

### What They Do

Information management is a vital part of the Biotech industry. Large volumes of data relating to biotechnology are produced throughout the world each year, and researchers and other staff need fast access to pertinent information.

Library Assistants help company personnel find material that is important to their work, and is otherwise not readily available. They are especially involved in doing on-line searches.

They may help people use indexes and databases to locate books and other material. They gather information from a variety of sources and put it in a format that meets the requestor's needs.

Library Assistants may help run or maintain the company database. Library Assistants help manage library inventory, as well as manage print and electronic resource material.

Library Assistants may help run a company library, although on-line sources are sometimes supplanting written material held on-site. The Assistants file and keep track of publications, periodicals, CDs and other informational storage media in a company library.

*Library Assistants in the biotech industry share characteristics of Library Assistants, Clerical. Detailed descriptions of these occupations may be found in the Occupational Information Network (O\*NET) at [online.onetcenter.org](http://online.onetcenter.org).*

Important skills, knowledge, and abilities include:

- ▶ Clerical – Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- ▶ Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- ▶ Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- ▶ Service Orientation – Actively looking for ways to help people.
- ▶ Information Ordering – The ability to arrange things or actions in a certain order or pattern according to a specific rule of set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

### Training/Requirements

- ▶ High school diploma or equivalent.
- ▶ Possess up to two years of relevant library experience or completion of on-the-job training.

# Library Assistants

## What's the California Job Outlook?

The figures below are drawn from surveys across all industries and represent occupations comparable to Library Assistants.

Standard Occupational Classification	Estimated Number of Workers 2004	Estimated Number of Workers 2014	Average Annual Openings	2007 Wage Range (per hour)
Library Assistants, Clerical 43-4121	10,700	12,500	620	\$10.58 to \$17.35

*These figures do not include self-employment.*

*Average annual openings include new jobs plus openings due to separations.*

*Source: [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov), Employment Projections by Occupation and OES Employment & Wages by Occupation, Labor Market Information Division, Employment Development Department.*

## Additional Sources of Information

California Library Association  
(916) 447-8541  
[www.cla-net.org](http://www.cla-net.org)

Medical Library Association  
(312) 419-9094  
[www.mlanet.org](http://www.mlanet.org)

American Library Association  
(800) 545-2433  
[www.ala.org](http://www.ala.org)

Occupational Information Network (O\*NET)  
<http://online.onetcenter.org>