ASSOCIATION OF RESEARCH LIBRARIES

ARL ANNUAL SALARY SURVEY 2015-2016
University Library Questionnaire
GENERAL AND DATA INPUT (CSV) INSTRUCTIONS

http://www.arlstatistics.org/About/Mailings/ss_2015-16

GENERAL OVERVIEW

Important Initial Information

- **Please complete the online questionnaire by August 31, 2015. Be sure to keep a complete copy of your submission, including the electronic version of the data for your files.** We are collecting the salary data through the http://arlstatistics.org interface. If you experience difficulty uploading your CSV files or completing your submission online, please email stats@arl.org or call the office at 202-296-2296 for assistance.

- **This survey is concerned with 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 faculty status or membership in a collective bargaining unit, including, when appropriate, staff who are not librarians in the strict sense of the term, such as computer experts, systems analysts, budget officers, etc.

- **Report individual salaries for the Main, Law, and Medical library on *separate CSV files* using the CSV Template at http://www.arlstatistics.org/About/Mailings/ss_2015-16.** Add your institution's ARL Library Institution Code [LibID] to the template. (See http://www.arlstatistics.org/about/instno if you do not know your institution code.) We are using online validation like we did last year. The online validation requires that Part II of your submission, the Excel spreadsheet portion, be in CSV format. Your online submission will be successful only if the spreadsheet is in CSV format.

- **Use "Percent" to determine if an employee works full-time or part-time.** All full-time employees have Percent = 1.00, i.e., they work 100% of a full-time schedule. If percent is less than 1.00, then the employee works that fraction of a full-time schedule. For example, a 65% time appointment would be entered as 0.65. Calculate the percent appointment by dividing the amount of time an employee works by the amount considered to be the norm for full-time employment at your institution. For example, if a full-time appointment at your institution is 12 months at 40 hours per week:
  - A 9-month part-time appointment has Percent = 9/12, or 0.75.
  - An appointment at 30 hours per week has Percent = 30/40, also 0.75.

- An appointment at 30 hours and 9 months has Percent = 0.75 x 0.75 = 0.56.
- Enter Percent with two decimal points.

<mark>Code full time employees with dual appointments and/or shared responsibilities at 100% if these individuals work a full-time schedule. Such individuals should be listed on the salary survey only once.</mark>

- **Report salaries for both full-time and part-time professional positions**. Salaries for part-time positions should **<u>NOT</u>** be converted to their full-time equivalents. Report the <mark>actual salary awarded for the part-time position, not the total amount paid</mark> and indicate the percent appointment for that employee in the appropriate column.

- **Include salaries for all professional positions, regardless of whether the salaries come from regular library budget funds <u>or from special funds such as research grants</u>**. Please include all professionals involved in the provision of library services, including **contract-supported positions**.

- **The salary figures should be straight gross salary figures. <u>Do not include fringe benefits</u>.**

INSTRUCTIONS

- **Provide explanatory footnotes to the reported figures, when necessary, at the end of Part I.** Footnotes will be included in the published survey, where appropriate.

- **After all data have been entered on the CSV file, make a backup copy of the complete file for your institution.** Your backup should include individual names/ID numbers. NOTE: The data submitted to ARL should NOT include individual names/ID numbers, so <u>ARL will NOT be able to supply a copy of your institution's complete file next year</u>.

- **Go to http://arlstatistics.org** to fill out Part I and to upload the CSV file for Part II. <u>NOTE: The Web interface allows you to return and edit your information before it is submitted.</u> In order to streamline the data collection, our preferred submission method is via the http://arlstatistics.org interface.

Part I: Institutional Information
(To be completed online. A PDF-formatted preview version of Part 1 is available on the [survey website](#).)

1. Part I of this survey deals with general information for the current fiscal year, 2015-16.

2. Include the Beginning Professional Salary for Law and Medical libraries if included in the survey and you have edit rights to their form.

