To:       Survey Coordinators

From:    Sue Baughman, Deputy Executive Director
            Shaneka Morris, Survey Coordinator and Data Analyst

            Deadline for both surveys is October 15, 2016

The Assessment Committee announces the opening of data collection for the ARL Statistics 2015–
2016 and the ARL Annual Salary Survey 2016–2017. The collection of this information serves
the membership in a number of important ways, from budget preparation to comparisons across
peer institutions to program development. The submission of data for both surveys by the deadline
of October 15, 2016, will ensure the timely release of reports in 2017.

Thank you for participating in this data collection process and for your timely responses to both
surveys. Information is provided below with links to the questionnaires.

ARL Statistics 2015–2016 (including Law, Health Sciences, and Special Collections)

The ARL Statistics survey describes collections, expenditures, service activities, and staffing levels
in ARL member libraries. The instructions, questionnaire, and other helpful information for the
2015–2016 ARL Statistics Survey can be found at: https://www.arlstatistics.org/About/Mailings/stats_2015-16

There are no changes to the questionnaire for this collection cycle from last year. You can login to
the web data entry interface https://www.arlstatistics.org/dashboard to submit your data and to
view, analyze, and download data from previous years.

Please forward this e-mail to your counterparts at administratively independent Law and Health
Science Libraries as needed.

ARL Annual Salary Survey 2016–2017

The ARL Salary Survey describes compensation and minority representation for professional-level
employees in ARL member libraries and provides important information on the changing nature of
ARL libraries and employees. The 2016–2017 ARL Annual Salary Survey questionnaire is available
online at https://www.arlstatistics.org/About/Mailings/ss_2016-17. Thanks to all of you who
submitted data for the optional questions that were part of our enhanced data collection for
university libraries in the 2015–2016 ARL Salary Survey. This year, we return to our regular annual
data collection. Please input salary figures as of July 1, 2016.
Libraries are required to use the CSV data file found at https://www.arlstatistics.org/About/Mailings/ss_2016-17. The online validation requires that Part II of your submission (the spreadsheet portion) be in CSV format. The online submission will be successful only if the spreadsheet is in this format. If there is any difficulty in uploading the spreadsheets or completing the submission online, please e-mail stats@arl.org or call the office at 202-296-2296 for assistance.

Review and Submission of Data

Please take the time to review your library's final data to resolve any questions before the primary contact makes the final submission to ARL. The designated primary contact for your institution is the person who is responsible for the final submission to ARL. A list of all the primary (and other) contacts is provided through the “Directory” link (after logging in at http://arlstatistics.org/).

After a critical mass of submissions is received, ARL staff will e-mail preliminary tables for both surveys to ARL directors and survey coordinators for verification and correction. Please note that it takes about two months from the time a survey is submitted to complete the review process. **IMPORTANT: the data are not final until ARL closes the surveys after careful editing.** Please direct questions about completing the surveys to stats@arl.org.

Accessing Submitted Data

You can download the 2015–2016 ARL Statistics data as soon as they are submitted by logging in at http://arlstatistics.org/. After logging in, click “ANALYTICS” to view, analyze, and download the current and previously submitted institution-level aggregated data (which includes Law and Health Sciences, when applicable). Go to the “Data Repository” link on the left to view and download the institution-level aggregated data and the Main, Law, and Health Sciences data as separate reports.

You can also download the beginning professional salary at each ARL member library and the rank structure for each ARL university library as soon as the 2016–2017 ARL Salary Survey data are submitted. Login in at http://arlstatistics.org/ and click the “Data Repository” link on the left to download this information.

Thank you very much for your support and for making the ARL annual statistical compilations possible. If you have specific questions about the surveys, please contact Shaneka Morris (stats@arl.org) or Sue Baughman (sue@arl.org).