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:
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 (including those at 7 days): 77
  - Number of requested books supplied within 30 days (includes those at 15 days): 77

- **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.