

AMERICAN LIBRARY ASSOCIATION

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The library's pay plan

The American Library Association believes that an important factor in establishing and maintaining good library service is adequate pay for library employees as exemplified in a well-constructed and well-administered pay plan. A knowledge of the principles on which sound salary administration is based must be the foundation of an equitable pay plan. To aid the library's governing board, its administration, and its staff in the formulation, promulgation, and operation of such a pay plan, the ALA Board on Personnel Administration sets forth in a series of related statements the principles of salary planning and administration.

1. A sound pay plan will be predicated on a systematic analysis and evaluation of jobs in the library, and will reflect the current organization and objectives of the library, recognizing different levels of difficulty and responsibility inherent in various positions, whether these are classified as professional, nonprofessional, administrative, specialist, maintenance, or trade; the relationship among positions in terms of difficulty and responsibility will thus be expressed in a unified plan which will integrate all types of service and will assure equal pay for equal work.
2. An equitable salary schedule will be provided for each class of position which is comparable to that received by persons employed in analogous work in the area and required to have analogous training and qualifications.

The salaries of nonprofessional employees, maintenance and skilled trade workers employed by the library system will compare with those of local workers performing similar duties. The salary schedules for professional library positions, in the case of the community where the pay scale does not meet competing rates outside, may need to exceed the prevailing local level for other professional personnel. Since the recruiting of professionally trained librarians is on a nationwide basis, the library system must compete with rates paid in the country as a whole in order to obtain and retain a high quality of professional personnel. In libraries in educational institutions (elementary, secondary, and higher education) the professional librarians will normally be on the faculty pay plan, with the salary schedules of the various classes of

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faculty rank adjusted to compensate equitably for such factors as shorter vacations and longer work week; where a separate pay plan is used, it will be comparable with that of the faculty and adjusted to compensate equitably for such factors as vacation and work week.

3. An equitable salary schedule will provide for each class of position a minimum and a maximum salary and a series of increments within each salary range, such increments to be granted on the basis of demonstrated competence, individual development (whether through growth on the job or through formal education), and attitude.
4. The library system in developing a pay plan, and in reviewing it to maintain its adequacy, will identify one or more key positions in the professional and in the other services, set salary schedules for these positions which are comparable to prevailing rates for such positions, and develop and adjust the salary schedule for other levels of positions in relation to the salary schedules set for each of these key positions.
5. The pay plan ladder consisting of the salary schedules for the various classes of positions will provide an orderly progression from the lowest to the highest schedule, with each schedule reflecting properly the difference in level of duties and responsibilities of positions in that classification from those in the schedule below and above it but without wide gaps or serious overlapping between schedules.
6. An equitable pay plan will reflect living costs in the community, the cost of maintaining an appropriate level of living, and the ability of the jurisdiction to pay for the service.
7. All policies and rules concerning the operation and administration of the pay plan will be set forth clearly in writing and will accompany the pay plan.
8. Though final approval and adoption of the pay plan and rules for its operation rest with the governing board and administration of the library, it is desirable that the library staff participates in the formulation of both the plan and its operating rules.

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9. Each staff member will be informed of the salary schedule for his class of position, of the relation of that schedule to the pay plan as a whole, and of the policies and rules governing the operation of the plan.

The current studies of the ALA Board on Personnel Administration giving salary data for key positions will provide useful material for the library system in developing and maintaining the adequacy of its pay plan.

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Collective Bargaining

The National Labor Relations Act recognizes and guarantees the right of each employee to bargain collectively with his employer. This being the law of the land, it is the policy of the American Library Association.