

Utilisation Report

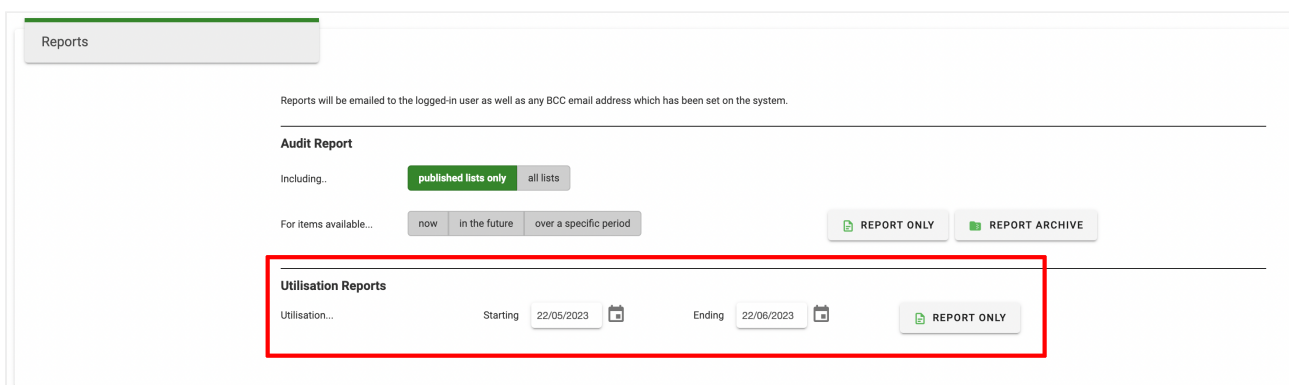
Introduction

The Utilisation Report is available through the Admin Interface of eReserve Plus. It is designed to assist the Institution by reporting on the level of usage of all resources held in the repository or scheduled to be used on a Reading List from eReserve Plus. It will report on Readings that have been accessed as well as Readings which have not been accessed at all.

Access is defined as either the download of a file or the access of a link. Access does not mean unique student access, instead the Utilisation Report records just the number of accesses. So if one Student downloaded the same item 5 times, then this would be a utilisation count of 5.

Academics are provided with 'at a glance' access statistics on each Reading List, however the Utilisation Report aggregates all usage across the system to enable analysis of usage by School or Course.

The report can be run between any two dates from eReserve Plus and a CSV file will be emailed to the logged in User.



The screenshot shows the 'Reports' section of the eReserve Plus interface. It includes a sub-section for 'Utilisation Reports' with the following details:

- Reports will be emailed to the logged-in user as well as any BCC email address which has been set on the system.**
- Audit Report**
 - Including..: **published lists only** (selected) | all lists
 - For items available...: now | in the future | over a specific period
 - Buttons: REPORT ONLY, REPORT ARCHIVE
- Utilisation Reports** (highlighted with a red box)
 - Utilisation...: Starting 22/05/2023 | Ending 22/06/2023
 - Button: REPORT ONLY

Enter a Start and End date for the report

The .csv file is delivered with a default sort so that Library and Copyright Staff can more easily report Utilisation to individual Schools. The rows of the report are sorted in the following order (count descending).

- School Reading Access Count;
- Course Reading Access Count;
- Reading List Access Count;
- Reading Access Count.

Rules for the Utilisation Report

The following rules are intended as a reference for Library Staff to understand the underlying business rules for each column in the report.

School

School name for the item that was accessed.

Course

Course Code and Title for the item that was accessed.

Reading List Name

Reading List name for the item that was accessed.

Publication Kind

The eReserve resource type for the item that was accessed. Values may include:

- Book
- Journal
- Website
- Sound
- Visual

Reading Kind

The kind of reading that was accessed. Values may include:

- File
- Link

Reading Genre

This is the genre recorded in eReserve for the Reading that was accessed. As an example, values for Journals may include:

- Bill
- Conference Paper
- Journal Article
- Legal Case
- Legislation
- Magazine Article
- Newspaper Article
- Preprint
- Proceeding
- Statute
- Whole Journal

Source Document Genre

This is the genre recorded in eReserve for the Source Document that was accessed. As an example, values for Journals may include:

- Bill
- Conference Paper
- Legal Case
- Legislation
- Preprint
- Proceeding
- Statute
- Whole Journal

Identifier

If the Source Document has an ISBN/ISSN recorded then eReserve will report that ISBN/ISSN.

DOI

If the Source Document has a Digital Object Identifier (DOI) recorded then eReserve will report that DOI.

Publisher Name

If the Source Document has a Publisher's Name recorded then eReserve will report the Publisher Name.

Publication Title

The title of the Source Publication for the reading that was accessed.

Title of Work

The title of the Reading.

Authors

The authors of the Reading.

Count Kind

eReserve will provide the type of count recorded for the Reading. Values include:

- G = Graphic only
- W = Word count
- P = Paginated

If the field is blank, this indicates that the user has selected 'Unknown' to the Count Kind.

Pages

If a Count Kind is reported, then eReserve will provide a report for each Count Kind as follows:

- If G, then count reported will be 1
- If W, then count reported will be word count
- If P, then count reported will be page numbers recorded in eReserve Plus.

Start Date

Start date recorded for the reading that was communicated to Students.

End Date

End date recorded for the reading that was communicated to Students.

Reading Access Count

The number of times a reading has been downloaded (file based readings) or accessed (link-based readings).

Reading Student Count

The number of times a reading has been uniquely downloaded (file based readings) or accessed (link-based readings).

Reading List Access Count

The total number of accesses for the Reading list.

Reading List Student Count

The total number of unique Student access for the Reading List.

Course Reading Access Count

The total number of accesses for the Course.

Course Student Count

The total number of unique Student access for the Course.

School Reading Access Count

The total number of accesses for the School.

School Access Count

The total number of unique Student access for the School.

School ID

The ID of the School

Course ID

The ID of the Course

Schedule ID

The ID of the Schedule

Reading ID

The ID of the Reading

Reading List ID

The ID of the Reading List

File Name

The name of the uploaded reading file

File Size

The size of the uploaded reading file

URL

The link to the schedule for the item in Request Management.