

**UNIVERSITY LIBRARY**

**Questionnaire and Instructions**

# ARL ANNUAL SALARY SURVEY 2006-07

## UNIVERSITY LIBRARY QUESTIONNAIRE

### General Instructions for Completing the Questionnaire

1. 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.
2. Individual salaries for the general, law, and medical library may be reported on the templates (located online at <ftp://www.arl.org/stat/salary/>), using Microsoft Excel. See “Instructions for Data Input.” Please **DO NOT alter** the formatted worksheets on the templates in any way; do not change any page or line numbers. If you are not able to produce data that can be saved on the templates, please submit your data using the printed forms. [If you have an Excel or word-processing file with your data in properly labeled columns, you may submit a printout of that file in lieu of the preprinted forms.]
3. Salaries should be reported 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.
4. To calculate the percent appointment, if less than 1.00, which stands for 100%, divide the months the employee works by the number of months considered to be the norm for full-time employment at your institution (or the number of hours per week an employee works by the number of hours per week 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, a 9-month part-time appointment would be .75, i.e. 75%. If a full-time appointment at your institution is 40 hours per week, an appointment at 30 hours per week is also .75. To calculate the percent appointment for an employee who works 30 hours a week and only for 9 months a year, when the norm for full-time employment is 40 hours a week and a 12-month appointment, multiply the percent appointment per week by the percent appointment per year, i.e.  $.75 \times .75 = .56$ .
5. Percent appointment should be rounded to two decimal places; do NOT use whole numbers (e.g., enter .65, not 65 or 65%). All other numbers (e.g. salaries, years of experience) should be rounded to the **nearest whole number**.
6. 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**. Please include all professionals involved in the provision of library services, including **contract-supported positions**.
7. The salary figures should be straight gross salary figures. **Do not include fringe benefits**.
8. Salary figures should be reported in digits only; do NOT use “\$” or “,” (e.g., 25470, not \$25,470).
9. Explanatory footnotes to the reported figures may be provided, when necessary, at the end of Part I. Footnotes will be included in the published survey, where appropriate.
10. After all data have been entered, make a backup copy of the complete file (including individual names/ID numbers) for your institution’s master file, if you wish to refer to this file in the future. Note: The data submitted to ARL should NOT include individual names or ID numbers, so **ARL will NOT be able to supply a copy of your institution’s complete file next year**.

11. The questionnaire should be returned to the ARL Office by **September 30, 2006**. If you are providing the individual data as an electronic file, please send the files as an email attachment to stats-ra@arl.org, and mail or fax Part I of the survey and a printout of the data file (Part II). Alternatively, you can save the files on a disk and mail the disk with the hard copy of Part I and Part II of the survey. **Be sure to keep a complete copy of your return, including the electronic version of the data for your files.**

#### **Instructions for Completing Part I: Summary Data**

1. Part I of this survey deals with general information for the current fiscal year, 2006-07.
2. Please include the Beginning Professional Salary for Law and Medical libraries if included in the survey; if not included, enter "N/A" in the appropriate blank.
3. **Question 1.** 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.

Please report the **2006-07** Beginning Professional Salary to the best of your knowledge as it exists on July 1, 2006. Do not delay returning your survey with the expectation that more information will be available later.

4. The 2006-07 Average and Median Salary figures will be calculated by ARL from the individual data supplied.
5. Be sure to fill in the name of the reporting library and the name of the person who prepares the report.

#### **Instructions for Completing Part II: Individual Data**

1. Part II of this survey requests information on salary, sex, minority status, rank, and years of experience for all filled positions for fiscal year 2006-07. 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 general, law, and medical libraries may be reported on separate templates; see #4 below for specific instructions.
3. **Survey Form.** If you are not able to submit the data in electronic form, please use the enclosed forms. Photocopy additional sheets if you cannot list all professional positions in the space provided. You may also use a printout from a word-processing document with all columns correctly ordered and labeled.

If you are reporting on paper forms only, list information for individuals in separate Law or Medical libraries on sheets devoted only to each of those two branches. Check the appropriate box at the top of the form to indicate when a sheet is only for Law or Medical library staff.

The left-hand column labeled "Name/ID" has been provided so the form can also serve as a work sheet. **After the forms have been completed, the left-hand column should be removed to ensure anonymity of the data.** Except for segregating Law and Medical library staff, the order in which staff members are entered on the form is immaterial; enter them in the order most convenient for you.

4. **Template.** The templates contain data input files for general, law, and medical library data in .xls files that can be uploaded into spreadsheet programs. They are labeled as follows:

General	ARL06xxxx.xls
Law	LAW06xxxx.xls
Medical	MED06xxxx.xls

xxxx = Library identification number; see label on the file. The file names this year have a “06” (standing for 2006-07) preceding the four-digit library identification number to distinguish them from, and prevent overwriting of, files you may have created in prior years.