3. The Beginning Professional Salary is the salary that **would** be paid to a **newly hired 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, even if it is your practice rarely to hire entry-level professionals without experience.

4. Please report the **2015-16** Beginning Professional Salary <u>to the best of your knowledge</u> as it exists on July 1, 2015. Do not delay returning your survey with the expectation that more information will be available later.

5. The 2015-16 Average and Median Salary figures will be calculated by ARL from the individual data supplied.

Part II: Data Upload - Individual Data (Microsoft CSV Form)

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1. Part II of this survey requests individual-level information on salary, sex, minority status, rank, years of experience and working title for all filled positions for fiscal year 2015-16. Aggregated statistics for each institution will be calculated by ARL. Vacant positions should be excluded from your report.

2. **Data for the Main, Law, and Medical libraries should be reported on _separate_ CSV files.**

3. **Obtain the CSV file.**
These instructions assume that you have Microsoft Excel available for use and that you know how to save a spreadsheet in CSV format using Excel. (This is common functionality in many spreadsheet and database programs).

The CSV file is available at: <u>http://www.arlstatistics.org/About/Mailings/ss 2015-16</u>. This is a generic, blank file that can hold data for Main, Law, or Medical libraries. The file's name is "sal15xxxx.xls"; open the file and save it to your own computer by choosing the "Save As" option in CSV. When saving the file, utilize ARL as the prefix for Main library reports, use 15 to designate the year (2015-16), and change "xxxx" to your ARL institution code number, e.g., "ARL151150.xls." Note: use MED for medical libraries, e.g. "MED151150" and LAW to denote law libraries, e.g., "LAW151150." You can find your ARL institution code at: <u>http://www.arlstatistics.org/about/instno</u>

> The file contains columns labeled as follows:
> Required: <u>Name/ID#</u> (deleted before submitting) <u>LibID</u> <u>Page</u> <u>Line</u> <u>Salary</u> <u>Job</u> <u>Sex</u> <u>OEOcat</u>
>   <u>YrsExp</u> <u>Rank</u> <u>Percent</u> <u>Working Job Title</u>
> Optional: <u>Hisp</u> <u>NatAm</u> <u>Asian</u> <u>Black</u> <u>HawPI</u> <u>White</u>

In the LibID column, enter your ARL Library Institution Code. You can find your ARL institution code at: <u>http://www.arlstatistics.org/about/instno</u>

Columns labeled "Page," "Line," and "Percent" are already filled for you. The numbers in the "Page" and "Line" columns will be used to identify these positions in case of data errors; do not change them. Eleven "pages" of 25 lines each have been provided; if this is not sufficient to list all positions at your institution, copy and paste lines 1-25 of the last page as needed.

4. Upload Part II using the Web Data Entry Instructions on the mailing website.

Entering Data for Part II: Data Upload - Individual Data (Microsoft CSV Form)

1. The "Name/ID#" column is for your internal use, to enter and verify information for staff members by name. ARL does not require that you submit the information in this field to ARL. Please delete this column before sending the file to ARL. Upon receiving this file, ARL will delete any data in this column if you have not deleted them already.

2. The "LibID" will hold your institution's ARL number, for identification purposes. If you do not know your ARL number, you can find it here: http://www.arlstatistics.org/about/instno. If you leave this column blank, it will be filled in by ARL staff.

3. "Salary" should be entered as it existed on July 1, 2015. Please do not hold up the reporting process for later salary adjustments. Include all filled positions and exclude all vacant positions. Report the actual salary awarded, rather than the total amount paid. Do not adjust part-time salaries to their full-time equivalents; ARL will do this during the data analysis and verification stage. Do not include fringe benefits.

For employees with dual appointments and/or shared responsibilities, report the actual salary awarded regardless of whether the salaries comes from regular library budget funds or from other sources/departments. If an individual worked at the library for less than the full year covered by the Salary Survey, report the actual salary awarded rather than the salary expenditure.

