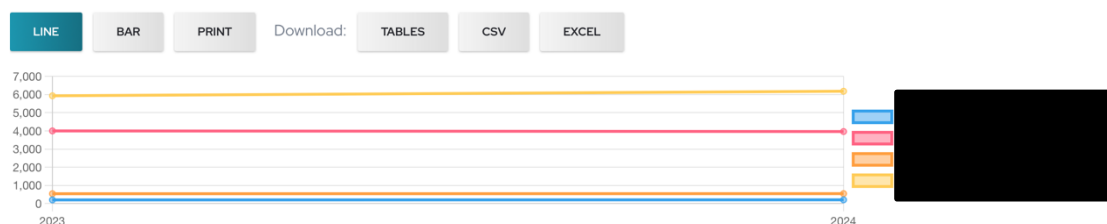
RESET

CLEAR SELECTIONS

3. Viewing and downloading the results

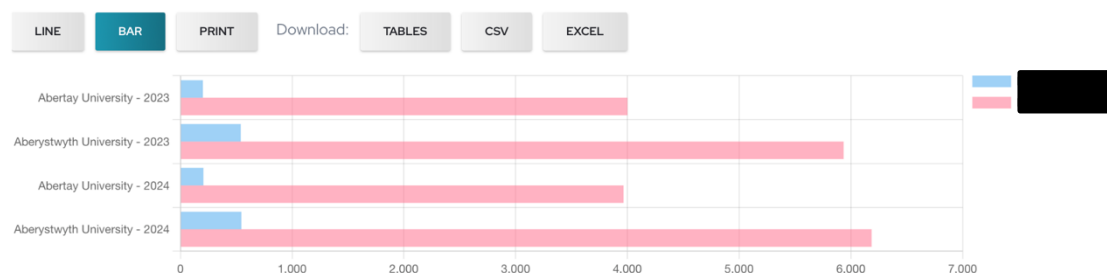
The results will be displayed in two formats, in a graph at the top of the page and in a table under it. If you have chosen multiple years to compare data over, you will see a line graph. If you've chosen just one year, the default is a bar graph with the option to also view results in a pie chart.

Results



You can choose to view the result as a bar chart by clicking on the **Bar** button

Results



	2022 > 2023	2023 > 2024
	200	205
	540	545
Total	740	750
Average	370	375

	2022 > 2023	2023 > 2024
	4,000	3,965
	5,935	6,185
Total	9,935	10,150
Average	4,967.5	5,075

[EDIT](#)
[NEW QUERY](#)

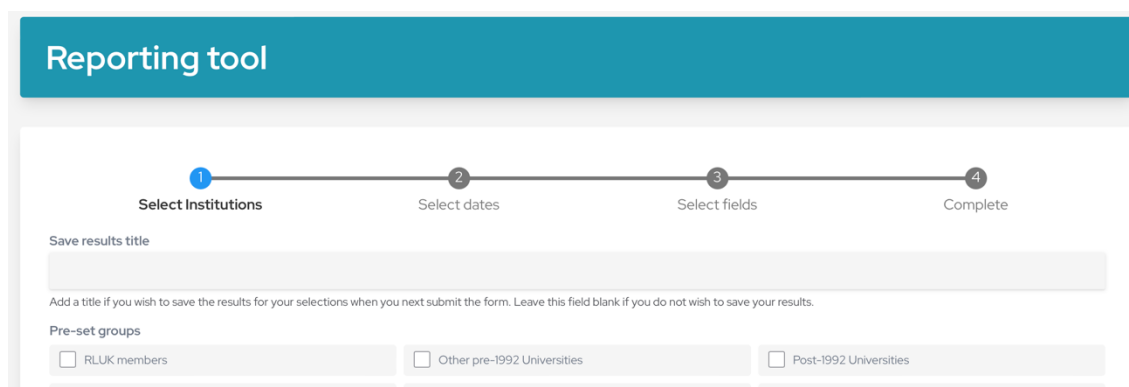
You also have the option to print the page or save it as a PDF by clicking the **Print** button, or download the results as:

- **Tables** = a CSV file where the results are shown in the table format
- **CSV** or **Excel** format = results are shown as a list

If you wish to make changes to the query, click **Edit** at the bottom of the page. You'll be directed to the beginning of the form, and all the options you selected will still be in place. If you would like to start over completely, select **New query** to be taken back to the beginning of the process with a blank form.

