Find summaries of the predefined statistical reports available in UnityUK.

**Average and maximum Supply times by supplier**

This counts supply days for the fulfilled requests received by your library from other libraries or suppliers. The performance figures show the average and maximum days for each of your library’s suppliers. This is calculated on the received date minus the entry date of the request.

**Average and Maximum Supply Times to Requestors**

This counts supply days for the requests made to your library by other libraries. It measures the performance of your own library at supplying material. This is calculated on the shipped date of the request minus the request date.

**BL Claim Form for Responder**

This option produces a report which can be sent to the British Library so you can claim payment for non-IFM loans you have supplied as a lender.
Batch Reruns

This is a menu of reports originally printed from the Work Queue (Pick List, Received List, Returned List) that may be reprinted. For the Pick List, the current Request status is updated to show materials that have already been processed and do not require retrieving for request fulfilment. Batch numbers are unique for each type of report per location. If you do not select a Start and End Date you will be presented with all the Work Queue reports that were run in the previous week.

You can also access Batch Reruns by using the button in the menu bar. If you do this you will be presented with any Work Queue reports that have been run in the previous week.

CIPFA Stats Report

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.

![Menu Bar with Reports Button Highlighted](image)

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 (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.

**Copy requested per title**

This report gives a breakdown of copy requests submitted by your library broken down by title, for the specified date range. The following information is also presented: Issue; ILL No.; the date the request was created; the responding library and what the current status of the request is.
Copy supplied per title

This report gives a breakdown of copy requests supplied by your library broken down by title, for the specified date range. The following information is also presented: Issue; ILL No.; the requesting library and on what date the item was shipped.

Daily ILL Statistics

UnityUK adds up each day's statistics shortly after midnight for the previous day. The Start and End Date fields are not required for this report.
The fields in this report are:

<table>
<thead>
<tr>
<th>Date</th>
<th>Z3950 Searches</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date</td>
</tr>
<tr>
<td>------------</td>
<td>------</td>
</tr>
<tr>
<td></td>
<td>25 Jan 2013</td>
</tr>
<tr>
<td></td>
<td>24 Jan 2013</td>
</tr>
<tr>
<td></td>
<td>23 Jan 2013</td>
</tr>
<tr>
<td></td>
<td>22 Jan 2013</td>
</tr>
<tr>
<td></td>
<td>21 Jan 2013</td>
</tr>
<tr>
<td></td>
<td>20 Jan 2013</td>
</tr>
<tr>
<td></td>
<td>19 Jan 2013</td>
</tr>
<tr>
<td></td>
<td>18 Jan 2013</td>
</tr>
<tr>
<td></td>
<td>17 Jan 2013</td>
</tr>
<tr>
<td></td>
<td>16 Jan 2013</td>
</tr>
<tr>
<td></td>
<td>15 Jan 2013</td>
</tr>
</tbody>
</table>

Z3950 Searches
Counts submitted Z39.50 searches. Each search entry submitted counts as one search even though more than one target (data resource) is selected for the overall search. For example, entering a Simple Search for Title “Emma” and searching LinkUK, RevealWeb and COPAC counts as one search.

**REQUESTER**

Requests
Counts requests created by this location. Requests which have not yet been authorised are included in this count.

Shipped Ind.
Counts requests where the lender has notified the borrower that the item has been shipped.

Received
Counts requests that this location processed as Received.

**RESPONDER**

Requests
Counts requests sent to this location as a lender.
Shipped

Counts requests this location processed as Shipped.

Not Supplied

Counts requests this location directly processed as Not Supplied. It does not include the requests set to this status automatically because they have reached the expiration date at your location.

Expired

Counts requests you have allowed to expire by not processing them within the number of days allowed.

Note: A request that has gone to multiple locations only counts as 1 request on the requester side, so 1 request on the requester side could map onto 4 responder request records, if the request was now on the 4th location in the rota.

IFM Monthly Report

If you use the Integrated Fee Management function in UnityUK you can run this report to see a total of your credits and debits for requests borrowed and lent. This should tally with the monthly invoice you receive from OCLC.