For example, a **full time** employee whose first day of employment was January 1, 2015 and who earns an annual salary of $40,000 with a dual appointment - 1/2 the salary paid by the library and 1/2 paid by another department - would have worked in the library for 6 full months as of June 30, 2015. Report the full salary awarded as of July 1, 2015 ($40,000) on the salary survey, rather than $10,000, which is the library's actual expenditure (sans fringe benefits) for the first 1/2 of the year for 1/2 of this person's salary. Report 100% for Percent FTE to reflect that this employee works a full time schedule.

4. Each position can have only **one** "Job" code, to be taken from the following list:

DIRLIB	Dean of Libraries and/or University Librarian (includes Director of Libraries and equivalent titles)
ASCDIR	Associate Dean/Director
ASTDIR	Assistant Dean/Director
HDMED	Head, Medical Library (Human Medicine only)
HDLAW	Head, Law Library

HDBR	Head, Other Branch Library (including Veterinary Medicine)
HDACQ	Head, Acquisitions Department (may include management of acquisitions and licensing of electronic resources)
HDCAT	Head, Catalog Department/Unit (may include management of acquisitions and licensing of electronic resources)
HDCIRC	Head, Access Services (Circulation, Reserves, Stack Maintenance, Interlibrary Loan)
HDCOMP	Head, Library Technology (includes productivity platforms)
HDRBM	Head, Rare Book/Manuscripts Department/Special Collections
HDREF	Head, Research/Reference Department/Information or Learning Commons
HDOTH	Head, Other Department/Service/Agency

ADMSPEC *Administrative Specialist*
- BUSI   Budget/Fiscal/Business Manager/Facilities
- HUMRES Human Resources/Training/Staff Development
- DEV   Development/Advancement
- ADMIN   Administrative support, Marketing/Communication/IP Permissions

DIGITALSPEC *Digital Specialist*
- ITS   Information Technology Systems
- ITW   Information Technology Web Development
- ITP   Information Technology Programming/Application Development
- SCHOLAR Scholarly Communications (definition working or promoting Open Access, providing advice on copyright issues and fair use)
- IR   Institutional Repository Curator
- DIGIACQ Acquires e-resources and manages licensing of electronic resources
- DIGICUR Creates and curates digital collections in sciences, social sciences, humanities, including data-management issues across multiple disciplines.
- SS   Digital specialists with subject expertise in humanities, social sciences, sciences digital humanities, science data specialists, etc.

FSPEC *Functional Specialist*
- ARCH   Archivists/Curators (Print and/or digital collections)
- ASSESS Assessment, Management Information Systems, Planning
- CTL   Coordinator, Team Leader (non-supervisory responsibility)

	MEDIA	Media/Multimedia Specialists (including graphics)
	PRES	Preservation/Conservation, including digital collections

SSPEC   Subject Specialist (may include Specialized Reference, Collection Dev., Faculty Liaison, Instruction, Embedded roles, etc.) Clinical librarians would be included here.

<mark>HFA   Subject specialist in Humanities/Fine Arts
SCI   Subject Specialist in Sciences & Tech.
SBS   Subject Specialist in Social/Behavior Sci.
AREA   Area Studies Subject Specialist (for those with country, geographic area or language specialization)</mark>

CAT/METADATA   Catalogers, and metadata analysts, both general and specialized

RES/REF/INSTR   General research, reference and instruction librarians (typically for undergraduate students); include instructional technology here; no collection development responsibilities.

PUBS   Public Services, non-supervisory, except reference librarians

TECH   Technical Services, non-supervisory, except catalogers

The position categories used in this survey are intended to correspond roughly with the nomenclature activities carried on in libraries, not with any particular pattern of staff organization. Please use these categories in the manner you feel best applies to your library. If any individual has responsibilities described by more than one of the above categories, choose the category that is <u>most</u> typical of his/her general duties.