The files contain empty worksheets with the required columns labeled as follows:

Name/ID LibID Page Line Salary Job Sex OEOcat Yrsexp Rank Percent

The final six columns, which are optional, are included in accordance with standards for the classification of federal data on race and ethnicity:

Hispanic or Latino  
Amer. Indian or Alaska Native  
Asian  
Black or African-American  
Native Hawaiian/Other Pacific Islander  
White

The first entry in the column labeled “LibID” is already filled in so there will be no question about the institutional identity of the files as they are received. If the files have been damaged in any way or if the number in the LibID column is not the same as the library number at [http://www.arl.org/stats/arlstat/instno\\_inam.html](http://www.arl.org/stats/arlstat/instno_inam.html), please call the ARL Office for instructions.

Detailed instructions follow for inputting data in each format. **Please do not alter any formats, page or line numbers.** After all data have been entered, make a backup copy of the complete file (including individual names/ID numbers) for your institution’s master file, if you wish to refer to this file in the future. Note: The data submitted to ARL does NOT include individual names or ID numbers, so ARL will NOT be able to supply a copy of your institution’s complete file next year.

5. **Salary.** Enter the individual salaries *as they exist* on July 1, 2006. If the library normally increases salaries at a date later than 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, use the higher salary figure 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. Salaries should be reported for all filled positions. Vacant positions should be excluded from your report.

Salary figures should be rounded off to the nearest whole dollar. Use digits only; do NOT use “\$” or “,” in reporting in figures (e.g., 25470, not \$25,470).

6. **Position Code (Job).** The position categories used in this survey are intended to correspond roughly with the activities carried on in libraries, not with any particular pattern of staff organization or nomenclature. Please use these categories in the manner you feel best applies to your library. Indicate a position title by means of one of the following codes.

DIRLIB	Director of Libraries (or equivalent title; refers to chief executive)
ASCDIR	Associate Director
ASTDIR	Assistant Director
HDMED	Head, Medical Library (Human Medicine only)
HDLAW	Head, Law Library
HDBR	Head, Other Branch Library (including Veterinary Medicine)
FSPEC	Functional Specialist
ARCH	Archivists/Curators
BUSI	Budget/Fiscal/Business Manager/Facilities
HUMRES	Human Resources/Training/Staff Development
ITS	Information Technology Systems
ITW	Information Technology Web Development
ITP	Information Technology Programming/Applications Development
MEDIA	Media/Multimedia Specialists (including graphics)
PRES	Preservation/Conservation
SSPEC	Subject Specialist
HDACQ	Head, Acquisitions Department
HDCAT	Head, Catalog Department/Unit
HDCIRC	Head, Circulation
HDCOMP	Head, Library and Computer Systems
HDDOC	Head, Documents Department
HDMAP	Head, Map Room/Department
HDRBM	Head, Rare Book/Manuscripts Department
HDREF	Head, Reference Department
HDSER	Head, Serials Department
HDOTH	Head, Other Department/Service/Agency
CAT	Catalogers, both general and specialized
REF	Reference librarians, both general and specialized
PUBS	Public Services, non-supervisory, <u>except</u> reference librarians
TECH	Technical Services, non-supervisory, <u>except</u> catalogers
ADMIN	Administrative and other units, non-supervisory position

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. Codes must be used exactly as they appear in the list above.

**Associate or Assistant Director, and Head, Other Branch.** Use these codes for all persons at these levels regardless of the area of specialty. If an assistant or associate director is also head of a department, choose the category that most reflects the general duties of the person currently in the position.

**Specialists.** These are of two kinds: Subject Specialists primarily build collections, but may also offer specialized reference and bibliographic services; Functional Specialists are media specialists or experts in management fields such as personnel, fiscal matters, systems, preservation, etc. 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, who should instead be listed as a department head or assistant director (see also note under Assistant Department Head, below).

**Functional Specialist sub-categories.** Starting with the 2004-05 *Salary Survey*, the ARL Statistics and Measurement 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 eight sub-codes (ARCH, BUSI, HUMRES, ITS, ITW, ITP, MEDIA, PRES) to describe that position. **Please use the sub-codes only for those positions which would have been labeled FSPEC prior to 2004-05. If it cannot be determined which sub-code to use, please use the FSPEC code.**

**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 automation 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 analysis, programming, etc. should be listed as functional specialists (FSPEC).

**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.

[*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 subcodes 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 head should be reported as non-supervisory or specialist positions as appropriate.]

**Administrative.** Please note that ADMIN is not only for Administrative Services and related positions, but also can be applied to Public Relations/Communications, Development/Fundraising, and all other administrative and/or professional positions which do not have a logical home elsewhere.

7. **Sex.** Indicate either M or F, for male and female, respectively. Please use only the letter indicated; do not spell out the word.

