



ASSOCIATION OF RESEARCH LIBRARIES

September 4, 2007

To: Directors of ARL University Libraries  
From: Martha Kyrillidou, Director of ARL Statistics and Service Quality Programs  
Cc: ARL Annual Salary Survey Coordinators  
Re: ARL Annual Salary Survey, 2007-08

Enclosed are the instructions and questionnaire for the 2007-08 *ARL Annual Salary Survey*. The questionnaire should be completed and returned to ARL by **September 30, 2007**. Please submit salary figures as of July 1, 2007.

ARL will be using a new online system for data upload. Here, you can provide the information from Part I of the questionnaire on the Web as well as upload a spreadsheet file containing your information from Part II. This online system can be accessed at:  
<http://www.arl.org/stats/annualsurveys/salary/salform07.shtml>.

If you prefer, spreadsheets can be returned through the mail, or as attachments via e-mail. However, if either of these methods are used, please remember to include Part I of survey with your submission.

*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 2007-08 instructions and forms.*

We are also asking six additional, *optional* questions to collect the information on race and ethnicity based on the new standard for the classification of race and ethnicity. *Please do not hold your response because of these optional questions. You can return the spreadsheets to us without the optional data.*

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.

*(over, please)*

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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 received in the office to complete processing.

Please direct questions about completing the survey to Martha Kyrillidou (martha@arl.org), Mark Young (stats-ra@arl.org), Kristina Justh (kristina@arl.org) or Gary Roebuck (gary@arl.org).

The 2006-07 *ARL Annual Salary Survey* is available online at <http://www.arl.org/stats/salary/>. Print copies of the 2006-07 publication are being delivered to our distribution center and should be mailed to your institutions in the coming days.

Thank you for your contribution and continuing support.

Enclosures:

- ARL Annual Salary Survey 2007-08 University Library Questionnaire:
  - General and Data Input (Excel) Instructions
  - Part I: Summary Data
  - Part II: Individual Data