



Association of Research Libraries

July 21, 2012

To: Directors of ARL University Libraries

From: Martha Kyrillidou, 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.

There are three major changes to the 2012-13 Salary Survey data collection:

1. 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.
2. As you know the salary survey categories have been revised and modernized after an extensive review process led by the *Task Force on Reviewing the ARL Statistics, the ARL Annual Salary Survey and the ARL Supplementary Statistics*. As a result of this revision process we are also collecting Working Job Titles for the first time for the university libraries to evaluate the new job codes and their use.
3. This year we have revised the job codes, so please make sure you use the new job codes. This is based on the results of the work of the Task Force on Reviewing the ARL Statistics, the ARL Annual Salary Survey and the ARL Supplementary Statistics. We will analyze the Working Job Titles and evaluate the new job codes through this process.

Please keep a copy of the complete machine-readable file for your records, along with a printout of the data file and a copy of Part I of the questionnaire. Use separate worksheets or forms for individual salaries for Law and Medical libraries. General instructions for data input are also enclosed. Be sure to use only the 2012-13 instructions and forms.

Although the questionnaire requests data on minority status, Canadian libraries should leave this column blank since they do not normally maintain such information. Canadian libraries should continue to report salaries in Canadian dollars.

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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.

Thank you for your contribution and continuing support.

Enclosures:

- General and Data Input (Excel) Instructions
- Part I: Institutional Data (Word Document)
- ARL Annual Salary Survey 2012-13 University Library Questionnaire (Excel Form)