Library Workers

Who, What, Where?
Library staff Categories

- Pages, Clerks, Student Workers
  - (entry level)
  - shelving, check out, delivery

- Clerical staff
  - secretary, accounts (not specific to a library)

- Paraprofessional Staff
  - Library technicians/ assistants / associates
  - may have multiple levels, e.g. I-IV

- Librarians (may have multiple levels)

- Managers

- Director
Library technicians are:

- Workers with special technical skills, specifically associated with library work
- Paraprofessionals: trained aides who assist a professional person
- Often have an associates degree or certificate
Library Operational Areas

1. Technical Services
2. Public Services
3. Support Services
4. Management and Administration
1. Technical Services

- Acquisitions
- Cataloging
- Processing
- Serials and Periodicals
- Database Management
2. Public Services

- Reference and Information Services
- Age specific services
  - Adult Services
  - Children’s Services
  - Teen Services
- Branch Services
- Access and Circulation Services
- Public Training/User Services
- Outreach Services & Programming
3. Support Services

- Interlibrary Loan/Resource Sharing
- Collection Development
- Technology and Automation Services
- Website Management

Support Services may overlap with other service areas
4. Management and Administration

- Budget and Finance
- Facilities Management
- Personnel/supervision
- Staff Development and Training
- Development (fundraising)
- Public Relations
- Governmental relations and lobbying
Opportunities

- Skills may determine responsibilities
  - not necessarily job title or pay rate
- Size and/or type of library can affect range and variety of work duties
- Libraries are about providing information and access.
  - customer-service focus
- Creativity welcomed.
- Can be a stepping stone to other careers.