<mark>Choose ONE job code for employees with dual appointments or shared responsibilities. Such individuals should be listed on the salary survey only once.</mark>

Associate or Assistant Director, or Head, Other Branch. Use this code for all persons responsible for the management of a separate facility, regardless of the area of specialty. If an assistant or associate director is also head of a department in such a facility, choose the category that most reflects the general duties of the person currently in the position.

Department Heads. Department Heads not specifically included in the above list should be included under the category "Head, Other Department/Service/Agency." Head, Catalog Department should be used either for the department that handles all cataloging, or for the head of a specialized cataloging unit (e.g. copy cataloging or foreign languages). List the head of library technology and computer systems, applications, programming, etc. as HDCOMP unless that person is also an Associate or Assistant Director, in which case use the appropriate administrative code. If there is an intermediate level of management between an Associate or Assistant Director and the professionals who actually carry out the analysis, programming, etc., use HDCOMP to

define that intermediate level. Professionals who carry out programming should be listed as digital specialists (DIGITALSPEC).

Special note concerning Assistant Department Heads. Assistant Department Heads who are responsible for major units and spend the bulk of their time in supervision and revision of the work of others should also be listed as "Head, Other Department/Service/Agency." See additional sub-codes below for Head, Cataloging, and Head, Other Department. However, Assistant Head positions responsible for small units or for supervision only in the absence of the Department Head should be reported as non-supervisory or specialist positions as appropriate.

Head, Acquisitions Department. Use HDACQ for all of the following positions: (a) head of a department that is responsible for the selection of material (or management of selection activities carried out on a basis encompassing more than a single organizational unit), but not responsible for the placement of orders, payment of invoices, etc.; (b) head of a department responsible for the placement of orders, maintaining on-order files, payment of invoices, etc., but not responsible for selection decisions; (c) head of a department responsible for both the selection decisions (or coordination of selection activities) and for acquiring the material. Libraries that split these two functions between two departments should report more than one professional with the position HDACQ. ==If someone is both HDACQ and HDCAT, report such positions under HDCAT.==

Specialists. These are of four kinds: ***Administrative Specialists*** may provide critical organizational support that is institutional in nature (e.g., Finance or Personnel, etc.); ***Digital Specialists*** provide technical support and expertise needed to provide and maintain services that are digital in nature; ***Functional Specialists*** are archivists and curators, media specialists or experts in preservation, or may coordinate or lead a team or program (e.g. Coordinator of Information Commons); ***Subject Specialists*** build collections, but may also provide specialized research and reference assistance, including specialized instruction and faculty liaison, and specialized services like GIS; Specialists may not be, strictly speaking, professional librarians (i.e., have an MLS). The "specialist" category would generally not be used for someone with significant supervisory responsibilities. (See also note under Assistant Department Head, above.)

> **Administrative Specialist sub-codes**. BUSI and HUMRES were formerly part of the Functional Specialists category, ADMIN was a general category that has been narrowed in focus, and DEV is a new category.

> **Digital Specialist**. These sub-codes include three that were formerly part of the Functional Specialist category and four new sub-codes meant to capture some of the new positions in libraries that are the result of an increased digital presence. The new SS sub-code captures the work of those Digital Specialists that are also subject specialists; for example digital specialists with subject expertise in humanities, social sciences or sciences; this category includes digital humanities, science data specialists, etc.

> **Functional Specialist sub-codes.** Starting with the 2004-05 Salary Survey, the ARL Statistics and Assessment Committee adopted a proposal from the ACRL Personnel

Administrators and Staff Development Officers Discussion Group to break down the Functional Specialist category. For each position which would have been labeled FSPEC prior to 2004-05, instead please use one of the five sub-codes (ARCH, ASSESS, CTL, MEDIA, PRES) to describe that position. If you cannot determine which sub-code to use, please use the FSPEC code.

Subject Specialist sub-codes. Starting with the 2013-14 ARL Salary Survey, the ARL Statistics and Assessment Committee adopted the following codes into the Annual Salary Survey data collection: HFA, SCI, SBS, and AREA. For each position which would have been labeled SSPEC prior to 2013-14, instead please use one of the four sub-codes (HFA, SCI, SBS, or AREA) to describe that position. If you cannot determine which sub-code to use, please use the SSPEC code.

