UNIVERSITY LIBRARY QUESTIONNAIRE AND INSTRUCTIONS

ASSOCIATION OF RESEARCH LIBRARIES

ARL ANNUAL SALARY SURVEY 2013-2014
University Library Questionnaire
GENERAL AND DATA INPUT (CSV) INSTRUCTIONS

http://www.arlstatistics.org/About/Mailings/ss_2013-14

GENERAL OVERVIEW

Important Initial Information

- This year for the second time we are collecting the salary data through the http://arlstatistics.org interface, a change from earlier years when we used Formstack. You also have the option of sending the files to us by email to stats@arl.org if this is your preferred method.

- **This survey is concerned with 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 faculty status or membership in a collective bargaining unit, including, when appropriate, staff who are not librarians in the strict sense of the term, such as computer experts, systems analysts, budget officers, etc.

- **Report individual salaries for the Main, Law, and Medical library on *separate CSV files* using the Microsoft CSV Template at http://www.arlstatistics.org/About/Mailings/ss_2013-14.** Add your institution's ARL Library Institution Code [LibID] to the template. (See http://www.arlstatistics.org/about/instno if you do not know your institution code.) For the first time this year we have added online validation that requires the file format to be CSV. You online submission will be successful only if all the required fields are submitted in CSV. 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.

- **Use "Percent" to determine if an employee works full-time or part-time.** All full-time employees have Percent = 1.00, i.e., they work 100% of a full-time schedule. If percent is less than 1.00, then the employee works that fraction of a full-time schedule. For example, a 65% time appointment would be entered as 0.65. Calculate the percent appointment by dividing the amount of time an employee works by the amount considered to be the norm for full-time employment at your institution. For example, if a full-time appointment at your institution is 12 months at 40 hours per week:

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- A 9-month part-time appointment has Percent = 9/12, or 0.75.
- An appointment at 30 hours per week has Percent = 30/40, also 0.75.
- An appointment at 30 hours and 9 months has Percent = 0.75 x 0.75 = 0.56.
- Enter Percent with two decimal points.

Code full time employees with dual appointments and/or shared responsibilities at 100% if these individuals work a full-time schedule. Such individuals should be listed on the salary survey only once.

- **Report salaries for both full-time and part-time professional positions**. Salaries for part-time positions should **NOT** be converted to their full-time equivalents. Report the actual part-time salary paid and indicate the percent appointment for that employee in the appropriate column.

- **Include salaries for all professional positions, regardless of whether the salaries come from regular library budget funds <u>or from special funds such as research grants</u>**. Please include all professionals involved in the provision of library services, including **contract-supported positions**.

- **The salary figures should be straight gross salary figures. <u>Do not include fringe benefits</u>**.

- **Provide explanatory footnotes to the reported figures, when necessary, at the end of Part I.** Footnotes will be included in the published survey, where appropriate.

INSTRUCTIONS

- **After all data have been entered on the CSV file, make a backup copy of the complete file for your institution's master file**. Your backup should include individual names/ID numbers. NOTE: The data submitted to ARL should NOT include individual names/ID numbers, so <u>ARL will NOT be able to supply a copy of your institution's complete file next year</u>.
- **Go to <u>http://arlstatistics.org</u>** to fill out Part I and to upload the CSV file for Part II. <u>NOTE: The Web interface allows you to return and edit your information before it is submitted.</u>   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.
- **Please return the questionnaire by <u>August 31, 2013</u>. Be sure to keep a complete copy of your submission, including the electronic version of the data for your files**.

Part I: Institutional Information (Microsoft Word Form)

1. Part I of this survey deals with general information for the current fiscal year, 2013-14.

2. Include the Beginning Professional Salary for Law and Medical libraries if included in the survey and you have edit rights to their form.

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3. 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, even if it is your practice rarely to hire entry-level professionals without experience.

4. Please report the **2013-14** Beginning Professional Salary to the best of your knowledge as it exists on July 1, 2013. Do not delay returning your survey with the expectation that more information will be available later.

5. The 2013-14 Average and Median Salary figures will be calculated by ARL from the individual data supplied.

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

1. Part II of this survey requests information on salary, sex, minority status, rank, years of experience and working title for all filled positions for fiscal year 2013-14. The survey requests information for individuals; aggregate data for each institution will be generated by computer. Vacant positions should be excluded from your report.

