Tips on using JUSP reports for FE institutions

A step-by-step guide

This guide:

- Covers which reports to use

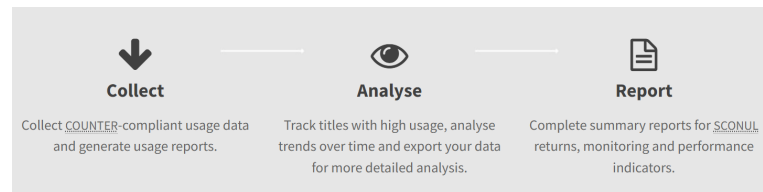- Gives tips to help you make your selection

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

Collect
Collect COUNTER-compliant usage data and generate usage reports.

Analyse
Track titles with high usage, analyse trends over time and export your data for more detailed analysis.

Report
Complete summary reports for SCONUL returns, monitoring and performance indicators.

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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
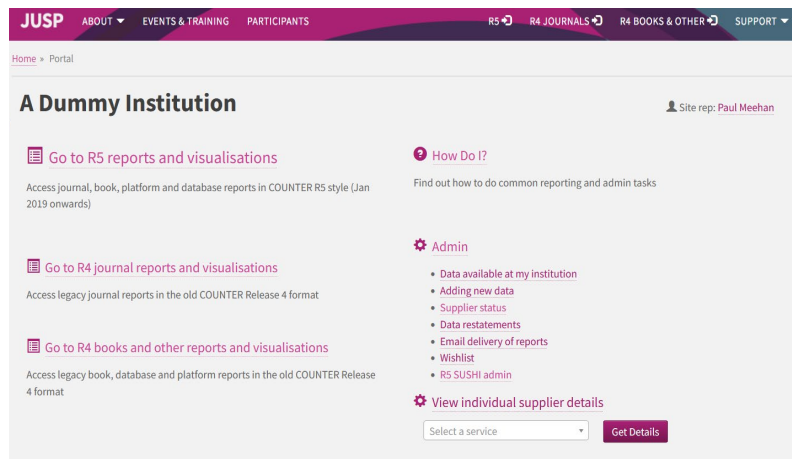
We recommend you choose COUNTER R5 reports
 unless:

• 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

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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?

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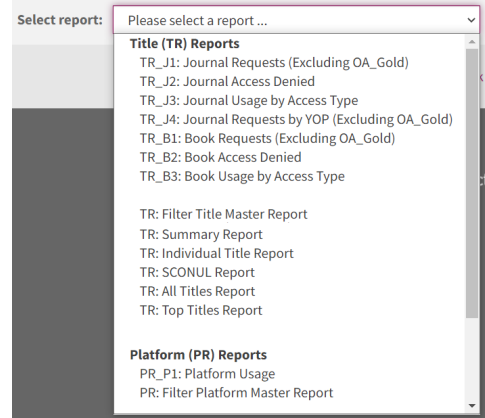
Useful for getting a quick overview on screen and when you want to do sorting by columns, such as metric type, publisher, year of publication etc.

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
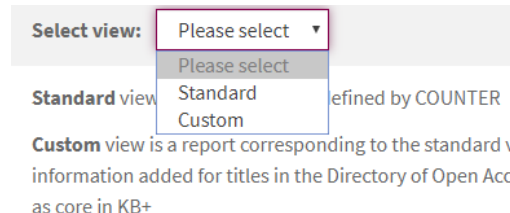

A Dummy Institution - R5 Reports

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

Select view: Please select ▼

Please select
Standard
Custom

Standard view ...efined by COUNTER

Custom view is a report corresponding to the standard v... information added for titles in the Directory of Open Acc... as core in KB+

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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 w...

