

# Librarians and Library Media Specialists

SOC: 25-4022 • Career Profile Report

## ■ Key Facts

<b>\$64,320</b> Median Salary	<b>142,100</b> Employment	<b>+2.0%</b> Growth Rate
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## ■ Requirements & Salary Range

Education: Master's degree

## ■ Automation Risk Assessment

**Low Risk** - 10.0% probability of being automated in the next 10-20 years.  
This job is relatively safe from automation due to its creative, social, or complex problem-solving requirements.

## ■ Work-Life Balance

**9.0/10** - Excellent work-life balance

## ■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	3.8/10	Investigative	6.6/10
Artistic	7.6/10	Social	9.4/10
Enterprising	5.2/10	Conventional	6.0/10

## ■ Top Skills Required

Communication skills, Initiative, Interpersonal skills, Organizational skills, Problem-solving skills, Reading skills,

### ✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

### ■ Challenges

- Burnout Risk
- Rapid Technological Change

## ■ What They Do

Librarians and Library Media Specialists typically perform the following tasks:

- Check books in and out of the library.
- Teach library patrons basic computer skills, such as searching computerized databases.
- Review and evaluate materials, using book reviews, catalogs, faculty recommendations, and current holdings to select and order print, audio-visual, and electronic resources.
- Search standard reference materials, including online sources and the Internet, to answer patrons' reference questions.
- Keep up-to-date records of circulation and materials, maintain inventory, and correct cataloging errors.
- Analyze patrons' requests to determine needed information and assist in furnishing or locating that information.
- Supervise daily library operations, budgeting, planning, and personnel activities, such as hiring, training, scheduling, and performance evaluations.
- Plan and teach classes on topics such as information literacy, library instruction, and technology use.
- Confer with colleagues, faculty, and community members and organizations to conduct informational programs, make collection decisions, and determine library services to offer.
- Code, classify, and catalog books, publications, films, audio-visual aids, and other library materials, based on subject matter or standard library classification systems.
- Respond to customer complaints, taking action as necessary.
- Plan and deliver client-centered programs and services, such as special services for corporate clients, storytelling for children, newsletters, or programs for special groups.
- Explain use of library facilities, resources, equipment, and services, and provide information about library policies.
- Locate unusual or unique information in response to specific requests.
- Troubleshoot problems with audio-visual equipment.
- Develop library policies and procedures.
- Evaluate materials to determine outdated or unused items to be discarded.
- Direct and train library staff in duties, such as receiving, shelving, researching, cataloging, and equipment use.
- Develop, maintain, and troubleshoot information access aids, such as databases, annotated bibliographies, Web pages, electronic pathfinders, software programs, and online tutorials.
- Engage in professional development activities, such as taking continuing education classes and attending or participating in conferences, workshops, professional meetings, and associations.

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Source: <https://www.bls.gov/ooh/education-training-and-library/librarians.htm>