These codes were formerly collected every 5 years. Use these codes to indicate non-supervisory main and/or branch library staff who specialize in one of the subject areas (either a sub-field, or the entire area) indicated in the "job codes" section. Do not add codes for staff in these positions who have broader, other, or mixed subject responsibilities (e.g. more than one field specialty); but do include subject specialists who also have some (i.e. 50% or less) general or other assignments.

NOTE: The AREA sub-code captures the responsibilities of library professionals with country, geographic area or language specialization. Law and Health Sciences librarians are not included under the AREA sub-code <u>unless</u> these individuals have a country, geographic area or language specialization.

5.**Please indicate "Sex" with the letter M or F**, indicating male or female, respectively.

6. **"OEOCat" minority status code**, for U.S. university libraries only, should be indicated with one of the following code numbers. (You may leave blank if a Canadian library):
> 1 = Black
> 2 = Hispanic
> 3 = Asian or Pacific Islander
> 4 = American Indian or Native Alaskan
> 5 = Caucasian/Other

7. **"YrsExp," or total years of professional experience.**   Report years of experience for each staff member's **entire professional career**, NOT the years of service at your institution. For most professional staff members this will mean counting the years since the MLS degree was awarded. When counting, do not subtract interim periods when an individual was not engaged in professional library employment if these periods are short in relation to the overall professional career. Count an academic year contract period as a full year. Be sure to include professional experience in previous positions and in other institutions.   <u>The figure should be rounded off to the nearest whole number; for example, a position with 14.5 years of experience would appear as 15.</u>

8. **Indicate "Rank" using the following system of codes**:

0   The library director. Some systems also use 0 for assistant and/or associate directors.
1   Lowest level in the rank structure, such as an entry-level position.
2-8   Successively higher levels; for example, 5 indicates a higher rank than 2.
9   Rank cannot be determined, or, the individual is outside the organization's rank structure.

NOTE: These codes are meant to be *guides only*. Do not recode your rank system into an 8 level system if your rank system does not have eight levels. Please code each employee with his or her *actual* rank at your institution. When coding the library director as "0", do not add or subtract a level to or from your ranking system.

Responses concerning rank should be limited to professional librarians, and other professionals who occupy the same ranks as librarians. **Leave the rank column blank for professionals who do not occupy these ranks or if the column is not applicable.** For example, if the Library Business Officer holds a rank typically used for university administrators but not for librarians, do not supply a rank code for that individual, even if you have included salary and other data.

If multiple ranking structures are used for librarians and these structures are substantially different and not equivalent, enter individual rank information only for that group which represents the largest fraction of "rank-and-file" librarians.

The maximum number of ranks reported here must not exceed the maximum number of rank-levels reported in Part I for individual data under Rank structure. When counting the total number of rank levels, include ranks that may be unoccupied at the present time due to circumstances like unusually high turnover, hiring freezes, etc.

9. **"Percent"** is used to determine if an employee works full-time or part-time. All full-time employees have Percent = 1.00, i.e., they work 100% of a full-time schedule. If percent is less than 1.00, then the employee works that fraction of a full-time schedule. For example, a 65% time appointment would be entered as 0.65. Calculate the percent appointment by dividing the amount of time an employee works by the amount considered to be the norm for full-time employment at your institution. For example, if a full-time appointment at your institution is 12 months at 40 hours per week:
   o A 9-month part-time appointment has Percent = 9/12, or 0.75.
   o An appointment at 30 hours per week has Percent = 30/40, also 0.75.
   o An appointment at 30 hours and 9 months has Percent = 0.75 x 0.75 = 0.56.
   o Enter Percent with two decimal points.

Code full time employees with dual appointments or shared responsibilities at 100% if these individual work a full-time schedule. Such individuals should be listed on the salary survey only once.

