



September 12, 2017

To: Directors of ARL Libraries and ARL Survey Coordinators

From: Jennifer Paustenbaugh, Chair of the ARL Assessment Committee
Stanley Wilder, Vice-Chair of the ARL Assessment Committee

Re: ARL Statistics 2016–2017 and ARL Annual Salary Survey 2017–2018:
NEW Deadline! November 30, 2017

Update on FY16 Annual Surveys

The FY16 Annual Surveys are nearing completion. The final data from the 2015-16 ARL Statistics survey are available online in Analytics and the Data Repository. Data from the 2016-17 ARL Salary Survey are being verified and will be finalized soon. The PDF publications should be available by the end of October.

The FY17 Survey Cycle Begins!

The Assessment Committee announces the opening of data collection for the **ARL Statistics 2016–2017 and the ARL Annual Salary Survey 2017–2018**. 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 November 30, 2017**, will ensure the timely release of reports in 2018.

The committee is aware of the membership's interest in engaging in discussions about the annual collection of data. In partnership with Athenaem21 consulting, the Assessment Program Visioning Task Force embarked on a review of the ARL Assessment Program that began last fall and concludes in October. Thanks to all of you who provided feedback during this process.

We are continuing the annual ARL data collection as the review moves forward. The following details about the FY17 survey cycle will also be shared directly with the ARL Survey Coordinators. Please forward this e-mail to your counterparts at administratively independent Law and Health Science Libraries as needed.

ARL Statistics 2016–2017 (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 2016–2017 ARL Statistics Survey can be found at:

https://www.arlstatistics.org/About/Mailings/stats_2016-17

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.

ARL Annual Salary Survey 2017–2018

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 2017–2018 ARL Annual Salary Survey questionnaire is available online at https://www.arlstatistics.org/About/Mailings/ss_2017-18.

To facilitate timely completion of the FY17 data collection, at the end of September each library will receive the finalized de-identified data from FY16, along with a checklist and best practices for submitting the FY17 ARL Salary Survey. Please input salary figures as of July 1, 2017 on your FY17 Salary Survey submissions.

Libraries are required to use the CSV data file found at https://www.arlstatistics.org/About/Mailings/ss_2017-18. 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

Orientation Sessions

If you are new to the ARL Annual surveys or would like a refresher course, please join us for an upcoming training session in October. We will announce the dates in the next few weeks.

Submitting 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 2016–2017 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 2017–2018 ARL Salary Survey data are submitted. Login in at <http://arlstatistics.org/> and click the “[Data Repository](#)” link to download this information.

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