



Nonuniversity Library Questionnaire and Instructions



ARL ANNUAL SALARY SURVEY 2015-2016
Nonuniversity Library Questionnaire
GENERAL AND DATA INPUT (CSV) INSTRUCTIONS

http://www.arlstatistics.org/About/Mailings/ss_2015-16

Part I: Institutional Information

(To be completed online. Click the URL above to view the preview version in PDF format.)

Please complete the online questionnaire by **August 31, 2015**. 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. If you experience difficulty uploading your CSV file or completing your submission online, please email stats@arl.org or call the office at 202-296-2296 for assistance.

1. Part I of this survey deals with general information for the current fiscal year, 2015-16.
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 2015-16 salaries *as they exist on July 1, 2015*. 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**



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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. **Provide explanatory footnotes to the reported figures, when necessary.** Footnotes will be included in the published survey, where appropriate.

Part II: Data Upload - Individual Data (Excel spreadsheet in CSV format)

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 2014-15 and 2015-16.

We are using online validation. 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.

2. **Obtain the CSV file.** These instructions assume that you have Microsoft Excel available for use and that you know how to save a file in CSV format using Excel. (This is common functionality in many spreadsheet and database programs).

The template CSV file is available at: http://www.arlstatistics.org/About/Mailings/ss_2015-16. This is a generic, blank form that can hold your data. The file's name is "sal15nuxxxx.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 15 to designate the year (2015-16), and change the "xxxx" in its name to your ARL institution code number, e.g., "ARL159975.doc." You can find your ARL institution code at: <http://www.arlstatistics.org/about/instno>



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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.

ARL Annual Salary Survey 2015-16

Nonuniversity Library Questionnaire

Note: Do not upload this document. This is a PDF version of the online form that you will complete 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 2014-15 and 2015-16.

2. Median professional salary for fiscal year 2015-16: _____

3. Beginning professional salary for 2015-16: _____

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

Note: Do not upload this document. This is a PDF version of the CSV formatted Excel spreadsheet that you will upload at: <http://arlstatistics.org>.

Indicate the number of filled professional positions in each salary range for fiscal years 2014-15 and 2015-16.

Salary Range	Number of Positions	
	2014-15	2015-16
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, 2015.

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

http://www.arlstatistics.org/About/Mailings/ss_2015-16