

# INFORMATION/LIBRARY SCIENCE

What can I do with this degree?

## AREAS

## EMPLOYERS

## STRATEGIES

### ACADEMIC LIBRARIES

Service to Faculty and Students  
Reference  
Circulation  
Technical Services  
    Acquisitions  
    Cataloging  
    System Automation  
Special Collections  
Media Services  
Teaching  
Administration/Management  
Research  
Publishing

Universities and colleges

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

### SCHOOL LIBRARIES AND MEDIA CENTERS

Teaching  
Administration  
Technical Services

K-12 Schools  
    Public and private  
Public school districts

Many states require a master's degree in library science and a specialty certification. 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.  
May help teachers develop curricula, prepare lesson units, team teach or provide staff development.  
Collections usually include non-print media; media center may house computer labs.  
Become familiar with various technologies.  
Learn to work both independently and with groups.

## AREAS

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## STRATEGIES

### **PUBLIC LIBRARIES**

User/Reader Services  
Reference  
Information and Referral Services  
Youth Services  
Special Collections  
Technical Services  
Acquisitions  
Serials Management  
Collection Development  
Cataloging  
System Automation  
Preservation  
Administration

Central libraries  
Library branches  
Library services to jails, retirement homes,  
hospitals, etc.  
Bookmobiles

Develop a broad liberal arts background and earn a master's degree in library or information sciences from an ALA accredited program.  
Take many computer courses. Should enjoy working with new technology.  
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.  
Creativity, a flair for drama, a positive attitude and an enjoyment of children are important for those working in youth services. May coordinate events and plan programs for youth of all ages.  
Take courses in child development and psychology.

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

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  
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

Earn a master's degree in library or information science from an accredited program.  
Most positions require a bachelor's degree in a field related to the collection topic, i.e. business, science, art, etc. Some require graduate degree in the field; such as many law librarians have the juris doctor.  
Knowledge of foreign languages may be required in certain fields.  
Special collections librarians generally have interests, skills, and knowledge related to collection.  
May work with particular populations in special libraries.  
Develop skills in research and a solid background in information technologies.  
Special collections exist on a countless array of topics, not all are included here.

## AREAS

## EMPLOYERS

## STRATEGIES

### INFORMATION SYSTEMS/TECHNOLOGY

Design/Development  
Management/Operation  
Database Administration  
Computer Support  
Network Administration  
Programming  
Systems Analyst  
Training

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 incorporate and support information technology into 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 to those who 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. May work with technical and non-technical staff.

Learn to work well in a team.

### INFORMATION SERVICES

Information service agencies  
Research centers  
Self-employed/consulting  
Large corporations

Provide information research and services to corporations, writers or individuals needing information or references on a particular subject.

Develop excellent research, writing and organizational skills.

Expertise in an industry or subject area may be helpful.

Supplement undergraduate curriculum with courses in business to gain an understanding of marketing principles.

## AREAS

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### ELECTRONIC PUBLISHING

Database producers  
Distributors of electronic publications  
Electronic publishers  
Self-employed

Create and distribute publications in electronic form.  
Develop writing skills through classes in English, journalism or technical writing.  
Learn advanced World Wide Web page 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, and publishing is important to success in profession.
- Virtually any undergraduate degree can offer good preparation for graduate programs.
- Supplement undergraduate curriculum with courses in communications, media, computers, business or technology. Some areas of information or library science may require related bachelor's or master's degrees.
- Choose master's degree programs in library or information science that are accredited by the American Library Association to maximize employment opportunities.
- A doctorate, either Ph.D. or DLS, may be required for research and university teaching in information science programs or to reach the highest levels of library administration.
- Currently most library science professionals work in school and academic libraries, but employment opportunities are growing most for information scientists in untraditional settings such as corporations, consulting firms and information brokers and in settings involving information on the Internet.