ARL Annual Salary Survey 2020
Nonuniversity Library Questionnaire
Instructions and Definitions

The ARL Annual Salary Survey describes compensation and minority representation for professional-level employees in ARL member libraries and provides important information on the changing nature of ARL libraries and employees.

Log in and submit your library’s data online at www.arlstatistics.org by April 15, 2021.

Resources

See Instructions for Submitting ARL Salary Survey Data Online for detailed guidance on using the web interface.

Download the Data Template (CSV) for your library’s submission.

Data Submission Instructions

Survey Set Up (ARL staff in collaboration with primary contact)

At this stage, the primary contact should review the survey configuration and work with ARL staff to make any desired changes to user data entry rights and available survey forms. You can view your current survey configuration by clicking on the “Review survey settings” link at the bottom of the Stage 2 Monitor Data Entry screen. (See the Instructions for Submitting ARL Salary Survey Data Online for guidance on using the web interface.) To add a new user to the system, follow the instructions in the Data Entry Roles section below. For all other changes, email stats@arl.org.

Data Entry (primary contact and other users responsible for data entry)

1. Complete the individual survey form for your library.
   a. To view the definition and instructions for Question 1 and 2, click on the icon.
   b. To enter a footnote for Question 1 and 2, click on the icon.
   c. You may save your work in progress by clicking the “Save” button at the end of each section.

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d. Complete and upload the CSV file for your library to report the number of professional-level employees in each salary band.

e. Keep a complete copy of your submission, including the CSV file, to use as a starting point for next year’s survey.

2. Click the “Data Entry Complete” button at the bottom of the page when you have finished entering data and have uploaded the CSV file. The branch’s status will change from “Open” to “Review” on the Monitor Data Entry screen.

3. When your survey form has been completed, the system will automatically move the survey to the review stage.

Data Entry Roles

Primary contact—The primary contact is your institution’s point person for the ARL Annual Salary Survey. This person is responsible for defining the system users and the library branches that will report data.

Users—Other staff members at your institution who are involved with data submittal can be added to the system as users. To add a new user with edit rights:

1) Add the user by clicking Manage Users in the left-hand navigation bar and completing the form at the bottom of the screen.
2) Email stats@arl.org to inform ARL that the new contact needs data entry/edit rights.

Preparing and Uploading Your CSV Files

Part II of the ARL Annual Salary Survey requests a count of professional-level employees in each salary range listed for fiscal year 2020. Vacant positions should be excluded from your report.

The CSV template can be downloaded at http://www.arlstatistics.org/About/Mailings/ss_2020.

1) Download the CSV template for your library, and name the files as follows (where xxxx is your ARL library institution code): sal20nuxxxx.csv.

2) Save backup copies of the spreadsheet for your institution’s files that include names/ID numbers for each employee. ARL does not collect name/ID data and will not be able to supply a copy of your institution’s complete file with this information next year.

3) Delete the “Name/ID” data the spreadsheets that you will be submitting to ARL.

4) Upload the CSV file. The ARL system requires files to be in CSV (not Excel) format for validation. Detailed guidance on uploading files can be found in the Instructions for Submitting ARL Salary Survey Data Online.
Definitions

Part I: Institutional Information

Median Professional Salary

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.

When entering the median professional salary, do not enter commas or decimals. Example: A median professional salary of $50,000 would be entered as 50000 in the online survey form.

Minimum Librarian Salary

The Minimum Librarian Salary is the lowest salary that would be paid to a newly hired entry-level librarian (regardless of job code) with the minimum required educational experience and without prior experience as a librarian, even if it is your institution’s practice/experience to rarely hire entry-level librarians without experience.

When entering the minimum librarian salary, do not enter commas or decimals. Example: A Minimum Librarian Salary of $45,000 would be entered as 45000 in the online survey form.

Branch libraries included in the ARL Salary Survey

Report here the branch libraries included in the data reported on each CSV data spreadsheet.

Branch libraries NOT included in the ARL Salary Survey

Report here the branch libraries not included in the data reported on each survey form.

Additional general footnotes for the ARL Salary Survey

Report here any additional information that would be helpful to understand your data.

Part II: Individual Data (CSV upload)

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.

Salaries

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. The salary figures should be straight gross salary figures. Do not include fringe benefits.
Salaries should be reported for full-time professional positions.

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.

Submit the completed questionnaire
by April 15, 2021

For assistance, please email stats@arl.org
Tel. (202) 296-2296

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