



JOB of the Week



Job name: Librarian

Job description: Public librarians help provide an information, reading and cultural hub for the local community

Tasks you will undertake in the job: As a Librarian you'll:

As a public librarian you'll acquire, organise and provide access to a range of information and reading resources to meet the diverse needs of a community. You'll support independent learning and encourage reader development, and will also provide information on areas such as: business / the community / careers Learning / recreation.

Public librarians are proficient in the use of IT as part of the role involves assisting the public in accessing the internet and other web-based services. You may also spend time talking to, and building up relationships with, members of the public and assisting with specific learning needs or community groups.

Public librarians run events in the library for the community and also work with local schools, colleges and universities to improve key skills in areas such as literacy, numeracy and IT.

Job titles vary and jobs may be advertised as team librarian or customer service librarian, for example. Other job titles include children's librarian, local studies librarian or reference librarian.

As a public librarian, you'll need to:

- keep up to date with newly released publications to select library resources
- organise resources in an accessible way
- manage your stock, including the weeding out of old resources
- anticipate community needs and trends to ensure library services are used as much as possible
- promote the use of the library through displays, talks and community events, which may involve work in the library or going out into the community
- use social media channels to publicise and promote library activities, projects and programmes to local communities and the wider public
- provide reader, advisory and information services to the public and local businesses
- organise library provision for specific community groups, such as minority ethnic groups, schools, youth organisations, adult learners and pre-school groups
- develop the use of IT to improve service delivery
- deal with enquiries and help library users in accessing IT and other resources
- undertake reader development activities
- provide services to socially excluded groups
- work with other agencies and bodies, such as museums and educational services, to develop services and initiatives in the community.

Senior librarians will also need to:

- manage and motivate a team of staff who could be working across several libraries
- select and acquire stock and manage budgets and resources
- oversee the refurbishment of the library
- work with both internal and external partners to ensure services meet the needs of local communities
- take responsibility for the strategic development of the service.

Skills required for this job (core competencies):

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|-----------------|------------|--------------|------------------|
| Communication | Resilience | Organisation | Teamwork |
| Problem Solving | Initiative | Creativity | Digital literacy |

Salary: Librarians are typically paid a starting wage of £28 080, this increases with experience; experienced Librarians (Head or Director of library services) can earn approximately £63 000 p.a.

Working hours: You'll typically work a 35-hour week and may be expected to do some evening and weekend work. Part-time work and job share might be available.



Qualifications to become a Librarian:

To work as a public librarian, you'll usually need either a first degree accredited by the Chartered Institute of Library and Information Professionals (CILIP), or a degree in any subject plus a CILIP-accredited postgraduate diploma or Masters in librarianship or information science/management. There are currently more accredited postgraduate courses than undergraduate degrees.

If you don't have a degree, it may be possible to enter as a library assistant and then work up to a full librarian position by gaining extra qualifications and undertaking further training. Library assistant posts are often filled by people gaining experience before taking a postgraduate qualification. It's also possible to take a Level 3 Library, Information and Archive Services (LIAS) Assistant apprenticeship.

Essential skills you need to show: To succeed as a Librarian, the following personal skills and attributes would give you an advantage:

- customer service and interpersonal skills with the ability to interact with a range of people from the local community
- strong IT skills and understanding of digital applications and excellent communication / research skills
- skills in using a range of social media and professional networking channels such as Twitter, Facebook, YouTube and LinkedIn
- the ability to work as part of a team but also on your own initiative; a flexible approach to work
- the ability to prioritise your work and meet deadlines
- good presentation skills; a meticulous approach to work
- the ability to think logically / organisational and self-management skills
- the ability to find creative solutions to problems
- an appreciation of the pressures and demands of working in a public library
- the ability to lead and motivate others (for more senior roles).
- knowledge of one or more community languages may also be useful.

www.icould.com

www.successatschool.org

www.nationalcareers.service.gov.uk

www.prospects.ac.uk/jobs-and-work-experience/job-sectors

www.ucas.com/careers-advice

www.kudos/casaid.co.uk/#/ (you all have a log on for this service)

www.careersbox.co.uk (careers videos)



Helpful sites for careers information
GAT careers links

<http://airhead.io/public/launchpads/XqbuOMJgb0OfqvMPCykcZA>

