

LIBRARIAN



JOB DESCRIPTION

Librarians organize and manage collections of books, journals, magazines, electronic documents, and more. Some of these collections are available to the public, while others are owned by colleges, museums, or professional bodies, like hospitals or law firms. Librarians select and buy books and other documents, catalog them so they can be located, and help the public find information.



SALARY

Library assistant ★★★★★
Senior librarian ★★★★★

INDUSTRY PROFILE

Rising employment opportunities in industry • Growing use of electronic resources has led to demand for Information Technology (IT) skills

CAREER PATHS

A bachelor's degree plus a master's degree in library and information science is usually required to become a librarian. Libraries range from small, local collections for children, to vast collections of medical, technical, or historical documents. Your career path will depend on your academic background and the area in which you choose to specialize.

LIBRARY ASSISTANT You can gain experience as an assistant. Duties include checking out materials to patrons, reshelving and organizing books, and responding to inquiries. A degree is needed to progress.



GRADUATE A degree in librarianship will give you the ideal start in this career, but you can enter this profession with any accredited degree and then study for your master's degree in library and information science.



PUBLIC LIBRARIAN

Helps users with research into printed and online information, and organizes collections that serve the needs of the local community and often acts as a hub for local events and cultural activities.



LIBRARIAN Experienced librarians develop a deep knowledge of the collections they manage and are skilled researchers. You can work in local or regional libraries, but at the highest levels, you may manage large university libraries or national collections.

SKILLS GUIDE



Interpersonal skills to interpret the needs of users and direct them to the desired resources.



Excellent organizational ability for maintaining extensive catalogs and managing staff.



Patience to deal with requests from library users and track down elusive resources.



Analytical thinking skills to develop new or revised systems, procedures, and work flows.



Good computer skills for helping with online research and keeping abreast of new technologies.



Strong team-working skills for interacting with staff, volunteers, and community agencies.



ACADEMIC LIBRARIAN Works in higher education and research institutes, providing specialized and subject-specific support to students, teachers, and researchers.



MUSIC LIBRARIAN Manages a collection of musical scores, books, and recordings. Music libraries are held at colleges and universities, national archives, and by record companies.



MEDICAL LIBRARIAN Serves doctors, nurses, and families in health-care settings, managing medical documents on clinical trials, treatments, and procedures.

RELATED CAREERS

- ▶ **ARCHIVIST** Stores and maintains materials that record the culture, history, and achievements of individuals or groups of people. These may include letters, photographs, maps, books, and objects. Archivists may work for community groups, military regiments, companies, or national bodies.
- ▶ **BOOKSELLER** Buys books from publishers or wholesale suppliers and sells them to customers. Helps customers track down hard-to-find books.
- ▶ **KNOWLEDGE MANAGER** Collects, stores, catalogs, and distributes printed and digital information within an organization. Most information scientists work in scientific, research, or technical companies to ensure that staff are kept up to date with new regulations and developments.

AT A GLANCE



YOUR INTERESTS English • Literature • Reading • Research • Public service • Sciences • History • Information Technology (IT)



ENTRY QUALIFICATIONS To be considered a full librarian, a master's degree in library and information science is required.



LIFESTYLE Some libraries stay open late and over weekends, or host programs, so librarians may need to work beyond regular office hours.



LOCATION Most of the working day is spent within the library building at a school, college, hospital, or academic institution.



THE REALITIES Library users can be difficult, but helping people to find elusive information that they need can be rewarding.