Nonuniversity Library Questionnaire and Instructions

ASSOCIATION OF RESEARCH LIBRARIES

ARL ANNUAL SALARY SURVEY 2011-12
Nonuniversity Library Questionnaire
GENERAL AND DATA INPUT (EXCEL) INSTRUCTIONS

http://www.arl.org/stats/annualsurveys/salary/

1. 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.

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

3. The template Word file is available at: http://www.arl.org/stats/annualsurveys/salary/salform11.shtml. This is a generic, blank form that can hold your data. The file's name is "sal11_nuform.doc"; 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 11 to designate the year (2011-12), and change the "xxxx" in its name to your ARL institution code number, e.g., "ARL119975.doc."

4. Salaries should be reported for all filled positions. Vacant positions should be excluded from your report.

5. Report 2011-12 salaries *as they exist on July 1, 2011*. 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. 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 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.

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.

13. Provide the name of the reporting library and the name of the person who prepares the report.

14. On the second page of the questionnaire (Part II) indicate the number of filled professional positions in each salary range for fiscal years 2010-11 and 2011-12.

15. **Use the newly available Web form for your data submission:**
Non University Libraries: http://www.formstack.com/forms/?1093976-c6BynijupA.   Upload your Survey Form through the same interface.   NOTE: You must complete the entire submission in a single session.   The Web interface does **NOT** allow you to return and edit your information once it is submitted.

Note: ARL is using the online services of FormStack to collect the data.   As part of its privacy policy, FormStack pledges not to sell any collected information to third parties.   For the complete FormStack privacy policy, visit http://www.formstack.com/privacy.html.   ARL also accepts Part I and Part II of the salary survey by e-mail attachment from those users who may be uncomfortable submitting the files in FormStack.

Please Submit the Web form by October 1, 2011.

For assistance, contact Martha Kyrillidou (martha@arl.org), Shaneka Morris (shaneka@arl.org),
Gary Roebuck (gary@arl.org) or David Green (david@arl.org).
Tel: 202-296-2296 or Fax: 202-872-0884

ARL Annual Salary Survey 2011-12
Nonuniversity Library Questionnaire

Note: This is a copy of the form that you will submit electronically at:
http://www.formstack.com/forms/?1093976-c6BynijupA

Part I: Summary Data

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 2010-11 and 2011-12.

2.   Median professional salary for fiscal year 2011-12:   _____

3.   Beginning professional salary for 2011-12:   _____

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.   Branch libraries not included (please attach an additional sheet if necessary):

        _____

        _____

5.   Other comments (please attach an additional sheet if necessary):

        _____

        _____

Part II Salaries:

Indicate the number of filled professional positions in each salary range for fiscal years 2010-11 and 2011-12.

Salary Range	Number of Positions	
	2010-11	2011-12
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 the completed questionnaire to the web form at:
http://www.formstack.com/forms/?1093976-c6BynijupA
by **October 1, 2011.**

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Gary Roebuck (gary@arl.org) or David Green (david@arl.org).
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