

Tips on using JUSP reports for FE institutions

A step-by-step guide

This guide:

- Covers which reports to use
- Gives tips to help you make your selection

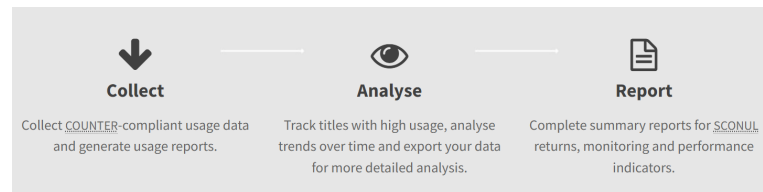


In this guide

1. Introduction
2. Tips on which filters to choose
3. Tips on reports to use
4. Visualising trends
5. Getting the most out of JUSP

Want a quick reminder on what JUSP can deliver?

Check out this [three-minute video](#)



Introduction

This guide will introduce you to the most used reports based on JUSP staff recommendations and user experiences reported at a COUNTER R5 workshop September 2021

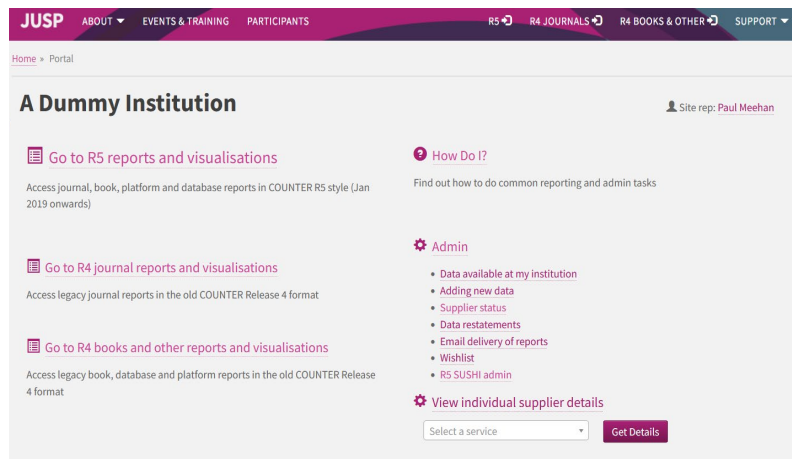
We recommend you choose COUNTER R5 reports unless:

- They are not available
- You wish to compare with previous R4 reports

COUNTER R4 (Release 4) are legacy reports.

Comprehensive advice on all R5 reports is available at:
[Choosing which R5 report to run](#)

Comprehensive advice on all R4 reports is available at:
[Choosing which R4 report to run](#)



Tips on filters to choose

The following pages show optional filters that are available within reports and which to choose

1. Custom or standard view?
2. Academic or calendar year?
3. Include or exclude OA_Gold?
4. Metric types: Total or Unique Item Requests?

Custom or standard view?

Custom views

JUSP has created the 'Custom' views. These correspond to the COUNTER standard view but have reduced columns for ease of viewing and added functions, including sortable columns

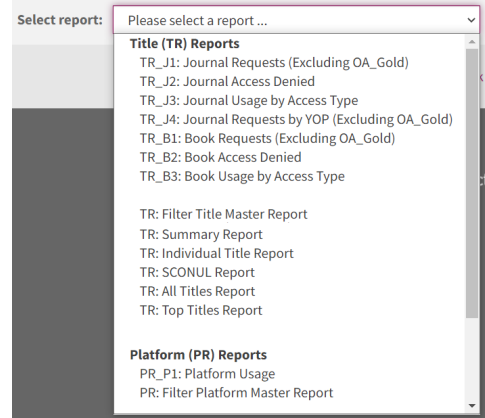
Useful for getting a quick overview on screen and when you want to do sorting by columns, such as metric type, publisher, year of publication etc.

