

# Job of The Week

Librarian

## Key Skills

- Customer service skills
- The ability to work well with others
- Administration skills
- To be flexible and open to change
- Knowledge of English language
- The ability to use your initiative
- The ability to design activities to promote use of library resources
- Excellent verbal communication skills
- To be able to use a computer and the main software packages confidently

## Salary

£25,000 - £40,000

## Working hours

36 – 40 per week  
Evenings/weekends  
On shifts

Aspire | Challenge | Achieve

# Librarian

## University

You can do a degree or postgraduate qualification, accredited by the [Chartered Institute of Library and Information Professionals](#).

Subjects include:

- Library and information management
- Information science
- Library studies

You may need some practical experience to do a postgraduate course. You can get this through an internship during your first degree or by volunteering in a library or archive collection.

### Entry requirements

You'll usually need:

- 2 to 3 A levels, or equivalent, for a degree
- A degree in any subject for a postgraduate course

## Work

You could start as a [library assistant](#) or data officer with an information service. With experience, you could [apply for Certification](#) through the Chartered Institute of Library and Information Professionals and study for further qualifications while you work.

## Other Routes

If you have a first degree, you could join an employer's graduate training scheme in librarianship and information management.





## Career path and progression

With experience, you could move into a senior job as a library or area manager. Another option is to take responsibility for a specialist service or collection.

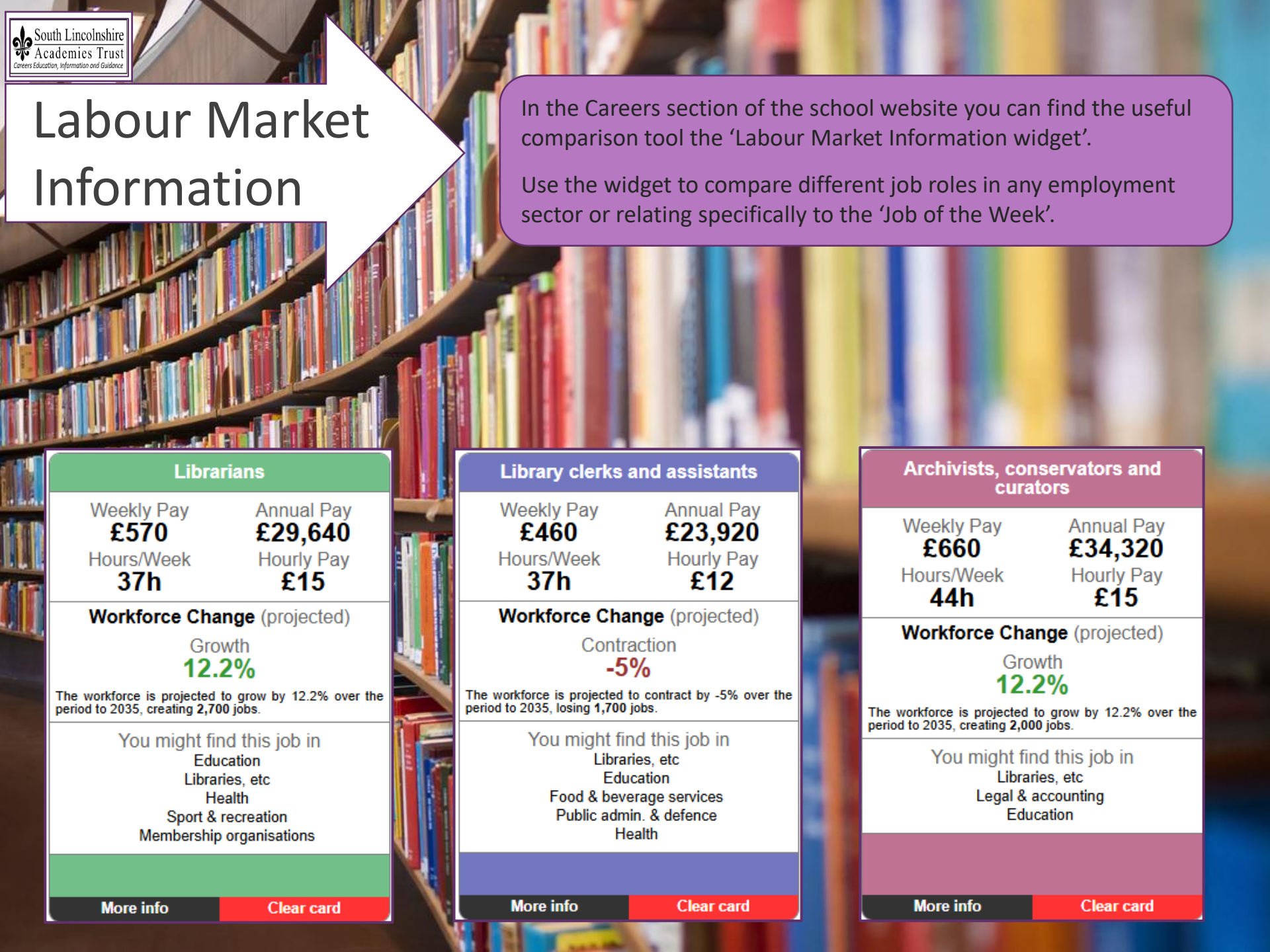
You could also apply for [professional registration](#) with the Chartered Institute of Library and Information Professionals (CILIP). Registration leads to chartership and is a way to have your skills and expertise recognised within the profession.

