

SG Audit Report

Introduction

To build the report, data is collected from a number of different sources in eReserve Plus. Rules for the report are described below, followed by a number of diagnostic columns to assist copyright officers with quality assurance of the data.

The report can be run from eReserve Plus and a zip file will be sent to the logged-in user's email address.

1. Clicking on Report Only will send just the CSV file;
2. Clicking on Report Archive will send the CSV file plus the PDF files for records which have Incidental Artworks or have missing mandatory metadata such as ISBN.

The following time periods can be selected:

1. Now - pre-selects all readings available to students now
2. In the future - pre-selects all readings scheduled to be communicated on future Reading Lists
3. Over a specific period - Select a Start and End Date to select all readings copied/communicated between the selected dates

Audit Report

Including.. published lists only all lists

For items available... now in the future over a specific period

Rules for report

Following are the rules for each field. This is intended as a reference for Copyright Officers to understand the underlying business rules for each column in the report.

Auditor Details

Centre Code

```
if the course (aka course) associated with the scheduled
reading has a Centre Code then
    eReserve Plus will use that Centre Code
else if the school for the course has a Centre Code then
    eReserve Plus will use that Centre Code
otherwise
    eReserve Plus will respond with an empty field
```

Details about the material copied and/or communicated

ISBN/ISSN or URL

```
if the schedule references a detailed reading in eReserve Plus then
    if the reading has an ISBN/ISSN then
        eReserve Plus will use that ISBN/ISSN
    else if the reading is a file and has a Source URL then
        eReserve Plus will use the Source URL
    otherwise
        eReserve Plus will respond with DK (Don't Know)
else if the schedule only has basic details (i.e. it's incomplete) then
    if the schedule has an ISBN/ISSN then
        eReserve Plus will use that ISBN/ISSN
    else if the reading is a file and has a Source URL then
        eReserve Plus will use the Source URL
    otherwise
        eReserve Plus will respond with DK (Don't Know)
```

Publisher Name

```
if the schedule references a detailed reading in eReserve Plus then
  if the reading has a Publisher Name then
    eReserve Plus will use that Publisher Name
  otherwise
    eReserve Plus will respond with DK (Don't Know)
otherwise
  eReserve Plus will respond with DK (Don't Know)
```

Title of Publication

```
if the schedule references a detailed reading in eReserve Plus then
  if the reading has a Publication Name then
    eReserve Plus will use that Publication Name
  otherwise
    eReserve Plus will respond with DK (Don't Know)
otherwise
  eReserve Plus will respond with DK (Don't Know)
```

Author(s) / Creator(s) of work

```
if the schedule references a detailed reading in eReserve Plus then
  if the reading has author(s) then
    eReserve Plus will use those author(s)
  otherwise
    eReserve Plus will respond with DK (Don't Know)
otherwise
  eReserve Plus will respond with DK (Don't Know)
```

Date of Publication

```
if the schedule references a detailed reading in eReserve Plus then
  if the reading is from a book then
    if the reading has a year and edition then
      eReserve Plus will respond with "YYYY / ed. X" (eg 2003 / ed. 4)
    if the reading has only a year of publication then
      eReserve Plus will respond with "YYYY" (eg 2003)
    if the reading has only an edition then
      eReserve Plus will respond with "ed. x" (eg ed. 4)
    otherwise
      eReserve Plus will respond with DK (Don't Know)
```

```
else if the reading is from a journal then
  if the reading has a year, volume and issue then
    eReserve Plus will respond with "YYYY / vol. X, no. Y"
    (eg 2003 / vol. 12, no. 4)
  else if the reading only has a year and volume
    eReserve Plus will respond with "YYYY / vol. X"
    (eg 2003 / vol. 12)
  else if the reading only has a year
    eReserve Plus will respond with "YYYY" (eg 2003)
  else if the reading only has a volume
    eReserve Plus will respond with "vol. X" (eg vol. 12)
  otherwise
    eReserve Plus will respond with DK (Don't Know)
otherwise
  eReserve Plus will respond with DK (Don't Know)
```

Title of Work

```
if the schedule references a detailed reading in eReserve Plus then
  if the reading has a reading title then
    eReserve Plus will use that reading title
  otherwise
    eReserve Plus will respond with DK (Don't Know)
else if the schedule only has basic details
(i.e. it's incomplete) then
  eReserve Plus will respond with the provided title in the schedule
```

How much?

Type of count

```
if the schedule references a detailed reading in eReserve Plus then
  eReserve Plus will provide the type of count recorded for the reading
  (i.e. G (Graphic Only), W (Not Paginated) or P (Paginated))
otherwise
  eReserve Plus will respond with an empty field
```

Amount Copied or Communicated

```
if the schedule references a detailed reading in eReserve Plus then
  if the type of count is "Not Paginated" or "Paginated" then
    eReserve Plus will provide the count recorded for the reading
  if the type of count is "Graphic Only" then
    eReserve Plus will report a count of one
  otherwise
    eReserve Plus will respond with an empty field
otherwise
  eReserve Plus will respond with an empty field
```

For whom?