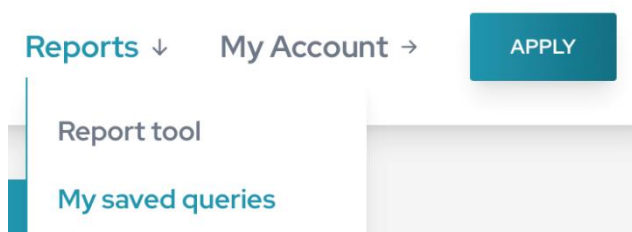
4. Saving the query and using it again

If you want to create a query that will be useful to you in the future, you can choose to save it. Enter a name for the query you'd like to save in the **Save results title** field at **step 1**. When you go to create your query, this will now be saved.



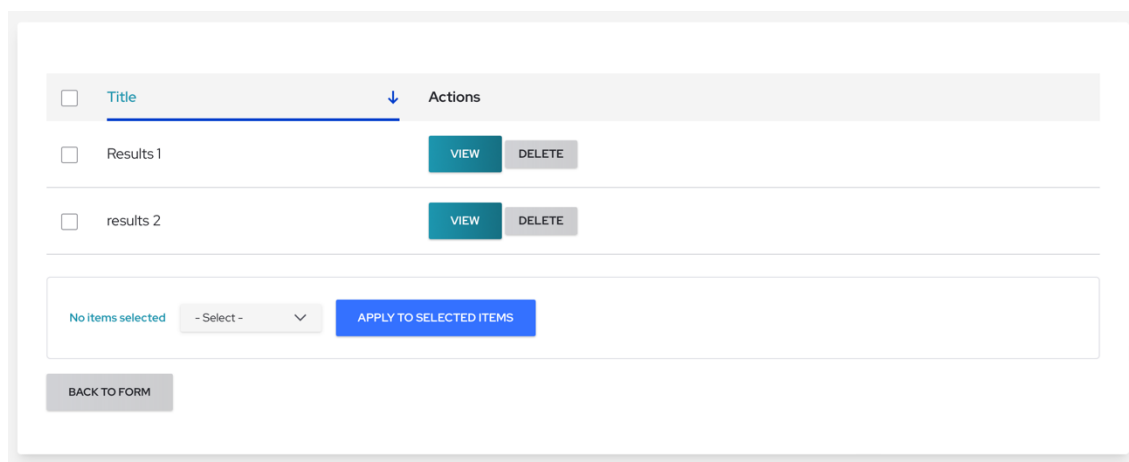
The screenshot shows the 'Reporting tool' interface. At the top, there's a teal header with the text 'Reporting tool'. Below it, a progress bar indicates four steps: 1. Select Institutions, 2. Select dates, 3. Select fields, and 4. Complete. Step 1 is currently active. Below the progress bar, there's a section titled 'Save results title' with a text input field. A note below the field says: 'Add a title if you wish to save the results for your selections when you next submit the form. Leave this field blank if you do not wish to save your results.' Below this, there's a section titled 'Pre-set groups' with three checkboxes: 'RLUK members', 'Other pre-1992 Universities', and 'Post-1992 Universities'.

Next time you wish to run this query, navigate to **Reports** in the menu bar, and click on **My saved queries**.



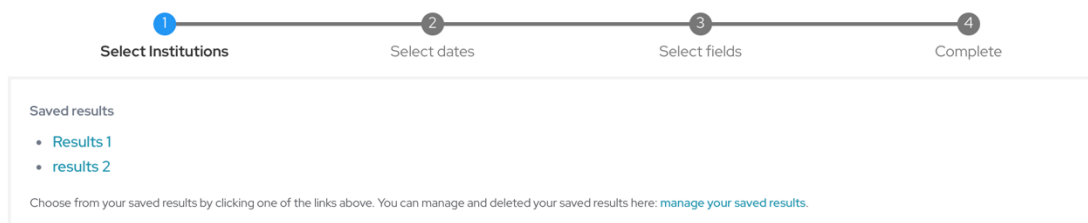
The screenshot shows the 'Reports' menu bar. It includes a dropdown arrow next to 'Reports', a right arrow next to 'My Account', and an 'APPLY' button. Below the menu bar, there's a section titled 'Report tool' with a sub-section 'My saved queries'.

