

## **GLOSSARY OF DEFINITIONS**

Some definitions of terms for the guidance of users of these statistics:

### **Associated salary costs**

These include ACC, superannuation, retirement and voluntary severance pay, appointment costs and travel, where it is included in the employee agreement, e.g. after-hours.

### **Current serial**

An individual serial (q.v.) publication to which the library has a continuous subscription, or has the expectation of receiving further issues by gift or exchange, and of which the first issue has been received and catalogued or otherwise prepared for use. When a serial changes its title, the new title is not counted as a new serial. However, if a serial splits into two or more new titles, the extra titles are counted as new serials, and if two or more amalgamate into a new title, the extra titles are counted as withdrawals.

### **Document delivery services**

Refers to transactions outside the library, or between libraries (Interloan), or between libraries and document supply services.

### **Electronic serials**

Serials in electronic format, which may be served in-house, or from a remote server. They may be individual titles or part of electronic collections, some created by an individual publisher, and others aggregated collections covering a range of publishers, e.g. ProQuest. The total includes duplicate titles as it is no longer feasible to count unique titles, due to the overlap between electronic collections.

### **External students**

Those students for whom the institution makes special arrangements whereby they need not attend the campus for lectures, tutorials etc. in order to complete a course of study.

### **Extraordinary expenditure**

Special funding for capital works, computer systems, etc.

### **Information resources**

The total accumulation of library materials available for readers. Includes only material which has been catalogued and/or otherwise fully prepared for use.

### **Non-book materials**

Non-book materials are now counted as either serials or with “Monographs and other non-serials”. They are library materials other than printed monographs and serials, consisting of material usually requiring equipment for visual projection, and/or sound replay, or graphic materials, or three dimensional materials, or combinations of the above. They are counted as units.

### **Reference transactions**

A reference transaction is an information contact that involves the knowledge, use, interpretation, recommendation, or instruction in the use of one or more information sources by a member of the Library staff. Simple directional questions are excluded.

### **Serial**

A publication issued in successive parts, usually at regular intervals, normally with a common title and some sort of numbering sequence, and intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings and transactions. They also include monographic and publishers series, but these are regarded as serials only if their individual volumes are not classified and catalogued separately, and the series is shelved together as a serial. Multi-volume works constituting a single publication (e.g. an encyclopaedia) are not treated as serials, even if the volumes are issued successively over a period of time.

### **Serial volume**

This includes physical serial volumes or items, whether bound or unbound, and including microform serials, and audiovisual formats published serially. Electronic serials are excluded. Unbound volumes are counted as bibliographic volumes, i.e. the volume designated by the publisher and usually given a distinguishing number.

### **University operating income**

Includes income from government grants, student fees (domestic and international), research (whether government or private sector funded), donations/trust funds and interest/investment income, but excludes commercial trading income and income from non-academic services, such as accommodation. Nevertheless, differing financial reporting practices between universities mean that these figures should be treated with caution.

### **Withdrawals**

Items no longer held and holdings written off from the library records owing to loss, disposal, etc. Items relegated to storage are not regarded as withdrawals, unless their catalogue records have been removed.