** Data Request Form
 Data from university library statistics**

The CAUL statistics include data on collections, staffing, expenditures, library services, and library and university characteristics for all Australian and New Zealand university libraries.

Publicly accessible data is available on the [CAUL website](http://www.caul.edu.au/caul-programs/caul-statistics/previousyears). The current five years is embargoed, but may be made available to individuals or organisations upon receipt of this completed request form.

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| General Information  |
| This form must be completed and submitted to CAUL before any data request can be assessed or data provided. CAUL will consider your data request and endeavour to provide a response within 15 working days, depending on the nature of the request and/or CAUL’s operational requirements. A CAUL representative will contact you if more information or time is required to provide a response.Please note that a request does not automatically mean you will receive the data. Some information may be restricted and unable to be shared. If this is the case, a reason outlining the decision will be provided. |

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| **Personal Details** |
| **Given Name:**  Click here to enter text**Surname:**  Click here to enter text**Position Title:**  Click here to enter text**Organisation:**  Please select from the drop down list **If other, please specify:**  Click here to enter text**Contact Number:** Click here to enter text**Email:**  Click here to enter text |
| **Data Use***Note: this data may not be used to identify individual institutions without the express prior permission of the director of the library of that institution* |
| **Why do you want the data?** Click here to enter text |
| **How will you use the data?** Click here to enter text.**Who will have access to the data?** Click here to enter text. |

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| Data Requirements*Note: data earlier than the current five years is freely available from the* [*CAUL website*](http://www.caul.edu.au/caul-programs/caul-statistics/previousyears)*.Note: university population data is available from the* [*Department of Education website*](https://education.gov.au/higher-education-statistics) |
| Please provide a *detailed* description of the data you require, and select from the data items and institutions (university libraries) listed below: Click here to enter text.  |
| [ ]  Seating [ ]  Opening Hours[ ]  Library Staff: Number of Positions[ ]  Library Services: Number of Loans [ ]  Document Delivery Services: Supplied[ ]  Document Delivery Services: Received  | [ ]  Information Resources: Number of Serial Titles[ ]  Information Resources: Number of Non-Serial (books) Items [ ]  Information Resources: Number of eBooks [ ]  Library Expenditure: Total[ ]  Library Expenditure: Information Resources [ ]  Other |
| Year or range required e.g. 2011, 2010-2014: Click here to enter text. |
| Institutions: Australia |
| [ ]  All Australian Institutions[ ]  Australian Catholic University[ ]  Australian National University[ ]  Bond University[ ]  Central Queensland University[ ]  Charles Darwin University[ ]  Charles Sturt University[ ]  Curtin University[ ]  Deakin University[ ]  Edith Cowan University[ ]  Federation University Australia[ ]  Flinders University[ ]  Griffith University[ ]  James Cook University[ ]  La Trobe University[ ]  Macquarie University[ ]  Monash University[ ]  Murdoch University[ ]  Queensland University of Technology[ ]  RMIT University | [ ]  Southern Cross University[ ]  Swinburne University of Technology[ ]  University of Adelaide[ ]  University of Canberra[ ]  University of Melbourne[ ]  University of New England[ ]  University of New South Wales[ ]  University of Newcastle[ ]  University of Notre Dame Australia[ ]  University of Queensland[ ]  University of South Australia[ ]  University of Southern Queensland[ ]  University of Sydney[ ]  University of Tasmania[ ]  University of Technology, Sydney[ ]  University of the Sunshine Coast[ ]  University of Western Australia[ ]  University of Western Sydney[ ]  University of Wollongong[ ]  Victoria University |
| Institutions: New Zealand |
| [ ]  All New Zealand Institutions[ ]  Auckland University of Technology[ ]  Lincoln University[ ]  Massey University[ ]  University of Auckland | [ ]  University of Canterbury[ ]  University of Otago[ ]  University of Waikato[ ]  Victoria University of Wellington |

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| Please enter the date by which you require the data. | Click here to enter text. |
| The data will be supplied in Excel, unless otherwise requested.*Note: some formats may not be possible*  | Click here to enter text. |
| Acknowledgment and Declaration |
| • I declare that the information I have given on this form is true and correct in all regards.• Any data received will be used only for the purpose for which it was disclosed and will be accessed only by those authorised to use it.• I agree to acknowledge CAUL as the source of the data in any communication or publication of the data by me, in the following way: “Source: Council of Australian University Librarians, supplied  <date>”• I agree to advise CAUL of the citation/link of any publication which uses the data provided. • Should my data request be granted, I acknowledge that I agree to be bound by any specific terms of use outlined by CAUL at the time the information is supplied to me.• I acknowledge and agree that CAUL does not guarantee, and accepts no legal liability or responsibility for any loss or damage suffered as a result of direct or indirect use or application of any data, material or information made available from the CAUL/CONZUL statistics. |

Name: \_\_\_\_

Position: \_\_\_\_

Signature: \_\_\_\_

Date: \_\_\_\_

Please email the completed form to the CAUL Office.