<table>
<thead>
<tr>
<th>Total IFM transactions this period</th>
<th>Credit</th>
<th>Debit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>99</td>
<td>368.80</td>
</tr>
</tbody>
</table>

ILLs Not Supplied Received

This report counts how many Requests there are at your location, as a borrower, at the Not Supplied status. The Start and End Date fields are not required for this report.

<table>
<thead>
<tr>
<th>ILLs not supplied received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
</tr>
<tr>
<td>Newham Customer Service Libraries</td>
</tr>
</tbody>
</table>

ILLs Not Supplied Sent

This report counts how many Requests there are at your location, as a lender, at the Not Supplied status. The total
number of the Not Supplied responses is shown regardless of the Action that caused the Not Supplied status e.g. the request may have expired. The Start and End Date fields are not required for this report, but you may want to limit by a particular date range.

### ILLs not supplied sent

<table>
<thead>
<tr>
<th>Location</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBC Information and Archives External Loans</td>
<td>1</td>
</tr>
<tr>
<td>Barnet Libraries</td>
<td>2</td>
</tr>
<tr>
<td>Barnsley Central Library</td>
<td>1</td>
</tr>
<tr>
<td>Bedford Borough Council</td>
<td>46</td>
</tr>
<tr>
<td>Birmingham City Libraries</td>
<td>4</td>
</tr>
<tr>
<td>Blackburn With Darwen Library</td>
<td>6</td>
</tr>
<tr>
<td>Blackpool Borough Libraries</td>
<td>5</td>
</tr>
<tr>
<td>Bournemouth Libraries</td>
<td>7</td>
</tr>
<tr>
<td>Bracknell Forest Borough Council</td>
<td>4</td>
</tr>
<tr>
<td>Bridgend Library &amp; Information</td>
<td>7</td>
</tr>
<tr>
<td>Brighton and Hove City Library</td>
<td>3</td>
</tr>
<tr>
<td>Buckinghamshire County Library</td>
<td>2</td>
</tr>
<tr>
<td>Bury Library</td>
<td>7</td>
</tr>
<tr>
<td>Caerphilly County Borough Council</td>
<td>5</td>
</tr>
<tr>
<td>Cambridgeshire Libraries, Archives and Information *</td>
<td>9</td>
</tr>
<tr>
<td>Camden Libraries</td>
<td>1</td>
</tr>
<tr>
<td>Carmarthenshire County Libraries</td>
<td>1</td>
</tr>
<tr>
<td>Cheshire Libraries</td>
<td>23</td>
</tr>
<tr>
<td>City of London Libraries</td>
<td>1</td>
</tr>
</tbody>
</table>

### Incoming Requests by requester

This shows the number of Requests sent to your library, listed by each Requester. This report lists only requests that are currently at your library or for which your library was the last responder. It can be limited by the date the request was first created by the requester.
Incomplete requests - as Requester

This report shows the status of requests submitted by your library that have not yet been ‘Completed’. It can be limited by the date the most recent action was taken on the request.

Incomplete requests - as Responder

This report shows the status of requests received by your library that have not yet been ‘Completed’. It can be limited by the date the most recent action was taken on the request. Request included in this list may require further action from your library to be able to progress them e.g. a request with last action ‘unship’ will require a follow on action such as ‘Shipped’ or ‘Answer Nonsupply’.

https://help.oclc.org/Resource_Sharing/UnityUK/UnityUK_user_guides/Reports/Available_reports
Loan requested per title

This report gives a breakdown of loan requests submitted by your library broken down by title for the specified date range. The following information is also presented: Issue; ILL No.; the date the request was created; the responding library and what the current status of the request is.

Loan supplied per title

This report gives a breakdown of loan requests supplied by your library broken down by title for the specified date range. The following information is also presented: Issue; ILL No.; the requesting library and on what date the item was shipped.
Monthly ILL Statistics

UnityUK adds each day’s statistics automatically just after midnight to the monthly count, therefore, the figures for the current day are not included. The field definitions are the same as for the Daily ILL Statistics report. The Start and End Date fields do not apply to this report.

