

Library Technicians and Assistants

SOC: 25-4031 • Career Profile Report

■ Key Facts

\$37,540

Median Salary

11,000

Employment

-7.0%

Growth Rate

■ Requirements & Salary Range

Education: See Requirements (BLS)

■ 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

8.2/10 - 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, Detail oriented, Interpersonal skills, Listening skills

✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

■ Challenges

- Burnout Risk
- Rapid Technological Change

■ What They Do

Library Technicians and Assistants typically perform the following tasks:

- Reserve, circulate, renew, and discharge books and other materials.
- Answer routine telephone or in-person reference inquiries, referring patrons to librarians for further assistance, when necessary.
- Help patrons find and use library resources, such as reference materials, audio-visual equipment, computers, and other electronic resources and provide technical assistance when needed.
- Deliver and retrieve items throughout the library by hand or using pushcart.
- Process print and non-print library materials to prepare them for inclusion in library collections.
- Catalogue and sort books and other print and non-print materials according to procedure and return them to shelves, files, or other designated storage areas.
- Enter and update patrons' records on computers.
- Provide assistance to teachers and students by locating materials and helping to complete special projects.
- Compile and maintain records relating to circulation, materials, and equipment.
- Take actions to halt disruption of library activities by problem patrons.
- Maintain and troubleshoot problems with library equipment, including computers, photocopiers, and audio-visual equipment.
- Check for damaged library materials, such as books or audio-visual equipment, and provide replacements or make repairs.
- Collect fines and respond to complaints about fines.
- Train other staff, volunteers, or student assistants and schedule and supervise their work.
- Conduct reference searches, using printed materials and in-house and online databases.
- Compile data and create statistical reports on library usage.
- Design posters and special displays to promote use of library facilities or specific reading programs at libraries.
- Issue identification cards to borrowers.
- Review subject matter of materials to be classified and select classification numbers and headings according to classification systems.
- Process interlibrary loans for patrons.

*Generated by StartRight • Data from U.S. Bureau of Labor Statistics & O*NET*

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