ARL Annual Salary Survey 2020
University 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 individual copies of the Data Template (CSV) for your, health sciences, law libraries, and all other branch libraries (including main).

Look up your library’s institution code (LibID) on the ARL Library Institution Codes page on the ARL Statistics website.

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 ‘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 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 to one or more survey forms:

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.

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

1. Complete the survey forms for the health sciences, law, and all other branch (including main) libraries if applicable. Different users at your institution may be responsible for completing each survey form.
   a. To view the definition and instructions for Question 1, 2, or 3, click on the icon.
   b. To enter a footnote for Question 1, 2, or 3, click on the icon.
   c. You may save your work in progress by clicking the “Save” button at the end of each section.
   d. Complete and upload separate CSV files for your health sciences, law, and all other branch (including main) libraries to report individual level salary and demographic data.
   e. Keep a complete copy of your submission, including the CSV files, to use as a starting point for next year’s survey.
2. For each branch survey form, 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 all branch survey forms have been completed, the system will automatically move the survey to the review stage.

Preparing and Uploading Your CSV Files

Part II of the ARL Annual Salary Survey requests individual-level information on salary, sex, minority status, years of experience, and job title for all filled positions for survey cycle year 2020. Average and median salaries for each institution will be calculated by ARL. Vacant positions should be excluded from your report, for further details please view section on Salary.

CSV templates can be downloaded at http://www.arlstatistics.org/About/Mailings/ss_2020. Eleven pages of 25 lines each are 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.

1) Download a separate CSV template for each branch for which you are submitting data (health sciences, law and/or all other branch (including main) libraries). Name the files as follows (where xxxx is your ARL library institution code):
   a. MED20xxxx.csv for Health Sciences
   b. LAW20xxxx.csv for Law
   c. ARL20xxxx.csv for All Other Branches (including Main)
2) Columns labeled “Page” and “Line” are already filled for you. The numbers in these columns will be used to identify these positions in case of data errors; do not change them.
3) Paste your library’s ARL library institution code in all rows of the “LibID” column in each spreadsheet.
4) Enter individual-level data on each spreadsheet for all professional-level employees of that branch.
5) Save backup copies of the spreadsheets 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.
6) Delete the “Name/ID” column from the spreadsheets that you will be submitting to ARL.
7) Upload the separate CSV files on the appropriate branch survey forms. 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

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 title) 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.

Please note that this question only applies to librarian salaries.

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.

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 the labor union.

Faculty/Academic Appointments

Please use your institutional definitions of faculty/academic status, if available. While institutions may use different terminology, for the purposes of this survey please consider faculty status/academic appointments to be in place if librarians are afforded the same rights and responsibilities as other faculty. For example, if library professionals have the same entitlement to rank, promotion, tenure, compensation, leave, and research funds that can be considered as faculty status.
Branch Library Definition

A branch library is defined as a library service outlet with publicly accessible space, which has a collection of materials, a regular staffing level, and an established schedule. A branch library may include “main,” law and health libraries, and should be considered regardless of how they fit into the university organization: reporting through a library system, a college or some other unit. An example might be a journalism or science library that fits the definition provided above.

Report salary survey statistics for 3 separate categories: 1) health library, 2) law library, and 3) all other branch libraries. The “all other branch libraries” category will include the main library, if designated, and all other branches that meet the new branch definition, with the exception of health and law libraries, which are to be reported separately.

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. It is not necessary to state that law and health sciences libraries are reported on separate spreadsheets.

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-level positions only. Professional-level employees are designated by the work they perform, which is predominantly intellectual, requires specialized knowledge and/or education, and involves the exercise of discretion and judgment. They typically hold an advanced degree (masters or above). Importantly, the intent of this survey is to include a comprehensive picture of professional positions - for more clarification about which professional-level job types to include, reference the list of job titles.

Survey Questions (columns A–K)

Name/ID# (Column A)

The “Name/ID#” column is for your internal use, to enter and verify information for staff members by name. 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.

Year (Column B)

Year is 2020 for all employees. (See Excel template.)

ARL Library Institution Code—“LibID” (Column C)

The “LibID” column holds 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.
Page (Column D) and Line (Column E)

Values in these columns are already filled for you. The numbers in these columns will be used to identify these positions in case of data errors; do not change them.

Salary (Column F)

Salary should be entered as it existed on July 1, 2020. Report the actual salary awarded, rather than the total amount paid. Professional-level employees who are on sabbatical or some other leave of absence, including family leave, should be included. Survey submissions require the inclusion of individuals in positions who are “paid but not present” and have a definitive end date to their “paid but no present” status.