2. **Data for the Main, Law, and Medical libraries should be reported on *separate* CSV files.**

3. **Obtain the CSV file.**
These instructions assume that you can use Microsoft Excel or other program and save your file as CSV (this is common functionality in many spreadsheet and database programs). If you have trouble opening the CSV files, please call the ARL Statistics and Assessment Program at (202) 296-2296 regarding the Salary Survey submission or email stats@arl.org.

The CSV file is available at: http://www.arlstatistics.org/About/Mailings/ss_2013-14. This is a generic, blank file that can hold data for Main, Law, or Medical libraries. The file's name is "sal13xxxx.xls"; open the file and save it to your own computer by choosing the "Save As" option in CSV. When saving the file, utilize ARL as the prefix for Main library reports, use 13 to designate the year (2013-14), and change "xxxx" to your ARL institution code number, e.g., "ARL131150.xls." Note: use MED for medical libraries, e.g. "MED131150" and LAW to denote law libraries, e.g., "LAW131150."

> The file contains columns labeled as follows:
> Required: Name/ID# (deleted before
>   submitting) LibID Page Line Salary Job Sex OEOcat YrsExp Rank Percent Working
>   Job Title
> Optional: Hisp NatAm Asian Black HawPI White

In the LibID column, enter your ARL Library Institution Code. You can find your ARL institution code at: http://www.arlstatistics.org/about/instno

Columns labeled "Page," "Line," and "Percent" are already filled for you. The numbers in the "Page" and "Line" columns will be used to identify these positions in case of data errors; do not change them. Eleven "pages" of 25 lines each have been provided; if this is not sufficient to list all positions at your institution, copy and paste lines 1-25 of the last page as needed.

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

Entering Data for Part II: Data Upload - Individual Data (Microsoft CSV Form)

1. The "Name/ID#" column is for your internal use, to enter and verify information for staff members by name. ARL does not require that you submit the information in this field to ARL. Please delete this column before sending the file to ARL. Upon receiving this file, ARL will delete any data in this column if you have not deleted them already.

2. The "LibID" will hold your institution's ARL number, for identification purposes. If you do not know your ARL number, you can find it on the Web under ARL Library Institution Codes. If you leave this column blank, it will be filled in by ARL staff.

3. "Salary" should be entered as it existed on July 1, 2013. Please do not hold up the reporting process for later salary adjustments. Include all filled positions and exclude all vacant positions. Report the actual salary paid. Do not adjust part-time salaries to their full-time equivalents; ARL will do this during the data analysis and verification stage. Do not include fringe benefits.

4. Each position can have only **one** "Job" code, to be taken from the following list:

DIRLIB	Dean of Libraries and/or University Librarian (includes Director of Libraries and equivalent titles)
ASCDIR	Associate Dean/Director
ASTDIR	Assistant Dean/Director
HDMED	Head, Medical Library (Human Medicine only)
HDLAW	Head, Law Library
HDBR	Head, Other Branch Library (including Veterinary Medicine)
HDACQ	Head, Acquisitions Department (may include management of acquisitions and licensing of electronic resources)
HDCAT	Head, Catalog Department/Unit (may include management of acquisitions and licensing of electronic resources)
HDCIRC	Head, Access Services (Circulation, Reserves, Stack Maintenance, Interlibrary Loan)
HDCOMP	Head, Library Technology (includes productivity platforms)

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HDRBM   Head, Rare Book/Manuscripts Department/Special Collections

HDREF   Head, Research/Reference Department/Information or Learning
               Commons

HDOTH   Head, Other Department/Service/Agency

ADMSPEC   *Administrative Specialist*
   BUSI   Budget/Fiscal/Business Manager/Facilities
   HUMRES   Human Resources/Training/Staff Development
   DEV   Development/Advancement
   ADMIN   Administrative support, Marketing/Communication/IP Permissions

DIGITALSPEC   *Digital Specialist*
   ITS   Information Technology Systems
   ITW   Information Technology Web Development
   ITP   Information Technology Programming/Application Development
   SCHOLAR   Scholarly Communications (definition working or promoting Open
               Access, providing advice on copyright issues and fair use)
   IR   Institutional Repository Curator
   DIGIACQ   Acquires e-resources and manages licensing of electronic resources
   DIGICUR   Creates and curates digital collections in sciences, social sciences,
               humanities, including data-management issues across multiple
               disciplines.
   SS   Digital specialists with subject expertise in humanities, social sciences,
               sciences digital humanities, science data specialists, etc.

