** 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.

|  |
| --- |
| 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. |

|  |
| --- |
| **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. |

|  |  |  |
| --- | --- | --- |
| 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 | |

|  |  |
| --- | --- |
| 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](mailto:caul@caul.edu.au?subject=Request%20for%20CAUL%20statistics%20from%20[enter%20your%20organisation's%20name%20here]).