You can then choose to view/delete your saved queries



The screenshot shows the 'My saved queries' table. It has a table with columns 'Title' and 'Actions'. The table contains two rows: 'Results 1' and 'results 2'. Each row has a 'VIEW' button and a 'DELETE' button. Below the table, there's a section with a 'No items selected' message, a '- Select -' dropdown, and an 'APPLY TO SELECTED ITEMS' button. At the bottom, there's a 'BACK TO FORM' button.

Your saved queries are also listed at the top of the page at **step 1** of the reporting tool.



1 Select Institutions 2 Select dates 3 Select fields 4 Complete

Saved results

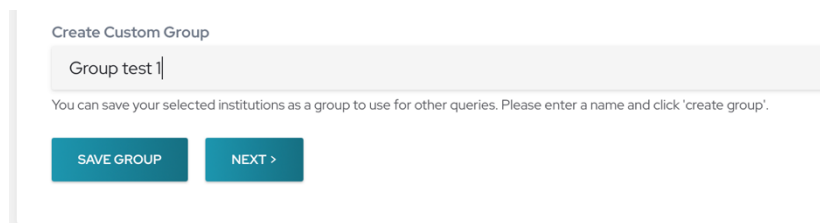
- Results 1
- results 2

Choose from your saved results by clicking one of the links above. You can manage and deleted your saved results here: [manage your saved results](#).

5. Creating groups

You may have a group of institutions against which you often compare your institution. Rather than selecting the individual institutions each time you run a query, you can create custom group(s) for future use.

At **Step 1**, select the institutions you would like to be in your group. Then scroll to the bottom of the page and enter a name for the group in the **Create Custom Group** field, and click **Save group**.



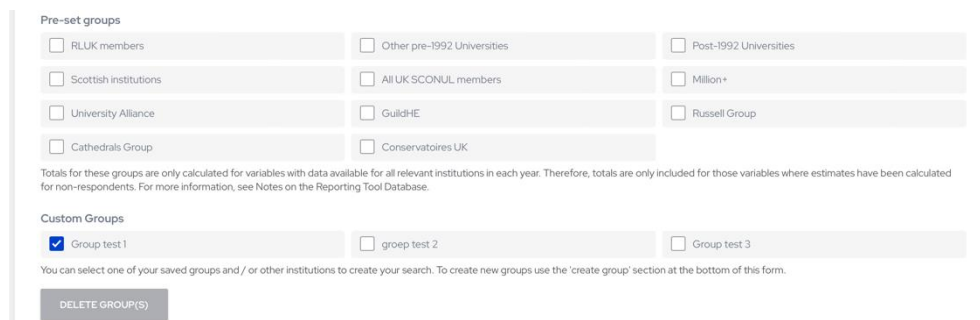
Create Custom Group

Group test 1

You can save your selected institutions as a group to use for other queries. Please enter a name and click 'create group'.

SAVE GROUP NEXT >

Your saved group(s) will appear as **Custom groups** under the pre-set groups at **step 1** of the reporting tool. You are also able to select the group(s) you want to delete.



Pre-set groups

☐ RLUK members ☐ Other pre-1992 Universities ☐ Post-1992 Universities

☐ Scottish institutions ☐ All UK SCONUL members ☐ Million+

☐ University Alliance ☐ GuildHE ☐ Russell Group

☐ Cathedrals Group ☐ Conservatoires UK

Totals for these groups are only calculated for 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. For more information, see Notes on the Reporting Tool Database.

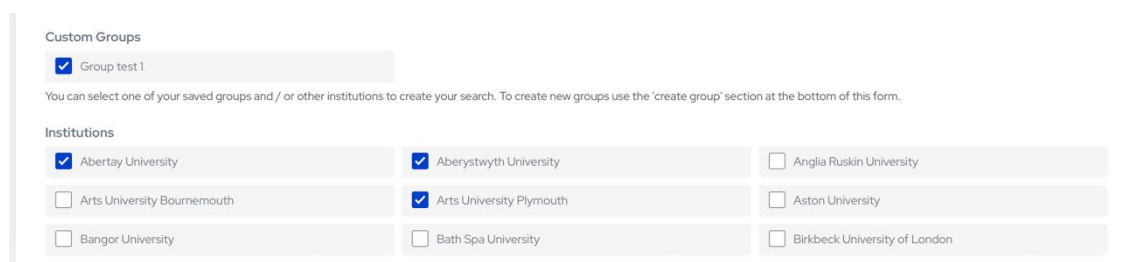
Custom Groups

☒ Group test 1 ☐ group test 2 ☐ Group test 3

You can select one of your saved groups and / or other institutions to create your search. To create new groups use the 'create group' section at the bottom of this form.

