

NONUNIVERSITY LIBRARY QUESTIONNAIRE AND INSTRUCTIONS



ASSOCIATION OF RESEARCH LIBRARIES

ARL ANNUAL SALARY SURVEY 2012-13
Nonuniversity Library Questionnaire
GENERAL AND DATA INPUT (EXCEL) INSTRUCTIONS

http://www.arlstatistics.org/About/Mailings/ss_2012-13

Part I: Institutional Information (Microsoft Word Form)

Please return the questionnaire the ARL Statistics and Assessment Program by August 31, 2012. Be sure to keep a complete copy of your submission, including the electronic version of the data for your files.

1. Part I of this survey deals with general information for the current fiscal year, 2012-13.
2. **This survey is concerned with the salaries of professional positions only.** Since the criteria for determining professional status vary among libraries, there is no attempt to define the term “professional.” Each library should report the salaries of those staff members it considers professionals, irrespective of membership in a collective bargaining unit, and including, when appropriate, staff who are not librarians in the strict sense of the term, such as systems analysts, budget officers, etc.
3. Salaries should be reported for all filled positions. Vacant positions should be excluded from your report.
5. Report 2012-13 salaries *as they exist on July 1, 2012*. If the library normally increases salaries at a date after July 1, and the salary as of that later date is known or can be estimated (within \$100 or so) by the time the questionnaire is due to be returned, please use the higher salary and footnote the effective date and/or whether the reported figures are known or estimated. Please do not hold up the reporting process for later salary adjustments.
6. The Median Salary is the salary that has an equal number of salaries above it and below it. In those libraries with an even number of positions, the median salary is the average of the two salaries that have an equal number of salaries above and below them.
7. The Beginning Professional Salary is the salary that **would** be paid to a **newly hired professional without experience**, not necessarily the lowest professional salary paid. In reporting the beginning salary, please use a figure that is actually used or likely to be used for entry-level librarians hired by your library.



ASSOCIATION OF RESEARCH LIBRARIES

8. Salaries should be reported for both full-time and part-time professional positions. However, salaries for part-time positions should be converted to their full-time equivalents before reporting; do not report the actual part-time salary paid.
9. Salaries should normally be reported on a 12-month basis. If an appointment is for 9 or 10 months at the option of the employee, the actual salary paid should be increased to its 12-month equivalent. However, if appointments of less than 12 months are required by the employer, report the actual salary paid.
10. The salaries for all professional positions should be included, regardless of whether the salaries come from regular library budget funds or from special funds such as research grants.
11. The salary figures should be straight gross salary figures. Do not include fringe benefits.
12. Explanatory footnotes to the reported figures may be provided when necessary. Footnotes will be included in the published survey.

Part II: Data Upload - Individual Data (Microsoft Excel Form)

1. Part II of this survey is an Excel file, where you will indicate the number of filled professional positions in each salary range for fiscal years 2011-12 and 2012-13.
2. **Obtain the Excel file.** These instructions assume that you have Microsoft Excel available for use. If not, or if you have trouble opening the files in Excel, please call the ARL Statistics and Assessment Program at (202) 296-2296 or email stats@arl.org.
3. The template Excel file is available at: http://www.arlstatistics.org/About/Mailings/ss_2012-13. This is a generic, blank form that can hold your data. The file's name is "sal12nuXXXX.xls"; open the file and save it to your own computer by choosing "Save As" under the File menu. When saving the file, utilize ARL as the prefix, use 12 to designate the year (2012-13), and change the "xxxx" in its name to your ARL institution code number, e.g., "ARL129975.doc." You can find your ARL institution code at:
http://www.arl.org/stats/annualsurveys/surveycoord/instno_inam.shtml

Submitting the Data for Part I and Part II through the ARL Statistics Website

Go to <http://arlstatistics.org> to fill out Part I and to upload the Excel file for Part II. NOTE: The Web interface allows you to return and edit your information before it is submitted. If you want to email the documents to ARL, please note that ARL accepts Part I and Part II of the salary survey as e-mail attachments if this is your preferred way of submitting the data.



Step 1 of 3: Login at <http://arlstatistics.org>



Step 2 of 3: Fill out Part I & upload the Excel data file. (See screenshots below.)

- o Be sure to have the electronic copy of your completed salary survey Excel file handy as you will be submitting this file via <http://arlstatistics.org>. To access your branch-level survey, click the links on the left-hand side of the screen or the blue arrow as indicated below:



- o Next, fill out Part 1 (#1 below), upload your excel file (#2 below):



Survey Management Center ABOUT ANALYTICS NEWS PUBLICATIONS EVENTS

Salary Survey 2012-13 (Non-Uni) - Association of Research Libraries: Main Library

You can edit this survey.

