Learn how to generate a CIPFA statistics report in UnityUK. British Public Libraries are required to submit CIPFA statistics reports once a year. CIPFA is the Chartered Institute of Public Finance and Accountancy. This report provides a per location CIPFA Statistics report that can be run between any two dates.

Caution: CIPFA Statistical requirements can change from year to year - the current report is based on 2009 requirements.

Caution: The report is based on the location associated with your login account.

To run the report, go to the Reports area of **UnityUK** by clicking the Reports button in the menu bar.

Then select the option CIPFA Stats Report:
Borrowers
CIPFA Stats Report
Copy requested per title
Copy supplied per title
IFM Monthly Report
ILLs not supplied received

At the foot of the page, select the date range you want to run the report for, and click **Generate Report**.
The report will appear on the screen.
Caution: The Number of requested books supplied within 30 days (includes those at 7 and 15 days).

The annual CIPFA report form includes two sections that require interlibrary loan statistics to be entered - the UnityUK report provides the numbers required to complete sections 7 and 11 of the current CIPFA form:

- Section 7 - Book Requests Service
  - Number of requested books supplied within 7 days: 71
  - Number of requested books supplied within 15 days: 77
  - Number of requested books supplied within 30 days (includes those at 15 days)

- Section 11 - Interlibrary loans for the date range
  - Interlibrary loans supplied to other libraries: 77
  - Interlibrary loans received from other libraries: 153

Caution: This report shows the actual number of requests satisfied within 'N' [number of] days as well as a total of all requests satisfied - these numbers can be used by the library staff to calculate the percentages for themselves.