DELETE GROUP(S)

To see the institutions saved in your group(s), select the group and the relevant institutions will have their tick box ticked next to them.



Custom Groups

☒ Group test 1

You can select one of your saved groups and / or other institutions to create your search. To create new groups use the 'create group' section at the bottom of this form.

Institutions

☒ Abertay University ☒ Aberystwyth University ☐ Anglia Ruskin University

☐ Arts University Bournemouth ☒ Arts University Plymouth ☐ Aston University

☐ Bangor University ☐ Bath Spa University ☐ Birkbeck University of London

6. Calculating change

The reporting tool allows you to see the percentage change over a given period. At **Step 2** ensure that multiple years are selected. At **Step 3**, tick the box at the top of the page next to **Calculate change** before continuing to select the variables and click submit. On the results page, you will find the percentage figure in the data table, not in the graph.

	2022 > 2023	% change	2023 > 2024
	200	2.4390%	205
	540	0.9174%	545
Total	740		750
Average	370		375

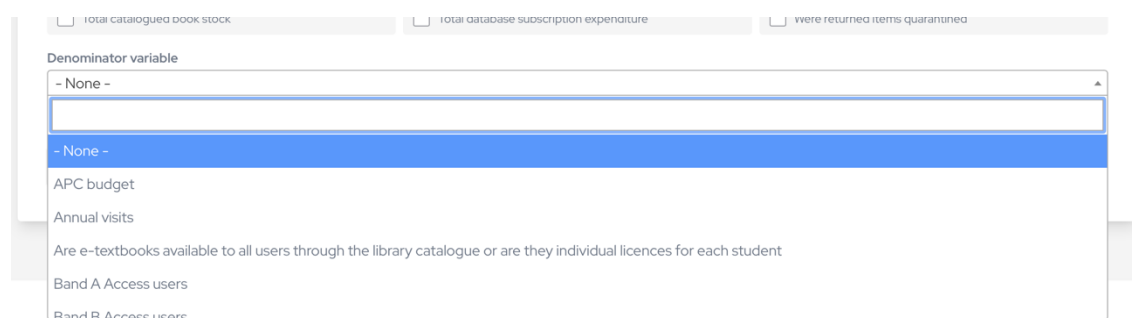
	2022 > 2023	% change	2023 > 2024
	4,000	-33.3333%	3,965
	5,935	16.6666%	6,185
Total	9,935		10,150
Average	4,967.5		5,075

7. Denominator values

Often, users would like to compare ratios rather than raw values. In these cases, users have to select a variable (or variables) from **Step 3** and then scroll down and select a single variable as a denominator. Two specific examples are demonstrated below: *Annual visits per FTE user* and *Staff expenditure as a proportion of gross library expenditure*.

This feature of the tool can provide some interesting insight into the data, but using it and interpreting the results can be tricky. If you wish to go over additional examples, contact the office and we are happy to help (sconul@sconul.ac.uk).

The variables in the drop-down menu are the same, and in the same order as the lists above it.

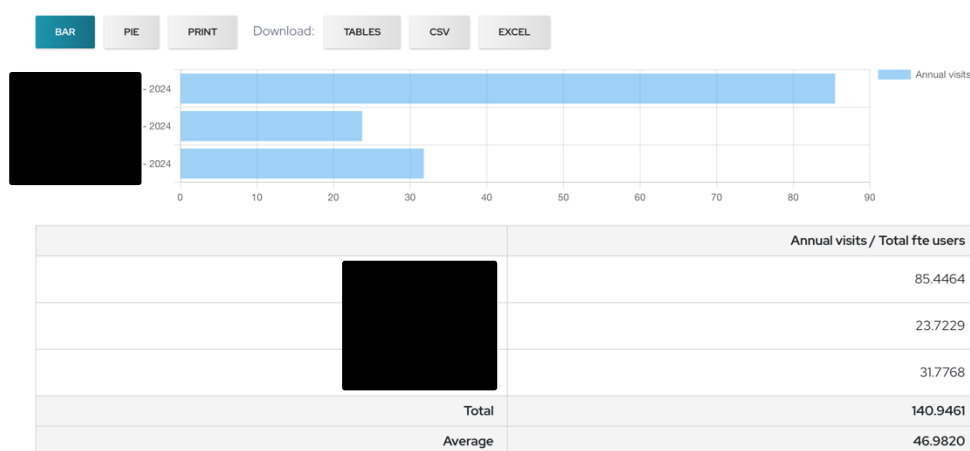


The screenshot shows a web interface with three tabs: 'total catalogued book stock', 'total database subscription expenditure', and 'were returned items quarantined'. Below the tabs is a 'Denominator variable' dropdown menu. The menu is open, showing a list of variables. The first two options are '- None -'. The third option is 'APC budget'. The fourth option is 'Annual visits'. The fifth option is 'Are e-textbooks available to all users through the library catalogue or are they individual licences for each student'. The sixth option is 'Band A Access users'. The seventh option is 'Band B Access users'.

