

# 2022 NON-MLS SALARY SURVEY

## INSTRUCTIONS

### MATCHING JOBS

This survey requests annual salaries paid to full-time staff, i.e., persons who **DO NOT** have master's degree from library and information studies programs accredited by the American Library Association. It is our expectation that each full-time staff person on your library's staff will fit into one of the sixty-two categories in this survey. Therefore, salaries for all full-time staff should be reported while salaries for part-time staff should **NOT** be reported.

Read the position description carefully and compare them to jobs in your organization. If the responsibilities of a job in the survey align with the majority of duties of your position, report data for the matched position. If jobs do not coincide with the majority of the duties to those in the survey, or the position is not full-time, do not report data for that job.

### REPORTING PAY

Use the online **2022Non-MLS Salary Survey Pay** form to provide us with data for each staff member who occupies a position in your organization that matches at least 50% to our job descriptions. Each row in the spreadsheet should represent one incumbent at your organization as we do not want averages, we want actual pay data. Report salaries paid by the library budget which are filled closest to March 1, 2022.

### Do not:

- Report data for vacant positions
- Split salaries between job codes
- Report the same incumbent in more than one position
- Report data for graduate students who are working as part of an assistantship
- Provide data for a position with less than 50% match to the job description
- Include benefits
- Include part-time staff

### JOB TITLE

Please provide the job title from the survey job descriptions for which you are reporting data.

### ACTUAL BASE SALARY

Salaries are defined as actual **straight time** pay. Do not provide averages. Do not include benefits, overtime premiums, shift differentials, bonuses, or any other incentives or variable pay components.

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### **NUMBER OF EMPLOYEES AT RATE**

If your library has more than one incumbent for a position and they are being paid different annual salaries, please enter each annual salary separately and indicate the number of employees at each rate.

For example:

JOB TITLE	ACTUAL ANNUAL BASE SALARY: (No averages)	# OF EMPLOYEES AT RATE
Beginning Librarian	23000	1
Beginning Librarian	25000	2
Librarians who do not supervise	35000	3
Librarians who do not supervise	40000	3

### **SPECIAL NOTES FOR ACADEMIC LIBRARIES**

Salaries for staff working less than 12 months in a year should be reported as the actual salary without making adjustments for the reduced work year.

If services are contributed (i.e., the institution pays some expenses or an honorarium but not a true salary), please do not list the incumbent.

### **QUESTIONS?**

If you have any questions or problems completing this questionnaire, please contact Karen Kupiec at (866) 321-1991 [apasupport@countingopinions.com](mailto:apasupport@countingopinions.com), or Lindsay Thompson at (800) 521-4930.

**FOR YOUR RECORDS: KEEP A COPY OF ALL REPORTED DATA  
(Select "Print" on the online form to generate a PDF file)**