Standard views

The 'Standard' views show the pre-defined COUNTER standard view. Use if your institution runs COUNTER reports, or you are following on from someone who has used them and what to be able to compare data

Tip: if you are not sure what something means, check out the [Glossary](#)

A Dummy Institution - R5 Reports



The screenshot shows a web interface titled "A Dummy Institution - R5 Reports". It features a "Select report:" label followed by a dropdown menu. The dropdown is open, displaying a list of reports categorized under "Title (TR) Reports" and "Platform (PR) Reports".

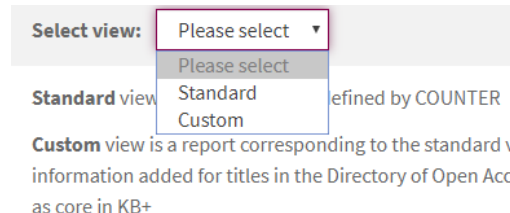
Select report: Please select a report ...

Title (TR) Reports

- TR_J1: Journal Requests (Excluding OA_Gold)
- TR_J2: Journal Access Denied
- TR_J3: Journal Usage by Access Type
- TR_J4: Journal Requests by YOP (Excluding OA_Gold)
- TR_B1: Book Requests (Excluding OA_Gold)
- TR_B2: Book Access Denied
- TR_B3: Book Usage by Access Type
- TR: Filter Title Master Report
- TR: Summary Report
- TR: Individual Title Report
- TR: SCONUL Report
- TR: All Titles Report
- TR: Top Titles Report

Platform (PR) Reports

- PR_P1: Platform Usage
- PR: Filter Platform Master Report



The screenshot shows a web interface with a "Select view:" label followed by a dropdown menu. The dropdown is open, displaying two options: "Standard" and "Custom".

Select view: Please select

Standard view: Standard defined by COUNTER

Custom view: Custom information added for titles in the Directory of Open Access Journals as core in KB+

Academic or calendar year?

Some reports offer a choice of selecting by calendar or academic year.

This will depend on:

- Your requirements
- The renewal period

You can drill down to show monthly totals

A Dummy Institution - R5 Reports

Select report: TR: Top Titles Report ▼

Select view: Please select ▼

- Please select
- Journal [Calendar Year]**
- Journal [Choose date range]
- Book [Calendar Year]
- Book [Choose date range]
- Select Filters

Please select view: Journal [Calendar Year] for total requests or denials in selected calendar year

Journal/Book: Journal [Calendar Year] for total requests or denials in the selected date range

Journal/Book: Book [Choose date range] for total requests or denials in the selected date range

Select Filters: Select Filters for total requests or denials in the selected date range

Include or exclude OA_Gold?

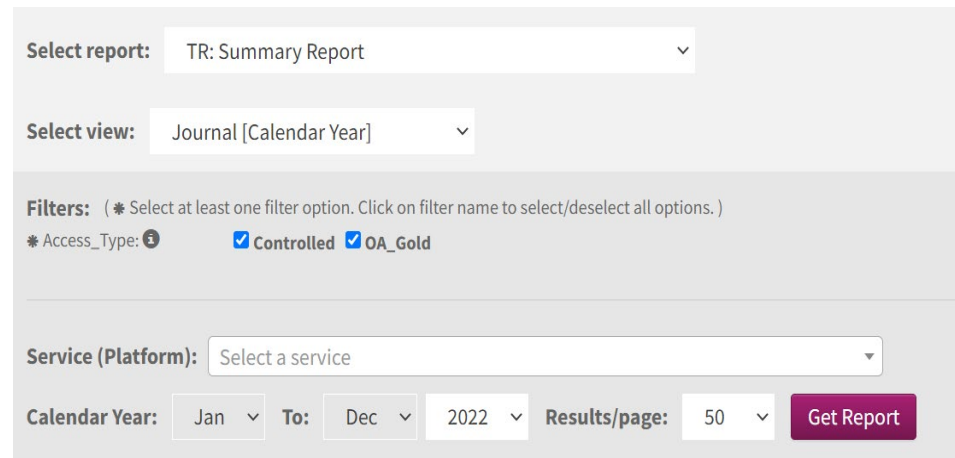
Choice depends on your requirements:

