Nonuniversity Library Questionnaire and Instructions

ASSOCIATION OF RESEARCH LIBRARIES

ARL ANNUAL SALARY SURVEY 2014-2015
Nonuniversity Library Questionnaire
GENERAL AND DATA INPUT (CSV) INSTRUCTIONS

http://www.arlstatistics.org/About/Mailings/ss_2014-15

Part I: Institutional Information (Microsoft Word Form)

Please return the questionnaire the ARL Statistics and Assessment Program by <u>August 31, 2014</u>. **Be sure to keep a complete copy of your submission, including the electronic version of the data for your files**. We are collecting the salary data through the http://arlstatistics.org interface like we did last year but you also have the option of sending the files to us by email to stats@arl.org if this is your preferred method.

1. Part I of this survey deals with general information for the current fiscal year, 2014-15.

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 2014-15 salaries *as they exist on July 1, 2014*. If the library normally increases salaries at a date after July l, and the salary as of that later date is known or can be estimated (within $l00 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. <u>Please do not hold up the reporting process for later salary adjustments</u>.

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

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entry-level librarians hired by your library.

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 CSV Form)

1. Part II of this survey is a CSV file, where you will indicate the number of filled professional positions in each salary range for fiscal years 2013-14 and 2014-15.

We are using online validation like we did last year. The online validation requires that Part II of your submission, the Excel spreadsheet portion, be in CSV format. Your online submission will be successful only if the spreadsheet is in CSV format. If you run into problems, please do not hesitate to email the files to us. We do not want the online validation to be an impediment to your successful submission. If you want more personalized help in submitting the data as a result of this change, do not hesitate to send an email to stats@arl.org and set up a phone call consultation.

2. **Obtain the CSV file.**
These instructions assume that you have Microsoft Excel available for use and you know how to save a file in CSV using Excel. If not, or if you have trouble opening the files in CSV, please call the ARL Statistics and Assessment Program at (202) 296-2296 or email stats@arl.org.

The template CSV file is available at: http://www.arlstatistics.org/About/Mailings/ss_2014-15. This is a generic, blank form that can hold your data. The file's name is "sal14nuXXXX.xls"; open the file and save it to your own computer by choosing "Save As" under the File menu. When saving

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the file, utilize ARL as the prefix, use 14 to designate the year (2014-15), and change the "xxxx" in its name to your ARL institution code number, e.g., "ARL149975.doc." You can find your ARL institution code at: http://www.arlstatistics.org/about/instno

3. After all data have been entered on the CSV file, please make a backup copy.

4. Upload Part II using the Web Data Entry Instructions on the mailing website.

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ARL Annual Salary Survey 2014-15

Nonuniversity Library Questionnaire

<mark>Note: This is a copy of the form that you will submit electronically at:</mark>
<mark>http://arlstatistics.org</mark>

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 2013-14 and 2014-15.

2. Median professional salary for fiscal year 2014-15: _____

3. Beginning professional salary for 2014-15: _____

FOOTNOTES:

Please compare with footnotes from surveys of previous years.

1. Law Library salaries are included.

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

2. Medical Library salaries are included.

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

3. Specify branch libraries included in the ARL Salary Survey:

4. Specify branch libraries **not** included in the ARL Salary Survey:

5. Specify additional general footnotes for the ARL Salary Survey:

Part II: Data Upload

Indicate the number of filled professional positions in each salary range for fiscal years 2013-14 and 2014-15.

Salary Range	Number of Positions	
	2013-14	2014-15
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, 2014.
For assistance, email: stats@arl.org Tel: 202-296-2296 Fax: 202-872-0884

http://www.arlstatistics.org/About/Mailings/ss_2014-15