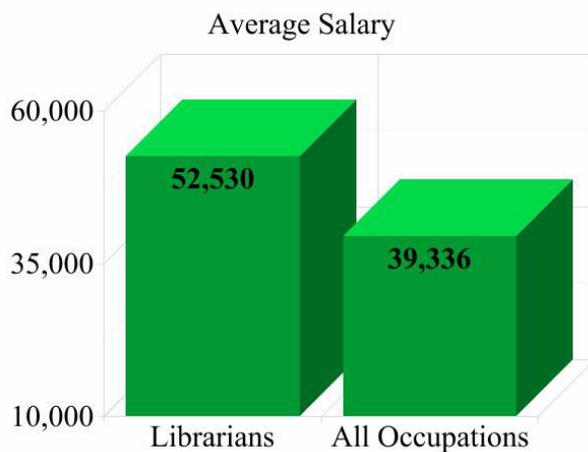


## Librarians

Career Profiles provided by StudentScholarships.org

### WHAT THEY DO

The traditional concept of a library is being redefined from a place to access paper records or books to one that also houses the most advanced electronic resources, including the Internet, digital libraries, and remote access to a wide range of information sources. Consequently, librarians, often called information professionals, combine traditional duties with tasks involving quickly changing technology. Librarians help people find information and use it effectively for personal and professional purposes. They must have knowledge of a wide variety of scholarly and public information sources and must follow trends related to publishing, computers, and the media to oversee the selection and organization of library materials. Librarians manage staff and develop and direct information programs and systems for the public and ensure that information is organized in a manner that meets users' needs.



Librarian positions focus on one of three aspects of library work: user services, technical services, and administrative services. Librarians in user services, such as reference and children's librarians, work with patrons to help them find the information they need. The job involves analyzing users' needs to determine what information is appropriate and searching for, acquiring, and providing the information. The job also includes an instructional role, such as showing users how to find and evaluate information. For example, librarians commonly help users navigate the Internet so they can search for and evaluate information efficiently. Librarians in technical services, such as acquisitions and cataloguing, acquire, prepare, and classify materials so patrons can find it easily. Some write abstracts and summaries. Often, these librarians do not deal directly with the public. Librarians in administrative services oversee the management and planning of libraries: they negotiate contracts for services, materials, and equipment; supervise library employees; perform public-relations and fundraising duties; prepare budgets; and direct activities to ensure that everything functions properly.

In small libraries or information centers, librarians usually handle all aspects of library operations. They read book reviews, publishers' announcements, and catalogues to keep up with current literature and other available resources, and they select and purchase materials from publishers, wholesalers, and distributors. Librarians prepare new materials, classifying them by subject matter and describing books and other library materials to make them easy to find. Librarians supervise assistants, who enter classification information and descriptions of materials into electronic catalogs. In large libraries, librarians often specialize in a single area, such as acquisitions, cataloguing, bibliography, reference, special collections, or administration. Therefore, good teamwork is important.

Librarians also recommend materials. Many analyze collections and compile lists of books, periodicals, articles, audiovisual materials, and electronic resources on particular subjects. They collect and organize books, pamphlets, manuscripts, and other materials in a specific field, such as rare books, genealogy, or music. In addition, they coordinate programs such as storytelling for children and literacy skills and book talks for adults. Some conduct classes, publicize services, write grants, and oversee other administrative matters.

Many libraries have access to remote databases and maintain their own computerized databases. The widespread use of electronic resources makes database-searching skills important for librarians. Librarians develop and index databases and help train users to develop searching skills. Some libraries are forming consortiums with other libraries to allow patrons to access a wider range of databases and to submit information requests to several libraries simultaneously. The Internet also has greatly expanded the amount of available reference information. Librarians must know how to use these resources and inform the public about the wealth of information they contain.

