

Library Services Traineeships

Library services offers a career where a love of reading meets the commitment to excellent customer service. Trainees will locate and retrieve items on request, sort and shelve returned items, maintain records and index systems, and ensure safety practices are adhered to.

What are some of the duties involved in a library services traineeship?

- ✓ Assist with the preparation of displays and promotional activities
- ✓ Process and maintain information resources
- ✓ Issue library items to customer and record identification data and due dates
- ✓ Assist customers to locate items and use library equipment and technology
- ✓ Receive overdue items, issue overdue notices and receive fines
- ✓ Coordinate 'Story Time' and other library activities

**1.5
Years**

- A fulltime library services traineeship goes for 1.5 years
- Library services can not be completed as a school based traineeship

What does a typical week look like?

- ✓ 5 days per week at work (typically work a roster system which may include weekends and Thursday nights)
- ✓ Qualification completed online

What are some of the units offered in the course?

- ✓ Deliver a service to customers
- ✓ Develop and use information literacy skills
- ✓ Work effectively with others
- ✓ Operate application software packages
- ✓ Review and maintain a website
- ✓ Catalogue objects into collections
- ✓ Use social media tools for collaboration and engagement
- ✓ Develop and apply knowledge of archives
- ✓ Provide multimedia support
- ✓ Undertake marketing activities
- ✓ Monitor and maintain records in an online environment
- ✓ Show social and cultural sensitivity
- ✓ Digitise images for reproduction
- ✓ Apply knowledge of WHS legislation in the workplace

What qualification is completed in the traineeship?

Certificate III in Library & Information Services

Additional studies after the traineeship:

Certificate IV in Library & Information Services

Diploma of Library & Information Services

Career pathway:

- ✓ Library Assistant
- ✓ Library Technician

What we look for in a suitable candidate

- ✓ Excellent communication skills
- ✓ Ability to problem solve
- ✓ Strong attention to detail
- ✓ Ability to multi-task
- ✓ Good organisational skills
- ✓ Ability to liaise with clients
- ✓ Willingness to learn

Industry demand:

Growth in this sector is stable, with an estimated 6000 job openings to the year 2023.

What is the pay rate?

<https://calculate.fairwork.gov.au/findyouraward>



Questions?

If you have any questions, please call our office on 1800 993 200 or visit our website www.mygateway.org.au