FSPEC   *Functional Specialist*
   ARCH   Archivists/Curators (Print and/or digital collections)
   ASSESS   Assessment, Management Information Systems, Planning
   CTL   Coordinator, Team Leader (non-supervisory responsibility)
   MEDIA   Media/Multimedia Specialists (including graphics)
   PRES   Preservation/Conservation, including digital collections

SSPEC   Subject Specialist (may include Specialized Reference, Collection Dev.,
               Faculty Liaison, Instruction, Embedded roles, etc.) Clinical librarians
               would be included here.
   HFA   Subject specialist in Humanities/Fine Arts
   SCI   Subject Specialist in Sciences & Tech.
   SBS   Subject Specialist in Social/Behavior Sci.
   AREA   Area Studies Subject Specialist (for those with country, geographic area or
               language specialization)

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CAT/METADATA   Catalogers, and metadata analysts, both general and specialized

RES/REF/INSTR   General research, reference and instruction librarians (typically for undergraduate students); include instructional technology here; no collection development responsibilities.

PUBS   Public Services, non-supervisory, except reference librarians

TECH   Technical Services, non-supervisory, except catalogers

The position categories used in this survey are intended to correspond roughly with the nomenclature activities carried on in libraries, not with any particular pattern of staff organization. Please use these categories in the manner you feel best applies to your library. If any individual has responsibilities described by more than one of the above categories, choose the category that is most typical of his/her general duties.

Choose ONE job code for employees with dual appointments or shared responsibilities. Such individuals should be listed on the salary survey only once.

Associate or Assistant Director, or Head, Other Branch. Use this code for all persons responsible for the management of a separate facility, regardless of the area of specialty. If an assistant or associate director is also head of a department in such a facility, choose the category that most reflects the general duties of the person currently in the position.

Department Heads. Department Heads not specifically included in the above list should be included under the category "Head, Other Department/Service/Agency." Head, Catalog Department should be used either for the department that handles all cataloging, or for the head of a specialized cataloging unit (e.g. copy cataloging or foreign languages). List the head of library technology and computer systems, applications, programming, etc. as HDCOMP unless that person is also an Associate or Assistant Director, in which case use the appropriate administrative code. If there is an intermediate level of management between an Associate or Assistant Director and the professionals who actually carry out the analysis, programming, etc., use HDCOMP to define that intermediate level. Professionals who carry out programming should be listed as digital specialists (DIGITALSPEC).

Special note concerning Assistant Department Heads. Assistant Department Heads who are responsible for major units and spend the bulk of their time in supervision and revision of the work of others should also be listed as "Head, Other Department/Service/Agency." See additional sub-codes below for Head, Cataloging, and Head, Other Department. However, Assistant Head positions responsible for small units or for supervision only in the absence of the Department Head should be reported as non-supervisory or specialist positions as appropriate.

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Head, Acquisitions Department. Use HDACQ for all of the following positions: (a) head of a department that is responsible for the selection of material (or management of selection activities carried out on a basis encompassing more than a single organizational unit), but not responsible for the placement of orders, payment of invoices, etc.; (b) head of a department responsible for the placement of orders, maintaining on-order files, payment of invoices, etc., but not responsible for selection decisions; (c) head of a department responsible for both the selection decisions (or coordination of selection activities) and for acquiring the material. Libraries that split these two functions between two departments should report more than one professional with the position HDACQ. If someone is both HDACQ and HDCAT, report such positions under HDCAT.

Specialists. These are of four kinds: <u>*Administrative Specialists*</u> may provide critical organizational support that is institutional in nature (e.g., Finance or Personnel, etc.); <u>*Digital Specialists*</u> provide technical support and expertise needed to provide and maintain services that are digital in nature; <u>*Functional Specialists*</u> are archivists and curators, media specialists or experts in preservation, or may coordinate or lead a team or program (e.g. Coordinator of Information Commons); <u>*Subject Specialists*</u> build collections, but may also provide specialized research and reference assistance, including specialized instruction and faculty liaison, and specialized services like GIS; Specialists may not be, strictly speaking, professional librarians (i.e., have an MLS). The "specialist" category would generally not be used for someone with significant supervisory responsibilities. (See also note under Assistant Department Head, above.)

> **Administrative Specialist sub-codes**. BUSI and HUMRES were formerly part of the Functional Specialists category, ADMIN was a general category that has been narrowed in focus, and DEV is a new category.

