

ARL ANNUAL SALARY SURVEY 2008-09
NONUNIVERSITY LIBRARY QUESTIONNAIRE

General Instructions for Completing the Questionnaire

1. 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.
2. **Obtain the Word file.** These instructions assume that you have Microsoft Word available for use. If not, or if you have trouble opening the files in Word, please call the ARL Statistics and Measurement Program at (202) 296-2296 or email stats@arl.org.
3. The template Word file is available at: <http://www.arl.org/stats/annualsurveys/salary/salform08.shtml>. This is a generic, blank form that can hold your data. The file’s name is “nu_form08xxxx.doc”; open the file and save it to your own computer by choosing “Save As” under the File menu. When saving the file, please change the “xxxx” in its name to your institution’s name, e.g., “sal08Smithsonian.doc.”
4. Salaries should be reported for all filled positions. Vacant positions should be excluded from your report.
5. Report 2008-09 salaries *as they exist on July 1, 2008*. 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.
6. 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.
7. The Beginning Professional Salary is the salary that would be paid to a 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.
8. 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.
9. 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.
10. 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.
11. The salary figures should be straight gross salary figures. Do not include fringe benefits.
12. Explanatory footnotes to the reported figures may be provided when necessary. Footnotes will be included in the published survey.
13. Provide the name of the reporting library and the name of the person who prepares the report.
14. **Use the newly available Web form for your data submission:**

(<http://www.formspring.com/forms/?366133-c6BynijupA>). Fill in Part I on the Web and upload your file for Part II through the same interface. **NOTE: You must complete the entire submission in a single session. The Web interface does NOT allow you to return and edit your information once it is submitted.**

Note: ARL is using the online services of FormSpring to collect the data. As part of its privacy policy, FormSpring pledges not to sell any collected information to third parties. For the complete FormSpring privacy policy, visit <http://www.formspring.com/privacy.html>. ARL also accepts Part I and Part II of the salary survey by e-mail attachment from those users who may be uncomfortable submitting the files in FormSpring.

Please Submit the Web form by September 30, 2008.

For assistance, contact Martha Kyrillidou (martha@arl.org) or Les Bland (stats@arl.org) or Kristina Justh (kristina@arl.org) or Gary Roebuck (gary@arl.org). Tel. 202-296-2296 or fax 202-872-0884.