Example:
- Professionals who are on sabbatical
- Professionals who are on secondment
- Professionals who have taken a leave of absence
- Professionals on maternity/paternity leave
- Professionals who are retired and receiving their salary or portion thereof until their final day in the office

Exclude interim appointments, temporary positions, and all vacant positions where there is no salary currently being paid and positions that have not been filled as of July 1, 2020. Do not report part-time salaries. 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.

Example:
A full-time employee whose first day of employment was January 1, 2020 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, 2020. Report the full salary awarded as of July 1, 2020 ($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.

Job Title—”Job” (Column G)

Each position can only be assigned one “Job” title. If an individual’s responsibilities overlap categories, please choose the category that is most typical for the individual’s general duties.

Choose one job title for employees with dual appointments or shared responsibilities. Such individuals should be listed on the salary survey only once.
Job Titles and Definitions

Access Services: Facilitates the use of library collections. Includes general circulation, reserves, interlibrary loan, document delivery, stack maintenance, and off-site storage.

Acquisitions/Electronic Resources: Obtains library materials through purchases, exchanges, or gifts. Includes ordering and receipt of materials, license agreements, and vendor relations.

Application Development: Designs, develops, implements (codes), and deploys software that supports library services, content platforms, and digital initiatives. Assign Web Development for those who design and develop library websites, including website applications.

Archiving/Curatorial/Rare Books: Selects, organizes, maintains, preserves, and provides access to archival, special, and rare book collections through exhibits, outreach, programs, and reference or instructional activities.

Assessment/Analytics/User Experience Designs, plans, and executes studies to document the effectiveness of library programs and services, understand user behavior and needs and/or support other forms of evidence-based decision making. Assign Collection Development/Management/Strategy if the individual primarily conducts collection analysis and assessment.

Associate/Assistant Dean/Director/University Librarian

Branch Library Head: Leads a library service outlet with publicly accessible space, which has a collection of materials, a regular staffing level, and an established schedule. A branch library may include “main”, law and health libraries, and should be considered regardless of how they fit into the university organization: reporting through a library system, a college or some other unit. An example might be a journalism or science library that fits the definition provided above.

Cataloging/Bibliographic Control/Metadata: Catalogs and classifies new materials. Prepares and maintains information used to describe an item for discovery. Maintains catalog to conform to established standards.

Collection Development/Management/Strategy: Establishes collection policy, assesses library user collection needs, evaluates the collection, selects materials, manages resource sharing agreements and coordinates collection maintenance.

Data Services/GIS: Provides support for research data management, and facilitates data sharing, and publication. Curates data or data sets for digital archives. Provides data visualization or geographic information system (GIS) services.

Dean/Director/Head Law Library

Dean/Director/Head Medical Library

Dean/Director/University Librarian

Development/Fundraising/Grant Writing and/or Management: Professional level personnel primarily engaged in supporting the development of proposals and/or the pre or post-award
management of awards. Note: This category should not be used for personnel serving as a PI (principal investigator).

**Digital Initiatives/Services**: Creates and curates digital collections in sciences, social sciences, and the humanities. Collaborates on projects involving the application of digital or computational methods to humanities research.

**Exhibits Coordination**: Coordinates, plans and organizes permanent or traveling exhibitions. Manages exhibit installation schedule and partners with curators and others on exhibit design.

**Facilities/Security**

**Finance/Budget/Accounting**

**Human Resources/Organizational Development**

**Instruction**: Designs and teaches instructional programs focused on information literacy concepts and skills.

**Media/Multimedia Specialist**: Facilitates the use of media. Provides instruction on and/or supports production of audio and video content.

**Preservation/Conservation**: Plans library preservation and/or conservation program. Identifies library materials in all formats in need of preservation or conservation and preserves and/or conserves these items using appropriate methods and materials. Includes digital preservation distinct from Digital Initiatives/Services.

**Press/Publishing**: Manage editorial processes for University Press/Publishing. Assign **Scholarly Communication/Copyright** for institutional repositories and open access activities.

**Research/Reference**: Provides general research or reference services for the broad academic community. Assign **Subject Specialist/Liaison Librarian** category if the individual is responsible for working with one or more specific academic departments/colleges or disciplines.

**Scholarly Communication/Copyright**: Supports open scholarship initiatives. Provides advice on copyright issues and fair use. Includes institutional repositories and open access activities.

**Subject Specialist/Liaison Librarian**: Provides specialized research, reference, and instruction services and/or collection development for a specific subject or discipline.

