



ASSOCIATION OF RESEARCH LIBRARIES

July 21, 2012

To: Directors of Nonuniversity ARL Libraries

From: Martha Kyryllidou, Senior Director, ARL Statistics and Service Quality Programs

Cc: ARL Annual Salary Survey Coordinators

Re: *ARL Annual Salary Survey 2012-13*

Enclosed are the instructions and questionnaire for the 2012-13 *ARL Annual Salary Survey*. The survey should be submitted by **August 31, 2012**. The 2012-13 *ARL Annual Salary Survey* mailing is available at: http://www.arlstatistics.org/About/Mailings/ss_2012-13.

This year for the first time we are collecting the salary data through the <http://arlstatistics.org> interface, a change from earlier years when we used Formstack. The main benefit is that we now have integrated the data collection of the annual surveys into one location for both the ARL Statistics and the ARL Annual Salary Survey. You also have the option of sending the files to us by email if this is your preferred method. Please keep a copy of both part I and part II of your submission for your records.

We encourage you to report your data promptly so that we have sufficient time to ensure verification and accurate printing of the figures. Please do not hold up your response in the expectation that salaries will be raised later in the year; submit salary figures as of July 1, 2012.

Please note that we are asking you to report salaries for filled positions only. Please make a copy of the final report and retain it for your records.

Again this year we will be distributing the preliminary tables in electronic form via the ARL directors list and the ARL salary survey coordinators list. We anticipate issuing them as soon as we have a significant number of survey returns. Please note that it takes about two weeks from the time a survey is submitted to complete processing.

Please direct questions about completing the survey to stats@arl.org. This account is monitored on a regular basis by ARL staff including myself, Shaneka Morris, Gary Roebuck or David Green.

The 2012-13 *ARL Annual Salary Survey* is available online at http://www.arlstatistics.org/About/Mailings/ss_2012-13.

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Thank you for your contribution and continuing support.

Enclosures:

- Instructions for Completing the Questionnaire: Nonuniversities
- Part I: Institutional Data (Word Document)
- ARL Annual Salary Survey 2012-13 Nonuniversity Library Questionnaire (Excel Form)