Department name

eReserve Plus will respond with the School name for the Course that the reading is being made available for

Copied or Communicated

Copied or Communicated

copied = the reading file has been uploaded either via an approved request or replaced on a reading record during the sampling period.

communicated = the scheduled reading start date falls within the sampling period.

```
if the reading has been copied and communicated in the report period then
  eReserve Plus will respond with 'Both'
else if the reading has been copied then
  eReserve Plus will respond with 'Copied'
else if the reading has been communicated then
  eReserve Plus will respond with 'Communicated'
```

Copying

Columns in this section will only be populated when the “Copied or Communicated” column has the value of “Copied” or “Both”.

Date Copied

```
if the reading file has been uploaded either via an approved request
or replaced on a reading record then
    eReserve Plus will respond with the date of upload
otherwise
    eReserve Plus will respond with an empty field
```

Scan or Other Digital Copy

```
if the schedule references a detailed reading in eReserve Plus then
    if it has been scanned then
        eReserve Plus will respond with 'Scanned'
    otherwise
        eReserve Plus will respond with 'Other digital copy'
otherwise
    eReserve Plus will respond with 'DK'
```

Number of copies for Internal Students

The Copyright Officer will update the report manually based on enrolment numbers from the institution's Student Administration System.

Number of copies for External Students

The Copyright Officer will update the report manually based on enrolment numbers from the institution's Student Administration System.

Number of copies for Staff

The Copyright Officer will update the report manually based on staff numbers from the institution's Corporate Administration System.

Communication

Columns in this section will only be populated when the “Copied or Communicated” column has the value of “Communicated” or “Both”.

Date of Communication

```
if the scheduled reading start date falls within the sampling period
and it has been made available online then
    eReserve Plus will respond with start date of the availability of the reading
otherwise
    eReserve Plus will respond with an empty field
```

Type of Communication

```
if the scheduled reading start date falls within the sampling period
and it has been made available online then
    eReserve Plus will respond with 'New'
else if the reading has an anniversary date and that date falls
in the sampling period then
    eReserve Plus will respond with 'Anniversary'
otherwise
    eReserve Plus will respond with an empty field
```

NB: The anniversary date is calculated as a reoccurring date from the initial date of communication. For example, say I make a reading available for 4 years starting from 1/2/2014 then it will have anniversary dates of 1/2/2015, 1/2/2016, 1/2/2017 and 1/2/2018.

General or Specific Intended Audience?

```
if the reading is marked as required reading then
    eReserve Plus will populate this field with “S” signifying a specific
audience
else
```

eReserve Plus will populate this field with "G" signifying a general audience

Target Audience Internal Students

The Copyright Officer will update the report manually based on enrolment numbers from the institution's Student Administration System.

Target Audience External Students

The Copyright Officer will update the report manually based on enrolment numbers from the institution's Student Administration System.

Target Audience Staff

The Copyright Officer will update the report manually based on staff numbers from the institution's Corporate Administration System.

Additional Questions

In Course Pack?

if the reading is in a Course Pack (as indicated by the Reviewer) then
eReserve Plus will respond with "Yes"
otherwise
eReserve Plus will respond with "No"

Has Incidental Artistic Works?

if the schedule references a detailed reading in eReserve Plus then
if the reading has incidental artworks recorded then
eReserve Plus will respond with 'Yes"
otherwise
eReserve Plus will respond with 'No"


```
otherwise
  eReserve Plus will respond with an empty field
```

Name of file provided

```
if the schedule references a detailed reading in eReserve Plus then
  if the reading has incidental artworks recorded then
    the file name of the uploaded file will be provided
  else if the reading is an artwork
    the file name of the uploaded file will be provided
  otherwise
    eReserve Plus will respond with an empty field
otherwise
  the file name of the uploaded file will be provided
```

Teaching Session

Name of teaching session used e.g. Semester 1 2020/2021.

Diagnostics

The following fields may be useful to Copyright Officers when requesting eReserve support or providing additional analytics to the Management Team

Scheduling ID

Identifier which can be used for reference when requesting eReserve support on the Request Schedule

Reading ID

Identifier which can be used for reference when requesting eReserve support on the Reading in the repository

Course Code

Code for the Course that the Reading was communicated / copied for

Start of Communication

Start date for when the reading was communicated to students

End of Communication

End date for when the reading was communicated to students

Reading Pages

Pagination recorded in eReserve Plus for the Reading source document

Reading List ID

Identifier which can be used for reference when requesting eReserve Plus support on the Reading List information

Reading List Item ID

Identifier which can be used for reference when requesting eReserve Plus support on the Reading List item

Reading List Creation

Date that the Reading List was created

Reading List Last Update

Date that the Reading List was last updated

Reading List Name

The name of the Reading List on which the Reading was communicated / copied

Student Count (Only valid from 1 June 2018)

The unique number of students who accessed the Reading between the 'Start of Communication' and 'End of Communication' dates. Unique can only be calculated by the authentication method of the Learning Management System. If the same Student accesses from two different Learning Management Systems then the report will recognise the count as '2'.

Student Accesses

The total number of accesses by students between the Reading 'Start of Communication' and 'End of Communication' dates. Each time a student downloads or views a reading on a Reading List.

Schedule Updated At

The last updated date for the scheduled communication record

Request Updated At

The last updated date for the request record associated with the scheduled communication record

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