10. **Working Job Title**. Please list the Working Job Title for each employee. The working job title is typically the job title used in the job announcement. It denotes something about the content of

the job. For example, if an individual serves as the Liaison for the Geography Department on campus, the working job title may be "Subject Liaison, Geography" or "Subject Librarian, Geography" or "Subject Liaison Librarian", etc. Please list the Working Job Title rather than the rank title of "Librarian I" or "Assistant Librarian".

Enter all pertinent Working Job Titles for employees with dual appointments or shared responsibilities. Such individuals should be listed on the salary survey only once. The field in the CSV spreadsheet will accommodate long job titles.

Optional Questions: (The last 12 columns of the spreadsheet.)

Please complete as much of this section as possible, but do not hold up the reporting process if some of the data requested are not available.

1. **Bargaining Unit Employee** (BUE). A bargaining unit employee or in-unit employee is an employee who is a member of a bargaining unit. A bargaining unit in labor relations is a group of employees with a clear and identifiable community of interests who are represented by a labor union in collective bargaining and other dealings with management. A BUE may or may not be a dues-paying member of a labor union. Enter a 1 or 0 in this column. 1=yes, the employee is a BUE. 0=no, the employee is NOT a BUE.

2. **Year of Birth (YrBirth).** For each individual, record the four-digit year of birth.

3. **Library degrees earned (LibDeg).** Use the following codes to indicate the highest academic degree earned in the field of librarianship:

0	None
1	Bachelor
2	Master
3	CAGS (6th yr. certificate)
4	Doctorate (Other than Ph.D.)
5	Ph.D.

4. **Other degrees earned (OtherDeg).** Use the following codes to indicate the highest degree earned in fields other than librarianship, including basic undergraduate education:

0	None
1	Bachelor
2	Master
3	Second Master (i.e., 2 subject fields)
4	CAGS (6th-year certificate)
5	LLB/JD
6	Doctorate (Other than Ph.D.)
7	Ph.D.

5. **Years of professional experience at reporting institution (YrsLib).** Use this line to report the number of years of <u>professional</u> experience each librarian has had at <u>your institution</u>. **This figure must not exceed the number reported as Total Years of Professional Experience on the main part of the form.**

6. **Race and Ethnicity:**
We follow the Standards for the Classification of Federal Data on Race and Ethnicity used by the U.S. Office of Management and Budget to collect the racial data in the U.S. Census. According to the standard, there are five minimum categories for data on race (American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White) and one category for data on ethnicity ("Hispanic or Latino").

Multiracial respondents have the option of choosing multiple responses to the race question by selecting all racial categories that apply to them. Canadian libraries have the option of leaving the following columns blank:

a. Ethnicity should be indicated by coding 1 to indicate if the person is of Hispanic or Latino ethnicity, and coding 0 otherwise. The definition of Hispanic or Latino ethnicity is: A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.

b. Race should be indicated for U.S. university libraries only, by choosing one or more responses among the five racial categories provided here; 1=yes and 0=no. You can select multiple racial categories for a person. The definitions of the five racial categories, listed with their respective column names, are:

<u>American Indian or Alaska Native (NatAm)</u>: A person having origins in any of the original peoples of North and South America (including Central America) who maintains tribal affiliation or community attachment.

<u>Asian (Asian)</u>: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

<u>Black or African American (Black)</u>: A person having origins in any of the black racial groups of Africa.

<u>Native Hawaiian or Other Pacific Islander (HawPI)</u>: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

<u>White (White)</u>: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

These racial categories were first used by the Bureau of the Census in the 2000 decennial census.[1] The purpose of the revised classification is to reflect the increasing diversity of the U.S. population that has resulted primarily from growth in immigration and in interracial marriages.   In light of these developments, we are collecting the classification on race and ethnicity in the *ARL Annual Salary Survey on an **optional** basis.*

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[1] http://www.census.gov/population/www/socdemo/race/racefactcb.html