**NONUNIVERSITY LIBRARY**

**Questionnaire and Instructions**

# ARL Annual Salary Survey 2007–2008

## Nonuniversity Library Questionnaire
### General Instructions for Completing the Questionnaire

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

3.  Report 2007-08 salaries *as they exist on July 1, 2007*.  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.

4.  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.

5.  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.

6.  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.

7.  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.

8.  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.

9.  The salary figures should be straight gross salary figures.  Do not include fringe benefits.

10.  Explanatory footnotes to the reported figures may be provided when necessary.  Footnotes will be included in the published survey.
11.  Provide the name of the reporting library and the name of the person who prepares the report.

12.  Please return the questionnaire to the ARL Statistics and Measurement Program Office by
     **September 30, 2007.**

# ARL Annual Salary Survey 2007–2008
### Nonuniversity 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.     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 2006–2007 and 2007–2008.

2.     Median professional salary for fiscal year 2007–2008:     _____

3.     Beginning professional salary for 2007–2008:     _____

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):