- Controlled - requires a licence
- OA_Gold - Gold Open Access

To get the overall picture of total usage, select both access types

When evaluating 'value for money' e.g. for journal subscriptions, select "Controlled" only

You can drill down to monthly totals



The screenshot shows the JUSP report generation interface. At the top, 'Select report:' is set to 'TR: Summary Report' and 'Select view:' is set to 'Journal [Calendar Year]'. Below these, the 'Filters:' section includes a note: '(* Select at least one filter option. Click on filter name to select/deselect all options.)'. Under 'Access_Type', both 'Controlled' and 'OA_Gold' are selected with blue checkmarks. Further down, 'Service (Platform):' is set to 'Select a service'. At the bottom, 'Calendar Year:' is set to 'Jan', 'To:' is set to 'Dec', and the year is '2022'. 'Results/page:' is set to '50'. A purple 'Get Report' button is on the right.

Metric types: Total or Unique Item Requests?

When in doubt, select the “**Total_Item_Requests**” metric type and think of this as the number of times the full content of part of a book or journal has been viewed/downloaded

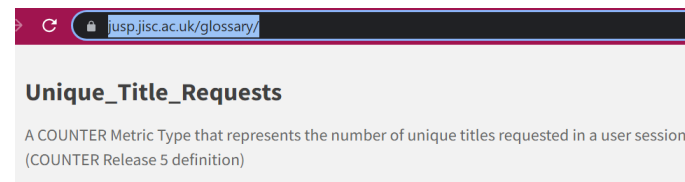
Total_Item_Requests – use for comparisons with previous R4 data

This is the number of downloads, for example of an article

Unique_Item_Requests – use to capture data across different platforms where both PDF and HTML versions have been viewed by a user in the same session

Unique_Title_Requests is the metric that enables you to compare across platforms, regardless of whether the books are consumed as whole books (whole book as a single PDF) or chapters

Totals:	Metric_Type	Reporting_Period_Total
	Total_Item_Requests	288,772
	Unique_Item_Requests	211,833



The screenshot shows a web browser window with the address bar displaying jusp.jisc.ac.uk/glossary/. Below the browser window, the page title is "Unique_Title_Requests". The definition provided is: "A COUNTER Metric Type that represents the number of unique titles requested in a user session (COUNTER Release 5 definition)".

Tips on reports to use

The following pages show advice as to which reports to use and when

1. Summary Report
2. Identifying usage of journal titles
3. Identifying usage for a particular journal title
4. Identifying ebook usage
5. Identifying usage of certain ebooks
6. Identifying which databases are being used
7. Identifying where access has been denied

Summary Report

TR: Summary Report allows you to view either books or journals for one or all of your suppliers, in one place

You can choose to view by calendar year, calendar year trends, monthly trends, or choose your own filters

If you choose calendar year trends this also allows you to view detailed monthly breakdowns

Show monthly breakdown: [2019](#) | [2020](#) | [2021](#) | [2022](#)

 Service	2019	2020	2021	2022
American Association for the Advancement of Science	0	0	14,064	0
American Chemical Society (ACS)	0	99,884	316,679	0
American College of Physicians (ACP)	0	689	2,658	0
American Diabetes Association (ADA)	0	200	474	0
American Institute of Physics (AIP)	65,449	49,306	57,871	0
American Physical Society (APS)	0	7,962	24,018	0
American Society for Microbiology	0	3,207	2,877	0

[Show yearly breakdown](#)

 Service	Reporting_Period_Total	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021	Jun-2021
Cambridge Core	129,424	15,059	8,921	11,722	10,397	14,829	6,316

Identifying usage of journal titles

Most used:

TR_J1 Journal Requests (Excluding OA_ Gold)

This will give you data on the number of journal requests, excluding data for Open Access Gold titles, which are accessible without payment

Other options include:

- **TR_J4: Journal Requests by YOP (Excluding OA_Gold)** - useful for covering previous calendar year or up to 3 years – use filter to sort by YOP (year of publication)
- **TR: Individual Title Report**
- **TR: All Titles Report** - due to its size, this report has the option to 'Get spreadsheet' as well as the usual 'Get Report' option
- **TR: Top Titles Report**

NB. Note that COUNTER stats only log use so will not capture details of titles with zero use. You may get a lot of titles with “1” use recorded

A Dummy Institution - Journal Reports

Generate a report:

This area of JUSP pro
See the 'Your Data (R

- Please select
- Journal level reports --
- JR1, JR1a and JR1 GOA reports
- JR1 reports including gateways and host intermediaries
- JR1 reports excluding backfile usage and GOA
- Individual journal(s) search and usage
- JR5 reports
- JR2 reports
- JR2 reports including gateways and host intermediaries
- Summary reports --
- SCONUL returns
- Annual summary of publisher usage
- Summary of publisher usage by date range
- Annual summary use of gateways and host intermediaries
- Annual summary use of backfiles
- Number of titles and requests in various usage ranges
- Number of titles and requests in various usage ranges (enter dates)
- Trends over time
- Titles with the highest use (calendar year)
- Titles with the highest use (academic year)

Identifying usage for a particular journal title

Most used:

TR_J1 Journal Requests (Excluding OA_Gold)

Select Total_Item_requests

TR_J4: Journal Requests by YOP (Excluding OA_Gold)

Also:

TR: Filter Title Master Report to get the fullest details

TR: Individual Title Report if you know the title or ISSN

Totals:		Metric_Type	Reporting_Period_Total	
		Total_Item_Requests	160,555	
		Unique_Item_Requests	115,412	

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Core	Title	Publisher	Platform	Print_ISSN	Online_ISSN	Metric_Type	Reporting_Period_Total	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021	Jun-2021	Jul-2021	Aug-2021	Seq
-	Acta Biochimica et Biophysica Sinica	Oxford University Press	Oxford Academic	1672-9145	1745-7270	Total_Item_Requests	210	24	13	24	20	10	12	7	15	1
-	Acta Biochimica et Biophysica Sinica	Oxford University Press	Oxford Academic	1672-9145	1745-7270	Unique_Item_Requests	155	20	7	20	13	6	10	7	12	

Totals:		Metric_Type	Reporting_Period_Total	
		Total_Item_Requests	8,303	
		Unique_Item_Requests	7,232	

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Core	Title	Publisher	Platform	Print_ISSN	Online_ISSN	YOP	Total_Item_Requests	Unique_Item_Requests
-	Accounting, Economics, and Law: A Convivium	De Gruyter	De Gruyter Platform	2152-2820	2012		2	1
-	Accounting, Economics, and Law: A Convivium	De Gruyter	De Gruyter Platform	2152-2820	2018		1	1
-	Accounting, Economics, and Law: A Convivium	De Gruyter	De Gruyter Platform	2152-2820	2020		8	5
-	Accounting, Economics, and Law: A Convivium	De Gruyter	De Gruyter Platform	2152-2820	2021		1	1

Identifying ebook usage

Most used:

TR_B1: Book Requests (excluding OA_Gold)

Use this for working out the cost per usage of an ebook

TR_B2: Book Access Denied

Summarises turn aways

Totals:		Metric_Type	Reporting_Period_Total
		Total_Item_Requests	281,483
		Unique_Title_Requests	133,589

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Title	Publisher	Platform	ISBN	DOI	YOP	Metric_Type	Reporting_Period_Total	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021	Jun-2021	Jul-2021	Aug-2021	Sep-2021
"A Mirror for Magistrates" and the Politics of the English Reformation	University of Massachusetts Press	JSTOR	978-15-58497-06-1		2009	Total_Item_Requests	3	0	0	0	0	0	0	0	0	3