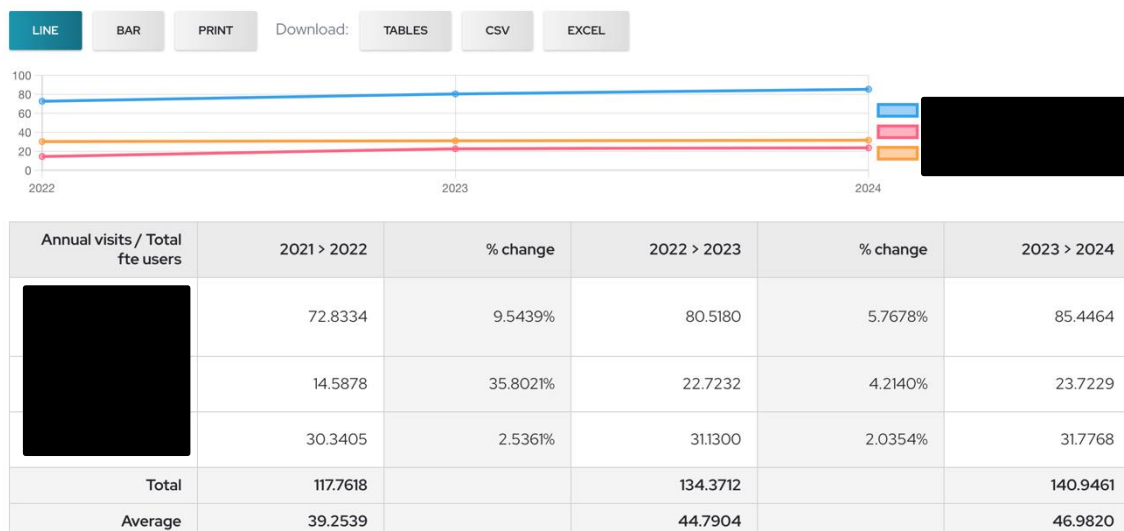
Annual visits per FTE user

Calculating the number of annual visits per FTE user will give an indicative value for how many times a single user visits the library. At **Step 3**, tick the box next to 'Annual visits' found under the Current data (not optional) section. Then scroll down to the bottom of the page and choose 'Total FTE users' as the denominator variable from the drop-down menu (also under the Current data (not optional) section).

The results below compare the annual visits per FTE user for three institutions in a single year. This number is calculated by dividing the number of annual visits by the total FTE users in the table.



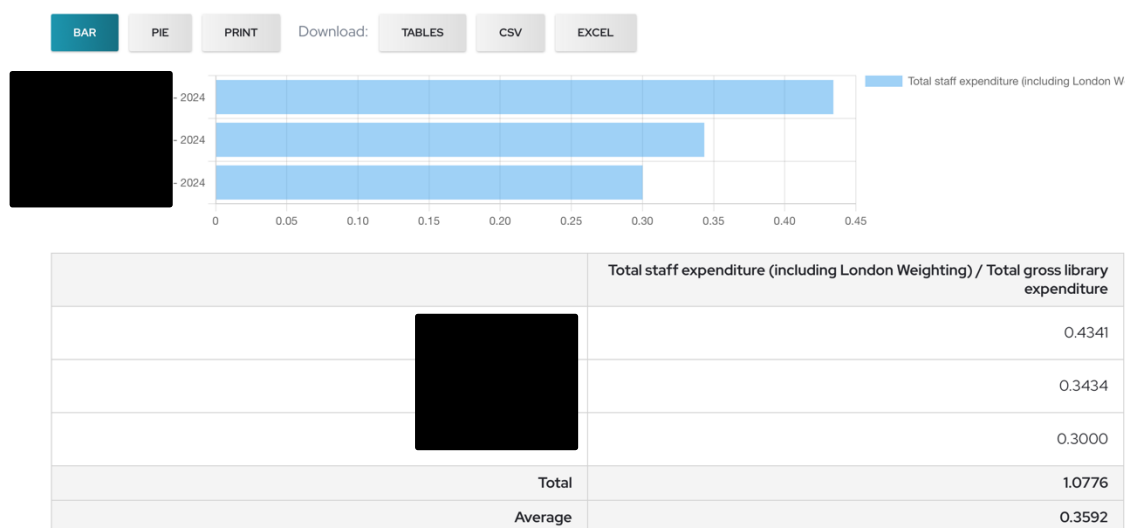
We can also look at how this value has changed over time. For the results below, we've amended the original query and selected the years '2021-2022', '2022-23', and '2023-24' at **Step 2**. At **Step 3** we have made sure to select the 'Calculate change' option.



