Asian Statistics – Data collection

Input Module Instructions

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About the Asian Academic Libraries Online Statistics: Pilot Project

This project will enable the development, setup and maintenance of an online website for the collection, presentation and benchmarking of library statistics for Asian Academic libraries. During Phase 1, the first stage of the pilot, 2 years worth of data from upto 16 libraries will be collected, loaded and made available for benchmarking from the online website. The pilot site will have the capacity for storing 35 elements of data.

Phase 2 will allow for the collection of an additional years data from the libraries participating in the pilot project. At the completion of this process there will then be 3 years of data on the site. The online website, the data collection process and possible future services will then be evaluated by the participating libraries, the iGroup and CAVAL.

The data for the Asian Statistics Pilot Project is to be entered using the Input Module of the Asian Statistics Online website. The site is at http://statsasia.caval.edu.au/ and the Input Module is accessed via the "Input Data" menu option, at the top right of the screen.

General Instructions

Asian statistics Database: The statistical database should be able to be used as a single database for all institutions. It should not be necessary for individual institutions to maintain separate statistical databases for additional data collections.

Branch/Campus Reporting: Libraries must supply ONLY the total data for the institution as a whole, i.e. including all individual branches and/or campuses.

Accountability of Categories: As far as possible, reporting should be in mutually exclusive categories, so that total resources, expenditure, etc can be derived in a clearcut way from subtotals listed by categories.

What to Count: Only materials intended to form part of the library's permanent or leased collections should be included. Temporary groups of materials and other ephemera should be excluded. Thus all materials which can be readily identified and located for use by cataloguing, classification, filing lists, checked bibliography or a combination of other methods, would be counted.

Reference Dates:

<table>
<thead>
<tr>
<th>Reported Year</th>
<th>Hong Kong Libraries</th>
<th>Thai Libraries</th>
</tr>
</thead>
</table>
Log in

An institutional login will be provided by CAVAL. If you require assistance, email stats.asia@caval.edu.au

Once logged in, your status is displayed in the top right section of your screen. This text box includes your institution’s name and a “Log out” link.

e.g. You are currently logged in as: CAVAL

Log out

Time Out

Please note there is a default timeout for a session of 24 minutes. This means that if a page sits idle without being reloaded or saved for longer than 24 minutes it will time out and you will need to log in again.

Year Selection

2005 statistics

To input your 2005 data, log into the input module as instructed above.

Once logged in, on Page 1/8: Introduction, there is a drop down box, at the top right of the screen. It states:

"If you would like to input data for a different year, please select the year you would like:"

Select 2005 from the drop down box, then click "OK".

2006 statistics

To input your 2006 data, log into the input module as instructed above.

Once logged in, on Page 1/8: Introduction, there is a drop down box, at the top right of the screen. It states:

"If you would like to input data for a different year, please select the year you would like:"

Select 2006 from the drop down box, then click "OK".

2007 statistics

To input your 2006 data, log into the input module as instructed above.

Once logged in, on Page 1/8: Introduction, there is a drop down box, at the top right of the screen. It states:

"If you would like to input data for a different year, please select the year you would like:"

Select 2006 from the drop down box, then click "OK".
**Input Module**

The input module is split into 8 different sections. These are:

- Page 1/8: Introduction
- Page 2/8: Library Organisation
- Page 3/8: Library Staff
- Page 4/8: Library Services
- Page 5/8: Information Resources
- Page 6/8: Library Expenditure
- Page 7/8: Institutional Population
- Page 8/8: Submit Data

**Definitions**

A printable version of the statistic groups and their individual statistic definitions is available in HTML format or PDF format from the introductory page or from the Help section under the header Statistics definitions. The instructions on these pages can be printed directly from your web browser.

**Not Used (NU)**

A value of 'NU' for the previous year indicates that either the statistic or your institution was not present in the previous year's data set or it does not apply to your institution. Please do not try to enter an 'NU' value in any current year statistic field as this code is used for administrative purposes only.

**Entering Statistics**

The information displayed for each statistic field includes:

- The variables name
- If the variable is “Sum Field” (this will be shown in red text and only applies to some variables)
- A detailed description
- A definition of the data required for that field

For each statistic the previous year’s value is displayed.

To enter data for each statistic, enter the value into the “Value” field. This will include the year you are currently entering data for.

Only the number needs to be entered. You do not need to enter 1000 separators (,) or dollar signs. **E.g.** If the figure to be entered is 15,246, Enter 15246
NOTE: Only enter 0 if the count is actually zero.

An alert will be displayed when saving the data if any values in that section are more than 10% above or below the values for the previous year. You will either need to correct the data or confirm that the change is acceptable before the data will be saved.

**Value options**

Below each “Value” field there is a pull-down menu labeled “Value Options”. The Value options pull-down choices are: None (this is the default), CP (Can’t Provide), NA (Not Applicable) and Estimate.