Outgoing requests by supplier

This report counts the number of requests that have been submitted, within the specified date range, to a supplying
Requests by Day of Week

This report shows two lists: the number of requests received by your library for each day of the week, and the number of requests made by your library to other locations for each day of the week within the specified period.

<table>
<thead>
<tr>
<th>Location</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aberdeen City Libraries</td>
<td>3</td>
</tr>
<tr>
<td>Aberdeen University</td>
<td>76</td>
</tr>
<tr>
<td>Aberdeenshire Library &amp; Info Services</td>
<td>9</td>
</tr>
<tr>
<td>Angus Council Cultural Services</td>
<td>3</td>
</tr>
<tr>
<td>Argyll and Bute Library Services</td>
<td>3</td>
</tr>
<tr>
<td>BLFES - British Library of Political &amp; Economic Science (LSE)</td>
<td>9</td>
</tr>
<tr>
<td>Barnet Libraries</td>
<td>6</td>
</tr>
<tr>
<td>Beverley Central Library</td>
<td>6</td>
</tr>
<tr>
<td>Bedford Borough Council</td>
<td>177</td>
</tr>
<tr>
<td>Birmingham City Libraries</td>
<td>18</td>
</tr>
<tr>
<td>Blackpool With Denvor Library</td>
<td>1</td>
</tr>
<tr>
<td>Blackpool Borough Libraries</td>
<td>1</td>
</tr>
<tr>
<td>Bolton Public Libraries</td>
<td>10</td>
</tr>
<tr>
<td>Braintree Borough Council</td>
<td>8</td>
</tr>
<tr>
<td>Bradford Bibliographical Services</td>
<td>3</td>
</tr>
<tr>
<td>Bridgend Library &amp; Information</td>
<td>31</td>
</tr>
<tr>
<td>Brighton and Hove City Library</td>
<td>9</td>
</tr>
<tr>
<td>British Library Document Supply Centre</td>
<td>194</td>
</tr>
<tr>
<td>Buckinghamshire County Library</td>
<td>25</td>
</tr>
</tbody>
</table>

Responder ILL Status Summary To Be Acknowledged

This report displays the number of Responder side requests, within the specified date range, at each status that are yet to be acknowledged:
Standard Returned List

The Start and End Date fields do not apply to this report.

---

DO NOT REMOVE SLIP FROM ITEM
RETURN SLIP
24-NOV-2014

Return To: Wakefield Metropolitan District Librarie
Delivery Point: ID: XY/P3
Address: Library Support Services
Phone: (01924) 302-235

Responding Library: Wakefield Metropolitan District Librarie
ID: XY/P3
Address:
Phone:

Return From: Essex County Council
Requesting Library: ID: ESRQR
Address:
Phone:
Responder Req. No.: 2630064

Item Information:
Requester Req: 2619089
No.:
Title: Airbrushing the human form; Andy Charlesworth.
Item Barcode:
Items Shipped:

Send to: Library Support Services
PO. Box 700, Burton Street
Wakefield, West Yorkshire
Standard Shipping list

The Start and End Date fields do not apply to this report.

DO NOT REMOVE SLIP FROM ITEM
SHIPPING SLIP
24-NOV-2014

Ship To:
Delivery Point: CLN - Longton
ID: LONGT
Address: Book Delivery Services
Bowran Street
Preston,
PR1 2UX
Phone: (01772) 534-038

Requesting Library:
CLN - Longton
ID: LONGT
Address:
Phone:

Ship From:
Essex County Council
ID: ESXRQ
Address:
Phone:

Responder Req: 2935514
No.: 
Item Barcode:
Items Shipped:
Title: Rayleigh compiled by Ernest H. Lane & Edward FitzGerald.; a pictorial history

Pickup Point:
CLN - Longton
ID: LONGT
Address:
Phone:

Patron Name:
Patron ID:
Requester Req: 2931422
No.: 

DO NOT REMOVE SLIP FROM ITEM
DUE DATE: (12-NOV-2014)