Staff expenditure as a proportion of gross library expenditure

You may find it beneficial to compare the proportion of your library's expenditure spent on staff with that of other institutions. After selecting your comparator institutions at **Step 1** and the year you'd like to consider at **Step 2**, tick 'Total staff expenditure (including London Weighting)' at **Step 3** and then scroll to the bottom and select 'Total gross library expenditure' from the drop-down menu. Both of these variables are listed in the Current data (not optional) section.

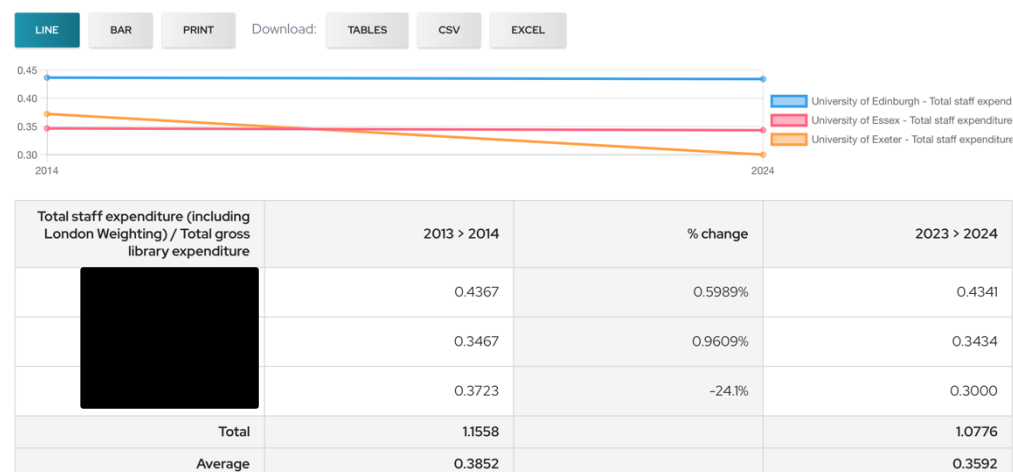
The results for three institutions in 2023-24:



Remember to move the decimal place by two digits for a percentage. For instance, you can say that 43.41% of the first institution's gross expenditure is on staffing.

You can also view how this amount has changed over a period in the table. For the results below, we've chosen '2013-14' and '2023-24' at **Step 2**, and ticked 'Calculate change' at **Step 3**.

Over the past 10 years, the proportion of total expenditure on staff has increased by 0.9609% for the second institution, and decreased by 24.1% for the third institution.



8. Additional resources

We are happy to provide advice and resources so that members can make the best use of this reporting tool. Some first points-of-call are:

- An email list has been set up to discuss the SCONUL statistics. To join the list, go to <https://www.jiscmail.ac.uk/cgi-bin/webadmin?A0=LIS-SCONUL-STATS>.
- The data tables and electronic versions of the Annual Library Statistics publication are available online for members (you'll need to log in to the website first): <https://sconul.ac.uk/services-for-members/benchmarking-statistics/>.
- Published focused reports and analyses which draw on the statistical data and seek to examine particular trends and issues of strategic importance to library directors and their institutions are available publicly at: <https://www.sconul.ac.uk/services-for-members/benchmarking-statistics/resources-and-analyses/>
- For technical questions, or for advice on using the data effectively, contact the SCONUL office in the first instance at sconul@sconul.ac.uk.

9. Feedback

We hope that you find the Reporting Tool a means of making effective use of the SCONUL statistics. If you would like to share any feedback about your experiences, contact sconul@sconul.ac.uk.