

# INFORMATION/LIBRARY SCIENCES

What can I do with this graduate degree?

## AREAS

### ACADEMIC LIBRARIES

Service to Faculty and Students  
Reference  
Circulation  
Technical Services  
    Acquisitions  
    Cataloging  
    System Automation  
    Indexing/Abstracting  
    Archives  
Serials Management  
Manuscripts  
Access/Outreach  
Music  
Metadata  
Web Design/Maintenance  
Digital Files  
Digital/Paper Preservation  
Government Documents  
Special Collections  
Media Services  
Teaching  
Administration/Management  
Research Support  
Cartographic Information Specialist  
Publishing  
Bibliographic Support  
Local Area Network Manager  
Electronic Services  
Prospect Research  
Collection Development  
Instructional Technology  
Audiovisual Materials  
Information Literacy

## EMPLOYERS

Universities and colleges  
Junior and community colleges  
Specialized academic programs e.g., seminaries,  
optometrist programs

## INFORMATION/STRATEGIES

Academic librarians may work one-on-one with students and faculty, teach and present seminars, or work in technically-oriented positions such as systems design or database management.  
Any bachelor's degree in liberal arts is good preparation. Classes in communications, business/management, computer science and statistics can be helpful.  
Related undergraduate subject degree is useful when working with particular specialties such as art or agriculture.  
Develop excellent computer skills.  
Gain experience in business and management to work in administration.  
Work part-time in a college or university library to gain relevant experience.  
Earn a master's degree in library or information sciences from a program accredited by the American Library Association (ALA).

## AREAS

### SCHOOL LIBRARIES AND MEDIA CENTERS

Teaching  
Administration  
Technical Services  
Administrator (school system level)

## EMPLOYERS

K-12 schools  
Public and private  
Public school districts

## INFORMATION/STRATEGIES

School librarians or media specialists may help teachers develop curricula, prepare lesson units, team teach or provide staff development. Many states require a master's degree in library science and some require a specialty certification or an educational endorsement. Some states also require teaching certification or student teaching in a library/media center. Work or volunteer experience related to children and teaching is useful. Become adept with various technologies and develop strong computer skills. Learn to work both independently and with groups.

### PUBLIC LIBRARIES

User/Reader Services  
Reference  
Information and Referral Services  
Youth Services  
Children  
Young Adults  
Special Collections  
Technical Services  
Acquisitions  
Serials Management  
Collection Development  
Cataloging  
System Automation  
Archives management  
Web Development/Maintenance  
Special Collections  
Administration  
Genealogical Research

Central libraries  
Library branches  
Library services to jails, retirement homes, nursing homes, hospitals, senior centers, etc.

Some librarians specialize in a particular subject area, such as government collections or technology, or a particular type of materials, such as maps or photography, or with a special population. Creativity, a flair for drama, and an enjoyment of children are important for those working in youth services. Courses in child development and psychology are helpful in this field. Develop a broad liberal arts background and earn a master's degree in library or information science from an ALA accredited program. Develop strong computer skills and learn to enjoy working with new technology.

## AREAS

## EMPLOYERS

## INFORMATION/STRATEGIES

### **SPECIAL LIBRARIES AND INFORMATION CENTERS**

Indexing/Abstracting  
Competitor Intelligence  
Strategic Information  
Knowledge Management  
Records Management/Archives  
Information Architecture  
Document Design  
Information Management  
Usability  
Digital Preservation  
E-mail Management  
Hypermedia  
Visual Resources  
Reprography  
Grey Literature  
Antiquarian Books

Large hospitals  
Medical schools  
Law firms  
Law schools  
Bar associations  
Large corporations  
Industrial and scientific collections  
Research labs  
Local, state and federal government agencies  
Nonprofit organizations  
Public libraries  
Colleges and universities  
Art schools  
Museums and art institutions  
Prisons  
Galleries  
Historical societies  
Publishing houses  
Advertising and public relations agencies  
News organizations and electronic media  
Picture services  
Motion picture studios  
Television stations  
Trade and professional associations

Special collections librarians generally have interests, skills, and knowledge related to the collection and may work with a particular population in special libraries, e.g. lawyers or doctors.  
Most positions require a bachelor's degree in a field related to the collection topic, e.g. business, science, art, etc. Some require a graduate degree in the field.  
Many law librarians have a Juris Doctor (law degree). Knowledge of foreign languages may be required in certain fields.  
Develop skills in research and a solid background in information technologies.  
Earn a master's degree in library or information science from an ALA accredited program.

### **INFORMATION SERVICES**

Research  
Indexing/Abstracting  
Online Retrieval  
Information Architecture  
Programming  
Database Management

Information service agencies  
Outsourcing companies  
Research centers  
Large corporations  
Self-employed  
Consulting  
Freelance editing  
Research

Information services professionals provide research and services to corporations, writers or individuals needing information or references on a particular subject.  
Expertise in an industry or subject area may be helpful.  
Supplement undergraduate curriculum with courses in business to gain an understanding of marketing principles.  
Develop excellent research, writing and organizational skills.

## AREAS

## EMPLOYERS

## INFORMATION/STRATEGIES

### INFORMATION SYSTEMS/TECHNOLOGY

Design/Development  
Management/Operation  
Database Administration  
Computer Support  
Network Administration  
Programming  
Systems Analysis  
Web Development/Maintenance  
Training  
Reprography  
Information Architecture  
Digital Preservation  
Privacy Regulation

Libraries  
Public, academic and special  
Data processing centers  
Corporations  
Research centers  
Government  
Universities

Professionals involved in information systems help organizations with the storage, retrieval, and management of records or information and support information technology in an organization. An undergraduate degree in management information systems (MIS) or computer science is the preferred background before earning a master's in information science.

Build a strong computer background in programming skills using several languages, various operating systems, database management, software and networks.

Increase employment opportunities through product-related certification or by earning Certified Computing Professional (CCP) status conferred by the Institute for Certification of Computing Professionals. CCP's must pass an examination and meet various requirements.

Gain related experience through internships, co-ops or part-time employment.

Develop excellent written and oral communication skills.

Learn to work well with both technical and non-technical staff.

### ELECTRONIC PUBLISHING

Database producers  
Distributors of electronic publications, e.g. business firms, universities, nonprofit organizations, professional associations, etc.  
Electronic publishers  
Self-employed

Electronic publishers or publishing professionals create and distribute publications in electronic form.

Develop writing skills through classes in English, journalism or technical writing.

Learn advanced website design and programming.

### **GENERAL INFORMATION**

- Qualifications important to the field include the ability to work well with people, good written and oral communication skills, intelligence and curiosity, research and computer skills, an eye for detail and a general love of learning are also essential.
- Understanding trends in media, computers/technology, Internet, and publishing is important to success in the profession.
- Virtually any undergraduate degree can offer good preparation for ALA accredited graduate programs.
- Maintain a high grade point average in undergraduate work and work on gaining strong recommendations from faculty.
- Work in campus or community libraries part-time or during the summers to gain exposure to the library environment.
- Supplement undergraduate curriculum with courses in communications, media, business or technology. Some areas of information or library sciences may require bachelor's or master's degrees related to the job environment.
- Choose master's degree programs in library or information science that are accredited by the American Library Association to maximize employment opportunities.
- Currently, most library science professionals work in school, public, and academic libraries, but employment opportunities are growing most for information specialists in settings such as corporations, consulting firms and information brokers and in environments involving Internet-based information.
- A doctorate, either Ph.D. DLS, or DA may be required for research and university teaching in library and information science programs or to reach the highest levels of library administration.