If the value being entered is the exact figure leave the Value Options pull-down menu set to “none”.

**Estimates**

If an exact figure is not available for a particular item, but an approximate figure is known, the library should enter an estimate of the amount in the value field and indicate that the figure is an estimate by selecting “Estimate” from the Value Options pull-down menu. While estimates are of particular importance where exact information is unavailable, such estimates should be based upon rational assessments; estimates which have a high probability of being inaccurate should not be reported.

**CP (Can’t Provide) and NA (Not Applicable)**

Do not enter data into the value field if your library cannot provide data or it is not applicable to your institution.

If you cannot provide a statistic leave the value field empty and select “CP (Can’t provide)” from the “Value Options” pull-down menu.

If a statistic is not applicable to your institution leave the value field empty and select “NA (Not Applicable)” from the “Value Options” pull-down menu.

If you select either CP or NA and also enter data into the value field, when you click save you will be prompted with a warning. E.g. if you enter a count in the value field and select “CP (Can’t Provide)” from the “Value Options” pull-down menu, the following prompt will appear:

![Warning Message]

**Sum Fields**

Statistics which are sum fields are marked (Sum Field).

There are 6 statistics that are “Sum fields”.

You do not need to enter a data value into sum fields.

Enter the data values into the fields that make up the sum. Every time you enter a value into one of these fields and then click on another field, the sum field will automatically be updated.

If a CP is entered in any of the fields used to calculate the sum field, the total will be CP.
Notes

Any comments should be entered into the “Notes” text box next to each statistics field. Do not use abbreviations, example LS instead of Library Staff, as these notes are made viewable in the online site and therefore need to be understandable by other users.

Saving your statistics

At bottom of each section there are 5 tabs. “Cancel & Exit”, “Export Data to Excel” and 3 different save tabs.

Each section needs to be saved before you can move onto the next section.

The 3 options are “Save Data”, “Save & Back to the Main Page” and “Save & Proceed”

- **Save Data**: Will save the data in the section you entered and are currently viewing. Once clicked, you will remain in the same section.

- **Save & Back to the Main Page**: Will save the data in the section you entered and are currently viewing. Once clicked, you will be taken to the Main Page.

- **Save & Proceed**: Will save the data in the section you entered and are currently viewing. Once clicked, you will be taken next section.

Please ensure you save your data regularly. There is a default timeout for a session of 24 minutes. This means that if a page sits idle without being reloaded or saved for longer than 24 minutes it will timeout and you will need to log in again.

Printing your statistics

**Print each statistical group page as a PDF**

Each statistical group page includes a PDF link at the top of the page, “Print this page, including your data, as a PDF file”. The instructions, statistics definitions and your institutions data for the statistical group page you are viewing will open in a PDF. This can then be saved to your PC or printed for your records.

**Save each statistical group page in Excel**

For each statistical group page you are able to Export the data to excel.

- Click on “Export Data to Excel”
- A message will appear stating, “Output file available here”. Click “here”
- A new browser window will open. To save file go to File>Save As
- Save locally to your PC
- Once saved close this browser window
- From the screen click the link where it states, “Click here to return to the input page.” This will take you back to the section you exported the data from.
Save all statistics for year in Excel

Once you have finished your input, you are able to export all your statistics for the year into Excel.

- On Page 8/8 click on “Export Data to Excel"
- A message will appear stating, “Output file available here”. Click “here”
- A new browser window will open. To save file go to File>Save As
- Save locally to your PC
- Once saved close this browser window
- From the screen click the link where it states, “Click here to return to the input page.” This will take you back to the section you exported the data from.
- From the screen click the link where it states, “Click here to return to the input page.” This will take you back to the section you exported the data from.

Submitting Data

Once you have finished your data collection, your statistics need to be submitted. Log into the input module and on the first page, click on the link “Page 8/8: Submit Data” and follow the instructions on page 8 to submit your data.

You are also taken to Page 8/8: Submit Data, if you click “Save & Proceed” from Page 7/8: Institutional Population.

Example of Submit page:

Click on the check box and click on the button “Submit your data for <year>"

Example of confirmation screen:

To export all your data for the year you submitted, click on “Export Data to Excel"
Errors

Before you are able to submit your data, all mandatory fields need to be completed. If these fields have not be completed these will be listed on page 8/8

Example:

The following error(s) have been detected with your submission. You must correct these before your submission can be finalised:

Mandatory field **Expenditure: Salaries** has not been completed. Please return to the Library Expenditure page to correct this error.

Click on the statistical group link to return to the page the statistics is located.

Once all mandatory fields are completed, you will be able to submit your data.

**Cancel & Exit**

If you click “Cancel & Exit” but haven’t saved, the following prompt will appear:

Once you click OK, you will return to the login page.