> **Digital Specialist**. These sub-codes include three that were formerly part of the Functional Specialist category and four new sub-codes meant to capture some of the new positions in libraries that are the result of an increased digital presence. The new SS sub-code captures the work of those Digital Specialists that are also subject specialists; for example digital specialists with subject expertise in humanities, social sciences or sciences; this category includes digital humanities, science data specialists, etc.

> **Functional Specialist sub-codes.** Starting with the 2004-05 Salary Survey, the ARL Statistics and Assessment Committee adopted a proposal from the ACRL Personnel Administrators and Staff Development Officers Discussion Group to break down the Functional Specialist category. For each position which would have been labeled FSPEC prior to 2004-05, instead please use one of the five sub-codes (ARCH, ASSESS, CTL, MEDIA, PRES) to describe that position. If you cannot determine which sub-code to use, please use the FSPEC code.

> **Subject Specialist sub-codes.** Starting with the 2013-14 Salary Survey, the ARL Statistics and Assessment Committee adopted the following codes into the Annual Salary Survey data collection: HFA, SCI, SBS, and AREA. For each position which would have been labeled SSPEC prior to 2013-14, instead please use one of the four sub-codes (HFA, SCI,

SBS, or AREA) to describe that position. If you cannot determine which sub-code to use, please use the SSPEC code.

These codes were formerly collected every 5 years. Use these codes to indicate non-supervisory main and/or branch library staff who specialize in one of the subject areas (either a sub-field, or the entire area) indicated in the "job codes" section. Do not add codes for staff in these positions who have broader, other, or mixed subject responsibilities (e.g. more than one field specialty); but do include subject specialists who also have some (i.e. 50% or less) general or other assignments.

NOTE: The AREA sub-code captures the responsibilities of library professionals with country, geographic area or language specialization. Law and Health Sciences librarians are not included under the AREA sub-code <u>unless</u> these individuals have a country, geographic area or language specializations.

5. **Please indicate "Sex" with the letter M or F**, indicating male or female, respectively.

6. **"OEOCat" minority status code**, for U.S. university libraries only, should be indicated with one of the following code numbers. (Leave blank if a Canadian library):

        1 = Black
        2 = Hispanic
        3 = Asian or Pacific Islander
        4 = American Indian or Native Alaskan
        5 = Caucasian/Other

7. **"YrsExp," or total years of professional experience.** For most professional staff members this will mean counting the years since the MLS degree was awarded. When counting, do not subtract interim periods when an individual was not engaged in professional library employment if these periods are short in relation to the overall professional career. Count an academic year contract period as a full year. Be sure to include professional experience in previous positions and in other institutions. <u>The figure should be rounded off to the nearest whole number; for example, a position with 14.5 years of experience would appear as 15.</u>

8. **Indicate "Rank" using the following system of codes**:

0   The library director. Some systems also use 0 for assistant and/or associate directors.
1   Lowest level in the rank structure, such as an entry-level position.
2-8   Successively higher levels; for example, 5 indicates a higher rank than 2.
9   Rank cannot be determined, or, the individual is outside the organization's rank structure.

NOTE: These codes are meant to be *guides only*. Do not recode your rank system into an 8 level system if your rank system does not have eight levels. Please code each employee with his or her *actual* rank at your institution. When coding the library director as "0", do not add or subtract a level to or from your ranking system.

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Responses concerning rank should be limited to professional librarians, and other professionals who occupy the same ranks as librarians. **Leave the rank column blank for professionals who do not occupy these ranks or if the column is not applicable.** For example, if the Library Business Officer holds a rank typically used for university administrators but not for librarians, do not supply a rank code for that individual, even if you have included salary and other data.

If multiple ranking structures are used for librarians and these structures are substantially different and not equivalent, enter individual rank information only for that group which represents the largest fraction of "rank-and-file" librarians.

The maximum number of ranks reported here must not exceed the maximum number of rank-levels reported in Part I for individual data under Rank structure. When counting the total number of rank levels, include ranks that may be unoccupied at the present time due to circumstances like unusually high turnover, hiring freezes, etc.

9. **"Percent"** is used to determine if an employee works full-time or part-time. All full-time employees have Percent = 1.00, i.e., they work 100% of a full-time schedule. If percent is less than 1.00, then the employee works that fraction of a full-time schedule. For example, a 65% time appointment would be entered as 0.65. Calculate the percent appointment by dividing the amount of time an employee works by the amount considered to be the norm for full-time employment at your institution. For example, if a full-time appointment at your institution is 12 months at 40 hours per week:
  o A 9-month part-time appointment has Percent = 9/12, or 0.75.
  o An appointment at 30 hours per week has Percent = 30/40, also 0.75.
  o An appointment at 30 hours and 9 months has Percent = 0.75 x 0.75 = 0.56.
  o Enter Percent with two decimal points.

