

# Librarian



## What is a Librarian?

Librarians and information managers have a strong focus on assisting people and organisations, and possess unique technical skills to manage and retrieve information.

Librarians design, develop and manage collections of recorded material and the delivery of information services to clients.

## What Qualifications do you need?

- University degree with a major in information and media, information services or information studies; or
- University degree in any discipline, followed by a postgraduate qualification in information studies or information management.

## Typical Tasks may include

- Selecting, classifying and cataloguing library and information resources
- Developing, managing and digitising collections
- Conducting training programmes to assist library clients with their information searches
- Communicating and conducting library services through websites and social media
- Training and supervising other staff
- Creating and maintaining databases
- Developing relationships with communities, such as faculty, not-for profit organizations, education providers, authors and publishers
- Being involved in the planning, selection and implementation of computer systems for use within the library
- Managing and resourcing a branch library, a section of a large library, a small special library, or a research program
- Designing, directing, formulating policy and applying services to meet the information needs of clients
- Providing expert advice or consultancy services on strategic information management matters
- Managing major projects, including information technology systems and applications in a resource environment
- Providing leadership, managerial and commercial skills and judgment
- Marketing and promoting a library or information service

## Career Opportunities

Librarians work in state and government libraries, archives, schools, tertiary institutions, government departments, museums, research and consulting organisations, teaching hospitals, and industrial and business firms. In large libraries, librarians may specialise in areas such as acquisition, research, cataloguing, online services or children's services.

## Personal skills required of a Librarian

- Advanced computer skills
- Good organisational skills
- Excellent communication skills
- Attention to detail
- Ability to work to deadlines
- Ability to work with people of all ages from diverse social and cultural backgrounds
- Good problem solving skills
- Strong interpersonal and customer service skills
- Ability to work independently or as part of a team