Journal/Book...   ...r total requests or denials in selected calendar year

Journal/Book...   ...es for total requests or denials in the selected date range

Select Filters...   ...ted filters
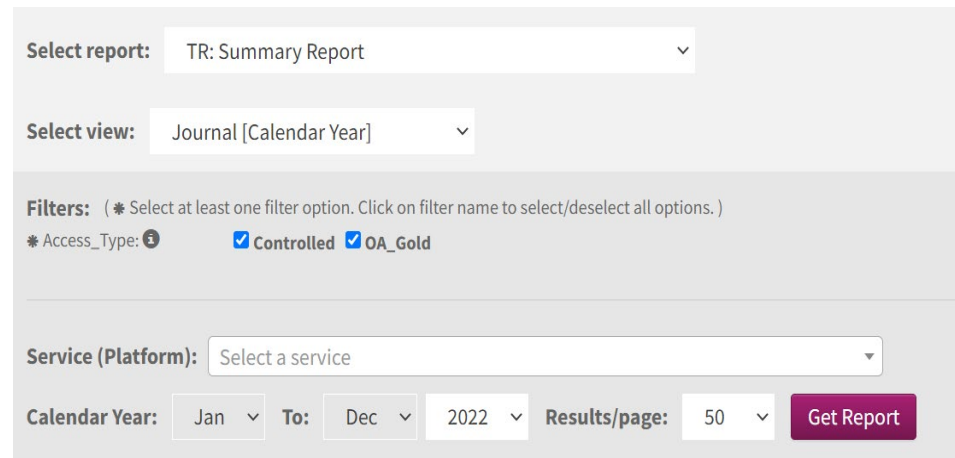
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Include or exclude OA_Gold?

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

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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
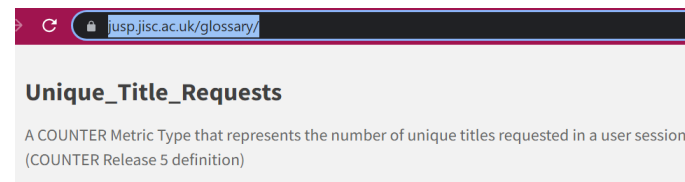
Total_Item_Requests – use for comparisons with previous R4 data

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

jusp.jisc.ac.uk/glossary/

Unique_Title_Requests

A COUNTER Metric Type that represents the number of unique titles requested in a user session (COUNTER Release 5 definition)

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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

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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

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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: Please select

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)

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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

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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

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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
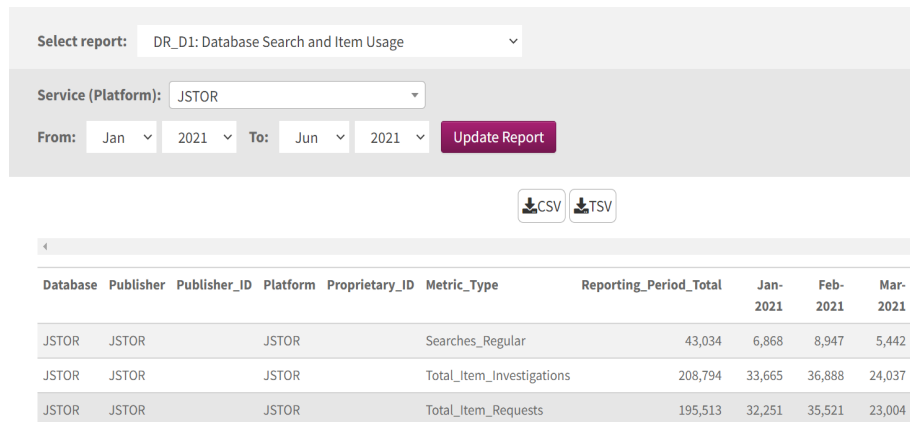
Identifying which databases are being used

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)

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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

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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:

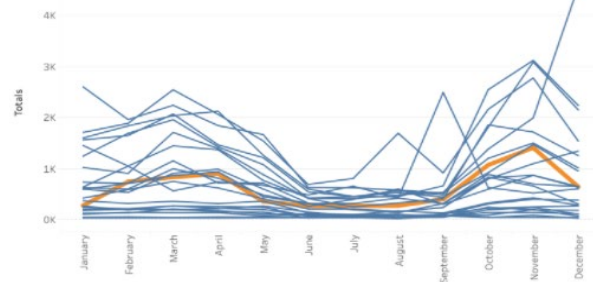**Trends for Jisc band or peer group** shows you total monthly usage trends for a group or institutions

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

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

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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

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