Totals:		Metric_Type	Reporting_Period_Total
		Limit_Exceeded	0
		No_License	27,418

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Title	Publisher	Platform	ISBN	DOI	YOP	Metric_Type	Reporting_Period_Total	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021	Jun-2021	Jul-2021	Aug-2021
'Armed Attack' and Article 51 of the UN Charter	Cambridge University Press	Cambridge Core	978-0-511-77952-7	10.1017/CB09780511779527	2010	No_License	1	0	1	0	0	0	0	0	0

Identifying usage of certain ebooks

TR: Individual Title Report

Summarises all metrics for a selected journal/book

You can view by calendar year trends or choose a date range.

TR: Filter Title Master Report to get the fullest details

TR: Individual Title Report if you know the title or ISBN

TR: All Titles Report allows you to view all titles for both requests/denials

TR: Top Titles Report allows you to see top titles for either requests or denials

NB. Note that COUNTER stats only log use so will not capture details of titles with zero use. You may get a lot of titles with “1” use recorded

Title	Service	ISBN	Reporting_Period_Total
The Cambridge Handbook of Multimedia Learning	Cambridge Core	978-1-109-54736-9	502
Gender, Work and Wages in Industrial Revolution Britain	Cambridge Core	978-0-511-49577-9	416

Identifying which databases are being used

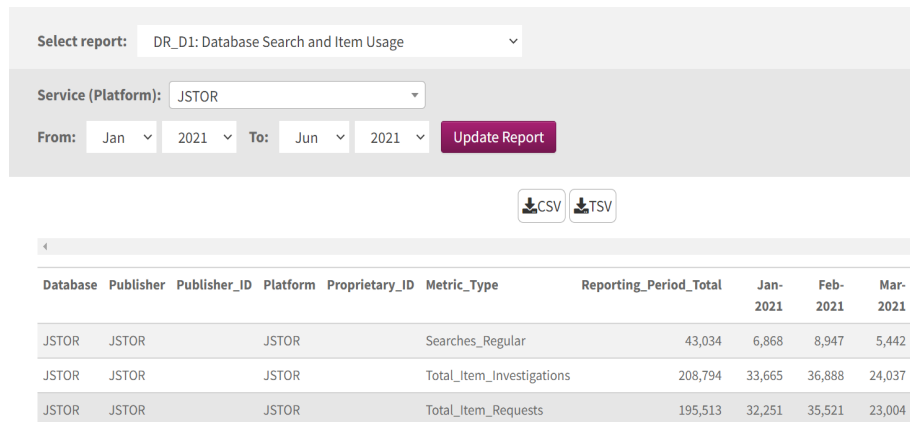
Most used:

DR_D1:Database Search and Item Usage

Use this to calculate cost per usage for databases

Shows:

- Total item investigations
- Item requests
- Searches (regular/automated/federated)



The screenshot shows the JUSP DR_D1: Database Search and Item Usage report interface. At the top, there is a 'Select report:' dropdown menu set to 'DR_D1: Database Search and Item Usage'. Below this is a 'Service (Platform):' dropdown menu set to 'JSTOR'. Further down, there are 'From:' and 'To:' date pickers set to 'Jan 2021' and 'Jun 2021' respectively, followed by an 'Update Report' button. Below the date pickers are two download buttons: 'CSV' and 'TSV'. The main part of the screenshot is a table with the following data:

Database	Publisher	Publisher_ID	Platform	Proprietary_ID	Metric_Type	Reporting_Period_Total	Jan-2021	Feb-2021	Mar-2021
JSTOR	JSTOR		JSTOR		Searches_Regular	43,034	6,868	8,947	5,442
JSTOR	JSTOR		JSTOR		Total_Item_Investigations	208,794	33,665	36,888	24,037
JSTOR	JSTOR		JSTOR		Total_Item_Requests	195,513	32,251	35,521	23,004

Identifying where access has been denied

You can identify potential resources for purchase using attempted and denied accesses as an indicator of interest in a resource

TR_J2, **TR_B2** and **DR_D2** each provide details of access denied per journal title, book title and database, respectively.

