



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 <u>August 31, 2012</u>. 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 l, 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. <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 <u>would</u> be paid to a <u>newly hired</u> <u>professional without experience</u>, 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.



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- 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.



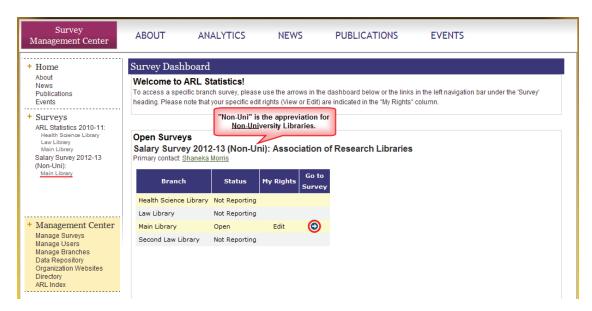
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Step 1 of 3: Login at http://arlstatistics.org



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

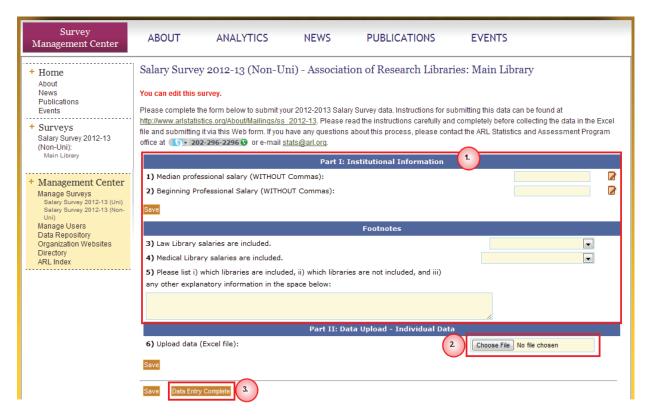
Be sure to have the electronic copy of your completed salary survey Excel file handy as you
will be submitting this file via http://arlstatistics.org. To access your branch-level survey,
click the links on the left-hand side of the screen or the blue arrow as indicated below:



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



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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:



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

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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 Pr	epared by (name) _				
Title					
Email add	lress		Phone number		
Contact p	erson (if different)				
			Phone number		
profession 2. Med	nal positions in eac	h salary range for fiscal ye alary for fiscal year 2012-1			
3. Beg	inning professiona	ıl salary for 2012-13:			
4. Footnotes (please compare with footnotes from surveys of previous years)					
a.	Law Library sal	aries 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) whi	ch libraries are included, i	i) 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 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.

	Number of Positions		
Salary Range	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			

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