Library Technicians and Assistants

SOC: 25-4031 • Career Profile Report

■ Key Facts

$37,540	11,000	-7.0%
Median Salary	Employment	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 support **library operations by organizing, cataloging, and assisting patrons with resources and information**. They help maintain collections, prepare materials for circulation, and provide guidance on library services. Their work is critical in public, academic, and special libraries.

This career is well suited for individuals who enjoy organization, research, and helping others access information.

What Do Library Technicians and Assistants Do?

These professionals perform a variety of tasks to support library services and facilitate access to materials.

Common responsibilities include:

- Cataloging, organizing, and shelving books, periodicals, and digital resources
- Assisting patrons with locating materials and using library systems
- Preparing materials for circulation and maintaining check-out records
- Maintaining and updating library databases and catalogs
- Assisting in library programs, workshops, and events
- Performing routine administrative tasks such as data entry and filing
- Following library policies and procedures

Key Areas of Library Support

Library technicians and assistants may specialize in certain functions or types of libraries:

- Cataloging and Classification: Organizing and indexing materials for easy access
- Reference and Patron Assistance: Helping users locate and utilize library resources
- Digital and Technical Support: Assisting with e-resources, databases, and computer systems
- Circulation and Material Handling: Managing check-outs, returns, and inventory
- Program and Event Support: Helping organize library workshops, readings, or educational programs

Skills and Abilities Needed

Library technicians and assistants combine organizational, technical, and interpersonal skills.

Core Professional Skills

Personal Qualities That Matter

Education and Career Pathway

This role typically requires formal education and on-the-job training:

- High School Diploma or GED (minimum): Basic reading, writing, and technical skills
- Postsecondary Certificate or Associate Degree (optional): Library science or information technology
- On-the-Job Training: Learning library systems, cataloging, and circulation procedures
- Professional Development: Courses or workshops in information management, technology, or customer service
- Continuous Learning: Staying updated on library technology, databases, and best practices

Where Do Library Technicians and Assistants Work?

They are employed in organizations that maintain collections and provide public or specialized information:

- Public Libraries
- School and Academic Libraries
- Specialized or Corporate Libraries
- Archives and Research Centers

- Government or Community Resource Centers

Work environments include library offices, reading rooms, digital labs, and archives.

Is This Career Difficult?

This career requires organizational skills, attention to detail, and patience. Technicians and assistants must manage resources accurately, help diverse patrons, and stay current with library technologies.

Who Should Consider This Career?

This career may be a strong fit if you:

- Enjoy organization, research, and information management
- Are detail-oriented and methodical
- Can work well with the public and assist with resources
- Have interest in technology, literature, or archival work
- Want a career supporting learning, research, and information access

How to Prepare Early

- Take courses in library science, information management, or technology
- Volunteer or intern in libraries or archives
- Develop organizational, research, and customer service skills
- Learn cataloging systems, databases, and digital resource management
- Explore certifications or associate programs in library and information services

Library technicians and assistants support the organization, accessibility, and management of information, helping libraries serve the educational, research, and informational needs of their communities.