### EDUCATION REQUIRED

Entry into a library science graduate program requires a bachelor's degree, but any undergraduate major is acceptable. Many colleges and universities offer library science programs, but employers often prefer graduates of the 49 schools in the United States accredited by the American Library Association. Most programs take 1 year to complete; some take 2. A typical graduate program includes courses in the foundations of library and information science, such as the history of books and printing, intellectual freedom and censorship, and the role of libraries and information in society. Other basic courses cover the selection and processing of materials, the organization of information, research methods and strategies, and user services. Prospective librarians also study online reference systems, Internet search methods, and automated circulation systems. Elective course options include resources for children or young adults; classification, cataloguing, indexing, and abstracting; and library administration. Computer-related course work is an increasingly important part of an MLS degree. Some programs offer interdisciplinary degrees combining technical courses in information science with traditional training in library science.

## Librarians - Continued

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### OTHER USEFUL SKILLS

In addition to an MLS degree, librarians in a special library, such as a law or corporate library, usually supplement their education with knowledge of the field in which they are specializing, sometimes earning a master's, doctoral, or professional degree in the subject. Areas of specialization include medicine, law, business, engineering, and the natural and social sciences. For example, a librarian working for a law firm may hold both library science and law degrees, while medical librarians should have a strong background in the sciences. In some jobs, knowledge of a foreign language is needed.

Librarians participate in continuing education and training to stay up to date with new information systems and technology.

### HOW TO ADVANCE

Experienced librarians can advance to administrative positions, such as department head, library director, or chief information officer.

### WORK ENVIRONMENT

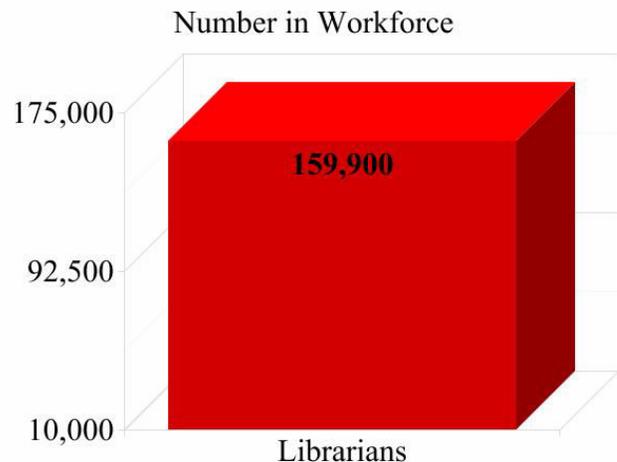
Librarians spend a significant portion of time at their desks or in front of computer terminals; extended work at video display terminals can cause eyestrain and headaches. Assisting users in obtaining information or books for their jobs, homework, or recreational reading can be challenging and satisfying, but working with users under deadlines can be demanding and stressful. Some librarians lift and carry books, and some climb ladders to reach high stacks, although most modern libraries have readily accessible stacks. Librarians in small settings without support staff sometimes shelve books themselves.

Twenty-five percent of librarians work part time. Public and college librarians often work weekends, evenings, and some holidays. School librarians usually have the same workday and vacation schedules as classroom teachers. Special librarians usually work normal business hours, but in fast-paced industries—such as advertising or legal services—they can work longer hours, when needed.

### JOB GROWTH

Employment of librarians is expected to grow by 8 percent between 2008 and 2018, which is as fast as the average for all occupations. Growth in the number of librarians will be limited by government budget constraints and the increasing use of electronic resources. Both will result in the hiring of fewer librarians and the replacement of librarians with less costly library technicians and assistants. As electronic resources become more common and patrons and support staff become more familiar with their use, fewer librarians are needed to maintain and assist users with these resources. In addition, many libraries are equipped for users to access library resources directly from their homes or offices through library Web sites. Some users bypass librarians altogether and conduct research on their own. However, librarians continue to be in demand to manage staff, help users develop database-searching techniques, address complicated reference requests, choose materials, and help users to define their needs.

Jobs for librarians outside traditional settings will grow the fastest over the decade. Nontraditional librarian jobs include working as information brokers and working for private corporations, nonprofit organizations, and consulting firms. Many companies are turning to librarians because of their research and organizational skills and their knowledge of computer databases and library automation systems. Librarians can review vast amounts of information and analyze, evaluate, and organize it according to a company's specific needs.



Job prospects are expected to be favorable. On average, workers in this occupation tend to be older than workers in the rest of the economy. As a result, there may be more workers retiring from this occupation than other occupations. However, relatively large numbers of graduates from MLS programs may cause competition in some areas and for some jobs.