8. **Minority status code (OEOCat).** U.S. university libraries, only, should indicate minority status by means of one of the following code numbers. (Leave blank if a Canadian library or if vacant.)

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

9. **Total years of professional experience (Yrsexp).** Define "professional experience" as indicated in the general instructions; 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. Numbers should be rounded off to the nearest whole number.

10. **Rank.** 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 or describe his/her rank in answering other questions, even if you have included salary and other data for the Business Officer.

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.

**Do not use roman numeral rank levels. Convert your local ranking system if necessary.**

Complete the column labeled “Rank Code” using the following codes:

- |     |   |
|-----|---|
| 0   | A rank normally occupied <u>solely</u> by the library director and/or assistant and associate directors.  |
| 9   | Rank unknown; or, there is confusion or controversy regarding how to code this individual’s rank.   |
| 1   | Lowest level in the rank structure.   |
| 2   | Next highest level in the rank structure.   |
| 3-8 | Successively higher levels in the rank structure. Highest number in this range should be equivalent to the highest rank in the library’s structure (unless the highest rank is occupied solely by the director and/or assistant and associate directors). |

The maximum number of ranks reported here should 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.

11. **Percent.** Change the 100% appointment to less than that only for part-time people. Enter percent with decimal points. For example, a 65% appointment would be entered as .65. To calculate the percent appointment, if less than 1.00, which stands for 100%, divide the months the employee works by the number of months considered to be the norm for full-time employment at your institution (or the number of hours per week an employee works by the number of hours per week 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, a 9-month part-time appointment would be .75, i.e. 75%. If a full-time appointment at your institution is 40 hours per week, an appointment at 30 hours per week is also .75. To calculate the percent appointment for an employee who works 30 hours a week and only for 9 months a year, when the norm for full-time employment is 40 hours a week and a 12-month appointment, multiply the percent appointment per week by the percent appointment per year, i.e.  $.75 \times .75 = .56$ .
12. **Ethnicity:** U.S. university libraries, only, should indicate Hispanic or Latino ethnicity by coding 1 to indicate the presence of the characteristic (1=yes) and 0 to indicate its absence. 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.
13. **Race:** U.S. university libraries, only, should indicate race by choosing one or more responses among the five racial categories provided here. The definitions of the five racial categories 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.

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

The presence or absence of a racial characteristics should be indicated by coding 1=yes and 0=no. You can select multiple racial categories for a person:

1= yes	0 = no	American Indian or Native Alaska (AI/NA)
1= yes	0 = no	Asian
1= yes	0 = no	Black or African American
1= yes	0 = no	Native Hawaiian or Other Pacific Islander (NH/OPI)
1= yes	0 = no	White



## ARL ANNUAL SALARY SURVEY 2006-07

### UNIVERSITY LIBRARY QUESTIONNAIRE

#### 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.	<b>Beginning Professional Salary</b>	<b>Main</b>	<b>Law</b>	<b>Medical</b>
	Beginning professional salary for 2006-07	_____	_____	_____

*(Note: ARL will calculate the 2006-07 median and average professional salaries for your library from the individual data you supply in Part II of this questionnaire.)*

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: \_\_\_\_\_)

**3. FOOTNOTES**

**3a.** Please list which libraries are included in the data submitted for the "general" libraries. These can be main campus libraries or branch campus libraries.

**3b.** Please list which libraries are NOT included in the data submitted for the "general" libraries. These can be main campus libraries or branch campus libraries.

Please indicate any other explanatory information in footnotes. These additional footnotes, if necessary, should be placed in the space below or on attached pages.

Please return the completed questionnaire to the  
ARL Statistics and Measurement Program by **September 30, 2006**.  
For assistance, contact Martha Kyrillidou (martha@arl.org) or Mark Young (stats-ra@arl.org), or call 202-296-2296.

**ARL ANNUAL SALARY SURVEY 2006-07**  
*UNIVERSITY LIBRARY QUESTIONNAIRE*  
**Part II: Individual Data**

Reporting Library \_\_\_\_\_

<b>Confidential</b> <i>Detach before mailing to the ARL Office</i> Name/ID									<b>Ethnicity</b>	<b>Race:</b>	<b>Race:</b>	<b>Race:</b>	<b>Race:</b>	<b>Race:</b>
	Line	Salary	Job	Sex	OEO cat	Yrs Exp	Rank	% App	Hispanic or Latino	NatAm	Asian	Black	HawPI	White
	1													
	2													
	3													
	4													
	5													
	6													
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Duplicate this sheet if you need additional lines. Please return to the ARL Statistics and Measurement Program by **September 30, 2006**.  
 For assistance, contact Martha Kyriallidou (martha@arl.org) or Mark Young (stats-ra@arl.org), or call 202-296-2296.