# INFORMATION/LIBRARY SCIENCES
## What can I do with this degree?

### AREAS

**ACADEMIC LIBRARIES**
- Service to Faculty and Students
- Reference
- Circulation
- Technical Services
- Acquisitions
- Cataloging
- System Automation
- Indexing/Abstracting
- Archiving
- Special Collections
- Media Services
- Teaching
- Administration/Management
- Research
- Publishing

**SCHOOL LIBRARIES AND MEDIA CENTERS**
- Teaching
- Administration
- Technical Services

### EMPLOYERS

- Universities and colleges
- K-12 Schools
  - Public and private
  - Public school districts

### STRATEGIES

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 gain relevant experience.

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 and develop strong computer skills.

Learn to work both independently and with groups.
### AREAS

**PUBLIC LIBRARIES**
- User/Reader Services
  - Reference
  - Information and Referral Services
  - Youth Services
  - Special Collections
- Technical Services
  - Acquisitions
  - Serials Management
  - Collection Development
  - Cataloging
  - System Automation
  - Archiving
  - Administration

**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

### EMPLOYERS

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

**STRATEGIES**
- Develop a broad liberal arts background and earn a master's degree in library or information science 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.

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- 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, e.g. business, science, art, etc. Some require graduate degree in the field. Many law librarians have the Juris Doctor (law degree).
- 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, e.g. lawyers or doctors.
- 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.
# INFORMATION SYSTEMS/TECHNOLOGY

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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. CCP's must 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 on a team.

# INFORMATION SERVICES

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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

**ELECTRONIC PUBLISHING**
- Database producers
- Distributors of electronic publications
- Electronic publishers
- Self-employed

### EMPLOYERS

- Create and distribute publications in electronic form.
- Develop writing skills through classes in English, journalism or technical writing.
- Learn advanced website design and programming.

### STRATEGIES

- 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 settings such as corporations, consulting firms and information brokers and in environments involving information on the Internet.

### 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 sciences 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.
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