

# Librarians



Administer libraries and perform related library services. Work in a variety of settings, including public libraries, educational institutions, museums, corporations, government agencies, law firms, non-profit organizations, and healthcare providers. Tasks may include selecting, acquiring, cataloguing, classifying, circulating, and maintaining library materials; and furnishing reference, bibliographical, and readers' advisory services. May perform in-depth, strategic research, and synthesize, analyze, edit, and filter information. May set up or work with databases and information systems to catalogue and access information.

## Tasks –

- Analyze patrons' requests to determine needed information and assist in furnishing or locating that information.
- Search standard reference materials, including online sources and the Internet, to answer patrons' reference questions.
- Review and evaluate materials, using book reviews, catalogs, faculty recommendations, and current holdings to select and order print, audio-visual, and electronic resources.
- Locate unusual or unique information in response to specific requests.
- Respond to customer complaints, taking action as necessary.
- Develop library policies and procedures.
- Organize collections of books, publications, documents, audio-visual aids, and other reference materials for convenient access.
- Confer with colleagues, faculty, and community members and organizations to conduct informational programs, make collection decisions, and determine library services to offer.
- Develop, maintain, and troubleshoot information access aids, such as databases, annotated bibliographies, web pages, electronic pathfinders, software programs, and online tutorials.
- Evaluate vendor products and performance, negotiate contracts, and place orders.
- Direct and train library staff in duties, such as receiving, shelving, researching, cataloging, and equipment use.
- Evaluate materials to determine outdated or unused items to be discarded.
- Compile lists of books, periodicals, articles, and audio-visual materials on particular subjects.
- Represent library or institution on internal and external committees.
- Code, classify, and catalog books, publications, films, audio-visual aids, and other library materials based on subject matter or standard library classification systems.
- Develop and maintain databases that provide information for library users.
- Keep up-to-date records of circulation and materials, maintain inventory, and correct cataloging errors.
- Collect and organize books, pamphlets, manuscripts, and other materials in specific fields, such as rare books, genealogy, or music.

## Personality code – SAI

**Qualification** - Any Bachelor's degree then 1 year degree course of Bachelor's in Library Science.

## Knowledge –

- English Language
- Customer and Personal Service
- Computers and Electronics
- Education and Training
- Clerical
- Administration and Management
- Communications and Media
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## Abilities –

- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Speech Clarity — The ability to speak clearly so others can understand you.
- Speech Recognition — The ability to identify and understand the speech of another person.