Please select a sub-code from the table below which best describes the subject area or discipline the individual serves and insert it to the end of the job title.

**Example:**
An employee with the sub-code, **Area Studies** should be reported with the following job title, **Subject Specialist/Liaison Librarian/Area Studies**.

<table>
<thead>
<tr>
<th>Sub Codes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Studies</td>
<td><em>For individuals with country, geographic area or language specialization.</em></td>
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<tr>
<td>Government Documents</td>
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<td>----------------------</td>
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<tr>
<td>Humanities/Fine Arts</td>
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<tr>
<td>Law</td>
<td></td>
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<tr>
<td>Medical</td>
<td><em>Human Health and Medicine Only.</em></td>
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<tr>
<td>Other/Multidisciplinary</td>
<td></td>
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<tr>
<td>Sciences &amp; Technology</td>
<td></td>
</tr>
<tr>
<td>Social &amp; Behavioral Science</td>
<td></td>
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</tbody>
</table>

**Systems/Information Technology:** Plans, implements, and/or supports the library’s systems and information technology infrastructure.

**Web Development:** Design and develop library website, including site layout, graphics, programming, and content. Create and test website applications.

**Managerial/Supervisory Role (Column H)**

Each position is to be assigned one “Managerial/Supervisory Role” out of the four-tier structure. The same functional area reported for the job title under Column G can have different managerial/supervisory roles.

**Executive Leadership**

Individuals who devise strategies and set plans for the whole library or library system to follow. Includes the Dean/Director/University Librarian, the Dean/Director/Head Law Library, the Dean/Director/Head Medical Library and any Associate Dean/Director/University Librarian positions. May include Branch Library Head position if the Branch Library Head is within one reporting level to the Dean/Director/University Librarian.

**Senior Manager**

Senior managers report directly to an individual in an executive leadership role and have primary responsibility for leading or supervising discrete operational or functional areas. Managers at this level implement strategies and plans set by executive leadership through subordinate managers. May include Branch Library Head if Branch Library Head is within one reporting level to the Associate Dean/Director/University Librarian.

**Manager**

Managers include individuals responsible for managing, coordinating or supervising a discrete operational or functional area. Managers typically report to a senior manager and are within 2 reporting lines of executive leadership. Managers at this level direct the daily operational activities of the library, implement strategies and plans set by executive leadership and senior managers, and directly supervise the activities of exempt and non-exempt personnel. May
include individuals who manage or coordinate a library-wide program who do not supervise other individuals.

**All Other Professionals**

All other professional-level non-supervisory staff.

*Example: The same functional area reported for the job title under Column G can have different managerial/supervisory roles*

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Managerial/Supervisory Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisitions</td>
<td>Senior Manager</td>
</tr>
<tr>
<td>Acquisitions</td>
<td>Manager</td>
</tr>
<tr>
<td>Acquisitions</td>
<td>All Other Professionals</td>
</tr>
</tbody>
</table>

**Sex (Column I)**

We follow the practices used by the [US Census to collect data about biological sex](https://www.census.gov). The ARL Salary Survey seeks to collect population data regarding the demographics of professional-level staff in ARL libraries that allows for analyses by biological sex and a third-option for library employees who do not identify as female or male. Indicate “Sex” with the letter(s) F, M, or NB, indicating female, male, or non-binary.

If this information is not available, please leave blank.

**Equal Employment Opportunity Commission—“EEOC” (Column J)**

US university libraries should indicate EEOC minority status with one of the following code numbers. If demographic data is not available, please leave blank (Canadian university libraries should leave this column blank).

1 = Black or African American – A person having origins in any of the black racial groups of Africa.

2 = Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin regardless of race.

3 = Asian – 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.

4 = Native American or Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

5 = White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
6 = Native Hawaiian or Other Pacific Islander – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

7 = Two or More Races – All persons who identify with more than one of the above five races.

Total Years of Professional Experience—“YrsExp” (Column K)

Report years of experience for each professional level employee's entire professional career, not the years of service at your institution. For most employees this will mean counting the years since an advanced degree (masters or above) was awarded. When counting, do not subtract interim periods when an individual was not engaged in professional 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. This figure should be rounded off to the nearest whole number:

- A position with 14.5 years of experience would appear as 15.
- A new position with 0.75 years of experience would appear as 1.
- A new position with 0.25 years of experience would appear as 0.
- If not able to determine total years of professional experience, leave blank (do not substitute with total years of professional experience at the reporting institution)

Submit the completed questionnaire
by April 15, 2021

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

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