

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 £17,500 a year. Senior library assistants earn £18,000 to £22,000 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 (Protecting Vulnerable Groups) 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 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

Chartered Institute of Library and Information Professionals (CILIP)

Tel: 0141 353 5637

Email: admin@cilips.org.uk

Website: www.cilip.org.uk

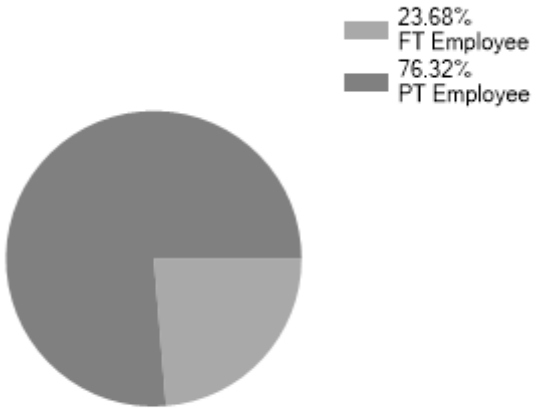
Website (2): www.cilips.org.uk

Twitter: @CILIPinfo

Facebook: www.facebook.com/CILIPinfo

Statistics

Employment Status UK %



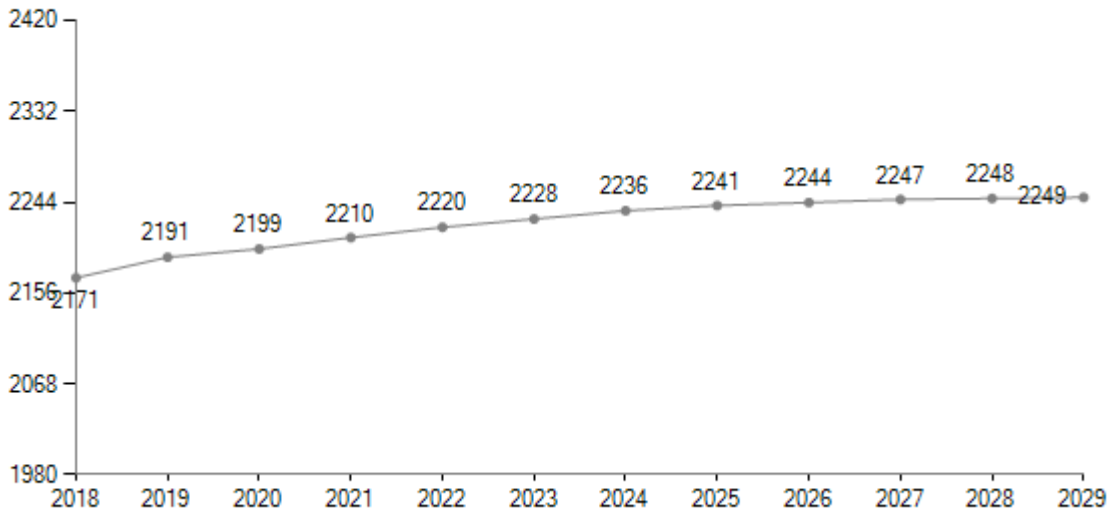
Past Unemployment - Scotland

Date	Unemployed
Dec 2018	0.23%

LMI data powered by [EMSI UK](#)

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

Predicted Employment in Scotland



LMI data powered by [EMSI UK](#)