Please complete the form below to submit your 2012-2013 Salary Survey data. Instructions for submitting this data can be found at http://www.arlstatistics.org/About/Mailings/ss_2012-13. Please read the instructions carefully and completely before collecting the data in the Excel file and submitting it via this Web form. If you have any questions about this process, please contact the ARL Statistics and Assessment Program office at [202-296-2296](tel:202-296-2296) or e-mail stats@arl.org.

Part I: Institutional Information

1) Median professional salary (WITHOUT Commas):

2) Beginning Professional Salary (WITHOUT Commas):

Save

Footnotes

3) Law Library salaries are included.

4) Medical Library salaries are included.

5) Please list i) which libraries are included, ii) which libraries are not included, and iii) any other explanatory information in the space below:

Part II: Data Upload - Individual Data

6) Upload data (Excel file): No file chosen

Save

Save **Data Entry Complete**

Step 3 of 3: Once you are finished entering data, click "Data Entry Complete" at the bottom the survey (#3 above). You'll know you're finished when you see "Responses saved and marked as ready for review" at the top of the screen, as shown below:

Survey Management Center ABOUT ANALYTICS NEWS PUBLICATIONS EVENTS

Salary Survey 2012-13 (Uni) - Association of Research Libraries: Main Library

Responses saved and marked as ready for review.

You can edit this survey.

Please complete the form below to submit your 2012-2013 Salary Survey data. Instructions for submitting this data can be found at http://www.arlstatistics.org/About/Mailings/ss_2012-13. Please read the instructions carefully and completely before collecting the data in the Excel file and submitting it via this Web form. If you have any questions about this process, please contact the ARL Statistics and Assessment Program office at [202-296-2296](tel:202-296-2296) or e-mail stats@arl.org.

ARL Staff will complete the remainder of the submission steps.

Please submit online at <http://arlstatistics.org> by August 31, 2012.

For assistance, email: stats@arl.org Tel: 202-296-2296 Fax: 202-872-0884

http://www.arlstatistics.org/About/Mailings/ss_2012-13

ARL Annual Salary Survey 2012-13*Nonuniversity Library Questionnaire*

Note: This is a copy of the form that you will submit electronically at:

<http://arlstatistics.org>

Part I: Institutional Information

Reporting Institution _____ Date Returned to ARL _____

Report Prepared by (name) _____

Title _____

Email address _____ Phone number _____

Contact person (if different) _____

Title _____

Email address _____ Phone number _____

1. Complete the table on the back of this sheet by indicating the number of filled or temporarily vacant professional positions in each salary range for fiscal years 2011-12 and 2012-13.

2. Median professional salary for fiscal year 2012-13: _____

3. Beginning professional salary for 2012-13: _____

4. Footnotes (please compare with footnotes from surveys of previous years)

a. Law Library salaries are included.

_____ Yes _____ No _____ We do not have a Law Library.

b. Medical Library salaries are included.

_____ Yes _____ No _____ We do not have a Medical Library.

c. Please list i) which libraries are included, ii) which libraries are not included, and iii) any other explanatory information in the space below:

Part II: Data Upload - Individual Data

Note: This is a copy of the [Excel file](http://arlstatistics.org) that you will submit electronically at: <http://arlstatistics.org>

Indicate the number of filled professional positions in each salary range for fiscal years 2011-12 and 2012-13.

Salary Range	Number of Positions	
	2011-12	2012-13
More than 300,000		
250,000 - 299,999		
200,000 - 250,000		
175,000 - 199,999		
150,000 - 174,999		
140,000 - 149,999		
130,000 - 139,999		
120,000 - 129,999		
110,000 - 119,999		
100,000 - 109,999		
95,000 - 99,999		
90,000 - 94,999		
85,000 - 89,999		
80,000 - 84,999		
78,000 - 79,999		
76,000 - 77,999		
74,000 - 75,999		
72,000 - 73,999		
70,000 - 71,999		
68,000 - 69,999		
66,000 - 67,999		
64,000 - 65,999		
62,000 - 63,999		
60,000 - 61,999		
58,000 - 59,999		
56,000 - 57,999		
54,000 - 55,999		
52,000 - 53,999		
50,000 - 51,999		
48,000 - 49,999		
46,000 - 47,999		
44,000 - 45,999		
42,000 - 43,999		
40,000 - 41,999		
38,000 - 39,999		
36,000 - 37,999		
34,000 - 35,999		
less than 34,000		
Total Number of Positions		

Please submit online at <http://arlstatistics.org> by August 31, 2012.

For assistance, email: stats@arl.org Tel: 202-296-2296 Fax: 202-872-0884

http://www.arlstatistics.org/About/Mailings/ss_2012-13