

## Library or Information Assistant

Library or information assistants help with the running of the library, including dealing with customers and ensuring books and other items are catalogued properly.

### The Work

You could be:

- issuing and returning books and other items for library users using a computerised management system
- sending out overdue notices and collecting fines for late returns
- putting books and other materials back on the shelves in the right order, keeping the library tidy and setting up displays
- answering enquiries from the public face to face, on the phone or by email, or enrolling new users
- helping users to find information or use library equipment such as computers, photocopiers and microfiche readers
- helping the librarian to catalogue magazines, books, CDs, DVDs, and other resources
- helping choose and record new library stock and maintaining library records
- creating and editing computer catalogue records and issuing membership cards
- promoting and participating in cultural and community events.

### Pay

The figures below are only a guide. Actual pay rates may vary, depending on:

- where you work
- the size of company or organisation you work for
- the demand for the job.

The starting salary for a library or information assistant working in a public library is around £20,000 a year. Senior library assistants earn up to £26,000 a year or more.

### Conditions

- Full time library assistants work around 35-40 hours a week.
- You would work mainly indoors. There are many types of libraries - you might be based in a public, university or specialist library.
- Libraries are often open in the evenings and at weekends so you may have to work shifts.
- You may work in a mobile library and travel about, particularly in rural areas.
- Part time work is common.
- You may work on a casual basis, covering weekends and holidays.

### Getting In

- There are no set formal qualifications for entry, but some employers look for at least 4 subjects at

National 4 or 5, including English and Maths. Some employers may prefer applicants with some Highers, especially Higher English.

- Most employers would expect you to have or be working towards the European Computer Driving Licence (ECDL).
- The job involves some lifting, carrying, bending and stretching.
- You would require a satisfactory PVG check to show you are suitable for this type of work. Contact [Disclosure Scotland](#) for details.

Jobs are likely to be in public libraries or colleges and universities. For job vacancies look on the [myjobscotland.gov.uk](http://myjobscotland.gov.uk) website as well as individual college and university websites.

## What Does It Take

You need to be:

- able to get on well with all types and ages of people
- friendly and patient
- well organised when cataloguing or storing large amounts of materials
- able to work as part of a team and independently.

You need to have:

- excellent customer service skills
- a good knowledge and interest in books
- good literacy, numeracy and computer skills
- good communication skills
- a logical and methodical approach
- good information handling skills.

## Training

- Training is normally on the job supervised by a senior library or information assistant or a library or information manager.
- Short courses for all levels of library staff including library and information assistants are provided by the [Chartered Institute of Library and Information Professionals \(CILIP\)](#).

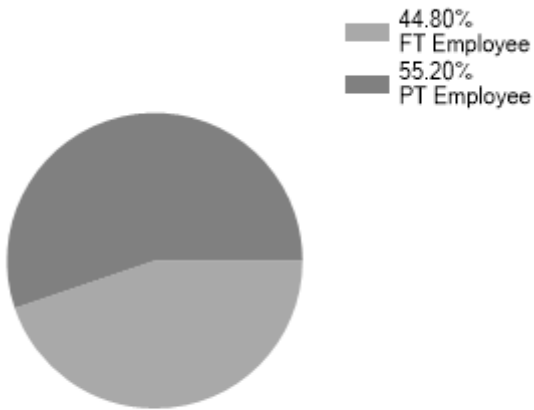
## Getting On

- Library or information assistants work in public libraries, mobile units, schools, colleges, universities, specialist libraries, information centres and industrial organisations.
- You may be able to build up varied experience by changing employer.
- If you gain qualifications, this may help you to get promotion to a senior library or information assistant.
- If you want to become a library or information professional, you will need a qualification recognised by the Chartered Institute of Library and Information Professionals (CILIP).
- Experience and qualifications may help you to gain entry to a relevant course. (See separate job profile for [Library or Information Professional](#)).

**Contacts**

## Statistics

Employment Status UK %



LMI data powered by [LMI for All](#)

## Past Unemployment - Scotland

No Claimant statistics available for Scotland.

Predicted Employment Statistics : Not available this career.