

## ARL Annual Salary Survey 2017–2018 Nonuniversity Library Questionnaire General and Data Input (CSV) Instructions

[http://www.arlstatistics.org/About/Mailings/ss\\_2017-18](http://www.arlstatistics.org/About/Mailings/ss_2017-18)

### Part I: Institutional Information

(To be completed online. Click the URL above to view the preview version in PDF format.)

**Please complete the online questionnaire by November 30, 2017. 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 file or completing your submission online, please e-mail [stats@arl.org](mailto:stats@arl.org) or call the office at 202-296-2296 for assistance.

1. Part I of this survey deals with general information for the current fiscal year, 2017–18.
2. **This survey is concerned with the salaries of 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 membership in a collective bargaining unit, and including, when appropriate, staff who are not librarians in the strict sense of the term, such as systems analysts, budget officers, etc.
3. Salaries should be reported for all filled positions. Vacant positions should be excluded from your report.
4. Report 2017–18 salaries **as they exist on July 1, 2017.** If the library normally increases salaries at a date after July 1, and the salary as of that later date is known or can be estimated (within \$100 or so) by the time the questionnaire is due to be returned, please use the higher salary and footnote the effective date and/or whether the reported figures are known or estimated. Please do not hold up the reporting process for later salary adjustments.
5. The Median Salary is the salary that has an equal number of salaries above it and below it. In those libraries with an even number of positions, the median salary is the average of the two salaries that have an equal number of salaries above and below them.
6. 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.
7. Salaries should be reported for both full-time and part-time professional positions. However, salaries for part-time positions should be converted to their full-time equivalents before reporting; do not report the actual part-time salary paid.

8. Salaries should normally be reported on a 12-month basis. If an appointment is for 9 or 10 months at the option of the employee, the actual salary paid should be increased to its 12-month equivalent. However, if appointments of less than 12 months are required by the employer, report the actual salary paid.
9. The salaries for all professional positions should be included, regardless of whether the salaries come from regular library budget funds or from special funds such as research grants.
10. The salary figures should be straight gross salary figures. Do not include fringe benefits.
11. **Provide explanatory footnotes to the reported figures, when necessary.** Footnotes will be included in the published survey, where appropriate.

## **Part II: Data Upload—Individual Data (Excel spreadsheet in CSV format)**

1. Part II of this survey is a CSV file, where you will indicate the number of filled professional positions in each salary range for fiscal years 2016–17 and 2017–18.

We are using online validation. 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.

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

The template CSV file is available at: [http://www.arlstatistics.org/About/Mailings/ss\\_2017-18](http://www.arlstatistics.org/About/Mailings/ss_2017-18). This is a generic, blank form that can hold your data. The file's name is "sal17nuxxxx.xls"; open the file and save it to your own computer by choosing "Save As" under the File menu. When saving the file, utilize ARL as the prefix, use 16 to designate the year (2017–18), and change the "xxxx" in its name to your ARL institution code number, e.g., "ARL179975.doc." You can find your ARL institution code at: <http://www.arlstatistics.org/about/instno>.

3. After all data have been entered on the CSV file, please make a backup copy.

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