TR: All Titles Report and TR: Individual Title Report

both allow you to view titles where access has been denied either because of “No_licence” or “Limit_exceeded”

Totals:					
Metric_Type	Controlled	OA_Gold	Reporting_Period	Total	
Limit_Exceeded	5,487	0		5,487	

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Title	Service	ISBN	Limit_Exceeded [Controlled]	Limit_Exceeded [OA_Gold]	Limit_Exceeded [Total]
ABC of geriatric medicine	Askews and Holts	978-1-444-31244-7	1	0	1
Academic Writing: A Practical Guide for Students	EBSCOhost	978-0-203-47353-5	1	0	1
Adaptive Filter Theory	Askews and Holts	978-0-273-77572-0	4	0	4
Advanced microeconomic theory.	Askews and Holts	978-0-273-	7	0	7

Service (Platform): Oxford Journals

Metric_Type	2019	2020	2021	2022
Limit_Exceeded	0	0	0	0
No_License	0	0	0	0
Total_Item_Investigations	0	0	804	0
Total_Item_Requests	0	0	801	0
Unique_Item_Investigations	0	0	635	0
Unique_Item_Requests	0	0	620	0

[CSV](#) [TSV](#)

Visualising trends

TR: Summary Report allows you to view calendar year trends for books or journals and view detailed monthly breakdowns

Trends can also be shown in several of the JUSP visualisations:

Trends for Jisc band or peer group shows you total monthly usage trends for a group or institutions

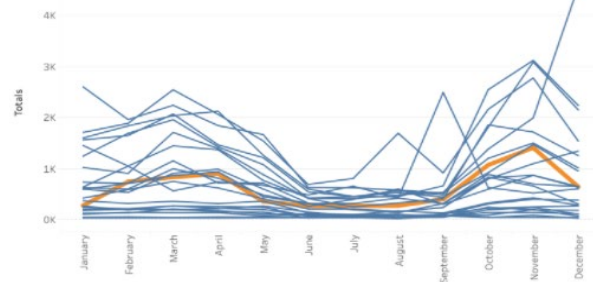
Compare your institution shows your total usage along with anonymized usage of other institutions in your Jisc band/peer group

Compare trends in Jisc band or peer group allows you to compare your usage trends with other institutions in your Jisc band/peer group over a selected year

[Show yearly breakdown](#)

Service	Reporting_Period_Total	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021	Jun-2021
Cambridge Core	129,424	15,059	8,921	11,722	10,397	14,829	6,316

Example of a visualisation



[Compare trends in Jisc band or peer group](#)

Getting the most out of JUSP

There are a wide range of support materials on our website including:

- **Events and training** – view upcoming training and download slides and recordings from previous webinars - <https://jusp.jisc.ac.uk/events-training/>
- **Guides to reports** – more information on the range of reports available - <https://jusp.jisc.ac.uk/guides/>
- **Use cases** – brief examples of how and why libraries use JUSP - <https://jusp.jisc.ac.uk/use-cases/>
- **Case studies** – <https://jusp.jisc.ac.uk/case-studies/>
- **FAQ** – <https://jusp.jisc.ac.uk/faq/>
- **Glossary** – <https://jusp.jisc.ac.uk/glossary/>
- **Community area** – see examples and templates from other libraries, after you log in

Contact the JUSP team

If you have any feedback, comments, or questions about JUSP you can contact us via the central Jisc helpdesk help@jisc.ac.uk. Mentioning JUSP in the subject line will ensure it is promptly directed to our team