INSTRUCTIONS FOR SUBMITTING ARL SALARY SURVEY DATA ONLINE
for ARL University Libraries

Go to http://arlstatistics.org to fill out Part I and to upload the CSV file for Part II.

NOTE: The web interface allows you to return and edit your information before it is submitted.

Step 1 of 3: Login at http://arlstatistics.org

Step 2 of 3: Fill out Part I & upload the CSV data file for each survey. (See screenshots below.)

- Be sure to have the electronic copy of your completed salary survey CSV file handy as you will be submitting the CSV file via http://arlstatistics.org. To access your branch-level surveys, click the links on the left-hand side of the screen or the hyperlinks shown below.
Next, fill out Part 1 (#1 below), upload your CSV data file (#2 below), and save your work (#3 below):

Salary Survey 2020 (Uni) - Association of Research Libraries (Test Surveys): All Other Branch Libraries (Including Main)

You can edit this survey.

Please complete the form below to submit your Institution’s Salary Survey data. Instructions for the Salary Survey as one comprehensive document can be downloaded at http://www.arlstatistics.org/about/arnsurvey2020. Please read the instructions carefully and completely before collecting the data in the Excel spreadsheet and submitting it via this Web form. If you have any questions about this process, please contact the ARL Research and Analytics Program office at 202-296-2296 or e-mail stats@arl.org.

![Part 1: Institutional Information](image)

1) Minimum Librarian Salary
2) Do library professionals belong to a collective bargaining unit?
3) Do library professionals hold faculty/academic appointments?

4) Specify branch libraries included in the ARL Salary Survey:
5) Specify branch libraries not included in the ARL Salary Survey:
6) Specify additional general footnotes for the ARL Salary Survey:

![Part II: Data Upload - Individual Data](image)

7) Upload data (CSV file): Choose File No file chosen

NOTE: If you are submitting salary information for more than one survey, click the links in the Surveys section of the left-hand navigation bar to toggle between each branch-specific survey form. Remember to save your work as you go (#3 above).
**Step 3 of 3:** Once you are finished entering data for each of your surveys, click “Data Entry Complete” at the bottom of each survey.

If you are submitting for more than one survey, click the links in the Surveys section of the left-hand navigation bar to toggle between each branch-specific survey form:

**Surveys**

- ARL Statistics 2020
- Health Science Library
- Law Library
- Main Library
- Special Collections
- Salary Survey 2020 (Non-Uni)
- All Other Branch Libraries (Including Main)
- Salary Survey 2020 (Uni)
- Health Science Library
- Law Library
- All Other Branch Libraries (Including Main)

After you have clicked “Data Entry Complete” on the last form for your institution, the system will automatically take you to the Survey Dashboard. You will know you are finished when you see that all of your surveys are in “Review” status. ARL Staff will complete the remainder of the submission steps.

Please submit online at [http://arlstatistics.org](http://arlstatistics.org) by **April 15, 2021**

For assistance, e-mail: [stats@arl.org](mailto:stats@arl.org) Tel: 202-296-2296

[http://www.arlstatistics.org/About/Mailings/ss_2020](http://www.arlstatistics.org/About/Mailings/ss_2020)