## Day to Day tasks

- Manage staff, budgets and training
- Deal with counter, phone and email enquiries
- Plan and host events and activities for library users
- Select which new publications and online subscriptions to buy
- Stock take and make sure resources are stored safely and correctly
- Catalogue print and digital resources, like books, images and journals
- Support researchers and students with access to archives and document collections
- Select which new publications and online subscriptions to buy
- Build close links with community groups and promote services online

## Working conditions

You could work at a library, at a school, at a university, at a college or in a prison.



# Labour Market Information

In the Careers section of the school website you can find the useful comparison tool the 'Labour Market Information widget'.

Use the widget to compare different job roles in any employment sector or relating specifically to the 'Job of the Week'.

**Librarians**

Weekly Pay <b>£570</b>	Annual Pay <b>£29,640</b>
Hours/Week <b>37h</b>	Hourly Pay <b>£15</b>

**Workforce Change** (projected)  
Growth  
**12.2%**

The workforce is projected to grow by 12.2% over the period to 2035, creating 2,700 jobs.

You might find this job in  
Education  
Libraries, etc  
Health  
Sport & recreation  
Membership organisations

[More info](#)[Clear card](#)

**Library clerks and assistants**

Weekly Pay <b>£460</b>	Annual Pay <b>£23,920</b>
Hours/Week <b>37h</b>	Hourly Pay <b>£12</b>

**Workforce Change** (projected)  
Contraction  
**-5%**

The workforce is projected to contract by -5% over the period to 2035, losing 1,700 jobs.

You might find this job in  
Libraries, etc  
Education  
Food & beverage services  
Public admin. & defence  
Health

[More info](#)[Clear card](#)

**Archivists, conservators and curators**

Weekly Pay <b>£660</b>	Annual Pay <b>£34,320</b>
Hours/Week <b>44h</b>	Hourly Pay <b>£15</b>

**Workforce Change** (projected)  
Growth  
**12.2%**

The workforce is projected to grow by 12.2% over the period to 2035, creating 2,000 jobs.

You might find this job in  
Libraries, etc  
Legal & accounting  
Education

[More info](#)[Clear card](#)





# Labour Market Information

## Librarians

Librarians appraise, obtain, index, collate and make available library acquisitions and organise and control other library services.

Common tasks in this job:

- selects and arranges for the acquisition of books, periodicals, audio-visual and other material
- collects, classifies and catalogues information, books and other material
- prepares and circulates abstracts, bibliographies, book lists, etc.
- identifies the information needs of clients, seeks out and evaluates information sources

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## Library clerks and assistants

Library clerks and assistants classify, sort and file publications, documents, audio-visual and computerised material in libraries and offices.

Common tasks in this job:

- sorts, catalogues and maintains library records
- locates and retrieves material on request for borrowers
- issues library material and records date of issue/ due date for return
- classifies, labels and indexes new books

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## Archivists, conservators and curators

Archivists, conservators and curators collect, appraise and preserve collections of recorded and other material of historical interest.

Common tasks in this job:

- examines, appraises and advises on the acquisition of exhibits, historic records, government papers and other material
- classifies material and arranges for its safe keeping and preservation
- maintains indexes, bibliographies and descriptive details of archive material and arranges for reproductions of items where necessary
- examines objects to identify any damage and carries out necessary restoration whilst preserving original characteristics

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# Keep looking...

Use these links to learn more about our Job of The Week, consider the various pathways leading to the career, what you can be doing now to help yourself and other roles in the industry...

## Take a look at these short videos for inspiration...

### Librarian



[Librarian: Claire's story](#)

### Library Assistant



[Jack - Library Assistant - Welwyn Garden City Library](#)

### Customer and Culture Assistant



[A Day in the Life of a Customer and Culture Assistant at Newcastle Libraries](#)

### NHS Library Services



[The national NHS Knowledge and Library Services Team](#)

## Useful Websites

[Public librarian job profile](#) | [Prospects.ac.uk](#)

[Becoming a Librarian](#) | [Step by Step Guide](#)

[Librarian](#) | [Explore Careers](#) | [National Careers Service](#)

**Ask your school librarian about their career**