

focus on

a career in library
and information work

local government talent: careers



What is library and information work?

Library and information work is all about meeting people's information needs and providing a wide range of information resources in public libraries, school libraries and information centres.

What kind of work would I be doing?

As a librarian you would do a lot of work with books and paper-based information, but you would also deal with many different forms of electronic and audio-visual information. Much of the work may centre around the management and presentation of information within the library, from overseeing the issue and return of books, CDs and DVDs, and ensuring information is presented in an accessible way, to ordering appropriate new stock, and helping people find information on the internet and CD ROMs. There is also an educational aspect to the work, which may involve reading stories to children or creating displays on particular themes, for example, to promote national children's book week.

As an information assistant/officer you might work in an information centre providing details on particular subjects to members of the public. These centres may include one-stop shops that provide information about council services and tourist information centres.

Where can I find out more?

local government careers information,
job vacancies and talent pool:
www.LGtalent.com

national graduate development programme:
www.ngdp.co.uk

CILIP careers information:
www.cilip.org.uk/jobscareers

Insider view: 'I love the variety of the job, there's lots going on. One moment I could be compiling the staff timetable for the week, or dealing with the budget. The next moment I could be helping out with displays and events, or talking to local community groups about library services. I enjoy making the library a great information centre and a welcoming environment, where local people can use the service for further learning, information and leisure purposes.'

What kind of jobs are there?

Here are some examples of library and information related job roles:

- archivist
- data management officer
- information officer
- librarian
- library assistant
- outreach information and advice officer
- mobile library assistant/driver
- web information manager.

What qualifications do I need?

To become a professionally qualified librarian you need an honours or postgraduate degree in library and information studies (course names vary) accredited by the Chartered Institute of Library and Information Professionals (CILIP).

What skills do I need?

You need to be:

- able to communicate well with different people,
- able to explain complex issues clearly,
- a competent user of ICT,
- a good researcher,
- friendly and approachable,
- a good organiser.

How much would I get paid?

Salaries vary around the country, but librarians may earn £17,500-25,500 per year.

Are there any other benefits?

Working for a local council can offer a lot of additional benefits, not least, the great feeling of being able to help people in your own community and do something worthwhile and rewarding.

Local councils may also offer some or all of the following: generous annual leave, flexible working hours, pension scheme membership, reduced price public transport, gym membership, crèche facilities, employee guidance and support groups.

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