Code full time employees with dual appointments or shared responsibilities at 100% if these individual work a full-time schedule. Such individuals should be listed on the salary survey only once.

10. **Working Job Title**. Please list the Working Job Title for each employee. The working job title is typically the job title used in the job announcement. It denotes something about the content of the job. For example, if an individual serves as the Liaison for the Geography Department on campus, the working job title may be "Subject Liaison, Geography" or "Subject Librarian, Geography" or "Subject Liaison Librarian", etc. Please list the Working Job Title rather than the rank title of "Librarian I" or "Assistant Librarian".

Enter all pertinent Working Job Titles for employees with dual appointments or shared responsibilities. Such individuals should be listed on the salary survey only once. The field in the CSV file will accommodate long job titles.

Optional Questions: (The last six columns of the spreadsheet.)

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Please complete as much of this section as possible (US libraries only), but do not hold up the reporting process if some of the data requested are not available. Canadian libraries should leave these columns blank. The major change in the revised standard for the classification of federal data on race and ethnicity is that now respondents are able to report more than one race by choosing multiple responses to the following questions.

Race and Ethnicity: The U.S. Office of Management and Budget has revised the Standards for the Classification of Federal Data on Race and Ethnicity and according to the new standard there will be five minimum categories for data on race (American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White) and one category for data on ethnicity ("Hispanic or Latino"). **Respondents will be able to report more than one race by choosing multiple responses to the race question.** The purpose of the revised classification is to reflect the increasing diversity of the U.S. population that has resulted primarily from growth in immigration and in interracial marriages. The new standards were used by the Bureau of the Census in the 2000 decennial census.[1] In light of these developments, we are collecting the new classification on race and ethnicity in the *ARL Annual Salary Survey on an **optional** basis.*

Ethnicity should be indicated by coding 1 to indicate if the person is of Hispanic or Latino ethnicity, and coding 0 otherwise. The definition of Hispanic or Latino ethnicity is: A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.

Race should be indicated for U.S. university libraries only, by choosing one or more responses among the five racial categories provided here; 1=yes and 0=no. You can select multiple racial categories for a person. The definitions of the five racial categories, listed with their respective column names, are:

American Indian or Alaska Native (NatAm): A person having origins in any of the original peoples of North and South America (including Central America) who maintains tribal affiliation or community attachment.

Asian (Asian): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American (Black): A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (HawPI): A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

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[1] http://www.census.gov/population/www/socdemo/race/racefactcb.html

White (White): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

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INSTNO _____

ARL Annual Salary Survey 2013-2014

University Library Questionnaire

Note: This is a print version of the web form available at:
http://www.arlstatistics.org/About/Mailings/ss_2013-14

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_____

Note: *ARL will calculate the **2013-14 median and average** professional salaries for your library from the individual data you supply in Part II (Excel form) of this questionnaire.*

1.	**Beginning Professional Salary**	**Main**	**Law**	**Health**
	Beginning professional salary for *2013-14*	_____	_____	_____

Note: *The Information shown below must be completed for all three branches (i.e. Main, Law and Health Science Libraries) in Part 1 of the online form.*

2.   **Rank Structure:** Indicate the number of levels in your institution's rank structure for professional librarians. **You should report here the maximum number of rank levels, reported in Part II for individual data, under the Rank column.**

_____ 1 level (i.e., no differentiated levels)

_____ 2 levels

_____ 3 levels

_____ 4 levels

_____ 5 levels

_____ more than 5 levels (please specify the number of levels: _____)

FOOTNOTES:

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

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

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

ARL Annual Salary Survey 2013-2014
University Library Questionnaire

Part II: Data Upload - Individual Data
Note: This is a PDF copy of the CSV file that you will submit electronically at:
http://arlstatistics.org

Name/ID# (For your internal use ONLY. Please DELETE before submitting.)	LibID Please enter your library's ARL Institution Code												Ethnicity	Race:	Race:	Race:	Race:	Race:	Race:
	Year	Page	Line	Salary	Job	Sex	OEO cat	Yrs Exp	Rank	Percent	Working Job Title		Hispanic or Latino	NatAm	Asian	Black	HawPI	White
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