**CAUL/CONZUL UNIVERSITY LIBRARY STATISTICS**

**GUIDELINES FOR THE ETHICAL USE OF EMBARGOED DATA**

Updated November 2015

The CAUL/CONZUL 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 a completed [request form](http://www.caul.edu.au/content/upload/files/stats/caulDataRequestForm.docx). A summary of the current data is also available from the CAUL website.

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*MULTI-INSTITUTIONAL AND AGGREGATED DATA*

*External requests for access to data from selected institutions or for aggregated data for the sector are to be directed to the* [*CAUL office*](mailto:caul@caul.edu.au) *in the first instance. Decisions to grant access will be made in accordance with these guidelines. CAUL/ CONZUL staff should direct inquiries to their own University Librarian or* [*designated coordinator*](http://www.caul.edu.au/caul-programs/caul-statistics/statistics-contacts)*.*

*INDIVIDUAL INSTITUTIONAL DATA*

*External requests for access to data from a single institution are to be directed to and dealt with by the relevant* [*CAUL*](http://www.caul.edu.au/about-caul/caullist)*/*[*CONZUL*](http://www.universitiesnz.ac.nz/aboutus/sc/conzul) *university librarian or their designated coordinator. Internal institutional requests should also be directed to the University Librarian or their* [*designated coordinator*](http://www.caul.edu.au/caul-programs/caul-statistics/statistics-contacts)*.*

*Individual institutions may share their own data in any way they see as professionally appropriate, in keeping with the spirit of the following guidelines.*

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**CONTEXT**

Data analysis is just one method used by CAUL/CONZUL libraries to evaluate services regularly and systematically. The wider context of CAUL/CONZUL libraries and their institutions and qualitative analysis are also used to support that quantitative research and to provide informed judgement.

Within the context of a single institution, data analysis may serve as a tool for local diagnostic purposes and for cross-institutional comparisons in order to identify good practice.

Any use of CAUL/CONZUL statistical data must take into account the variation in university mission and structure.

**PURPOSE AND INTENDED AUDIENCE**

The stated intention for the use of the requested data and the intended audience for that use will be taken into consideration when approving requests for embargoed data.

The use and distribution of any such data or analysis must be in accordance with the stated purpose and intended audience.

For external requestors, the release of selected, fit-for-purpose data is preferred to providing copies of the raw data.

**CONFIDENTIALITY**

Data will be used in a confidential manner, including by not disclosing any institutional identity without the express written permission of the director of the library of that institution.

**PROFESSIONAL CODE OF PRACTICE AND ETHICAL USE**

Libraries may compare their results with those of peer institutions for identifying good practices and supporting aspirations for improvement.

In the professional context, requestors must refrain from public comparisons that suggest that specified institutions are better than others based only on extracts from the database.

**DISCLAIMER**

Despite best intentions, limitations inevitably exist in the data, both in completeness and accuracy. Differences in collection methods across institutions may influence the level of accuracy in the reported data.

Statistics can also change rapidly as a result of local circumstances and requestors should be aware of these limitations in their intended use.

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.

CAUL recommends that users exercise their own skill and care with respect to their use of the CAUL/CONZUL statistics and that users carefully evaluate the accuracy, currency, completeness and relevance of the data for their purposes.

**REVISION**

The application of these guidelines will be reviewed annually to ensure their continuing relevance to actual cases.