

FROM COLLEGE TO CAREER IN

INFORMATION & LIBRARY SERVICES

The degree programs in Information & Library Services are designed to provide students with the paraprofessional skills needed to support the effective functioning of a library or other information intensive organization. Trained library personnel must respond to the rapid national surge in information technology, and the Information & Library Services program provides relevant courses to assist students in acquiring this evolving knowledge and the skills necessary to become effective and well-informed members of a library team. A certificate, Associate of Science and Bachelor of Science degrees in Information & Library Services are available at UMA.

Transferable Skills & Competencies

Graduates of the Information & Library Services program have well-developed computer, organizational, and communication skills. These and other related skills serve our students well as they prepare for careers in libraries and other information intensive organizations. A sampling of representative skills and abilities follow:

Selecting and Evaluating Information

Handling acquisitions/purchasing
Assessing needs and interests

Organizing Information

Conveying ideas systematically
Writing clearly
Cataloging/record keeping

Analyzing & Responding to Information Inquiries

Using reference tools, print and online
Advanced Internet Research
Searching databases

Teaching about Information & Related Resources

Speaking effectively to groups/individuals
Informing/Teaching

Managing Information and Services

Raising funds
Program Development
Budget Development

Applying and Assessing Technology

Recognizing pertinent role of technology
Compiling data
Categorizing data



The University of Maine at Augusta

with campus locations in Augusta and Bangor,
teaching to over 100 centers and sites statewide.

Careers

The selected list that follows offers a glimpse of the diverse career possibilities for UMA Information & Library Services majors. For some occupations listed below, additional training may be required.

Access Services

Archivist
Assistant Archivist
Assistant Director
Automation Specialist
Bibliographer
Book Store Manager
Catalog Librarian*
Catalog Maintenance
Children's Services
Circulation Assistant
Circulation Manager
Clipping Service Owner
Computer Specialist
Editor
Education Technician
Fact-Checker
Gallery Manager
Government Documents
Indexer
Information Accounting
Information Assistant
Information Broker
Information Resources

Information Specialist

Inter-Library Loan Specialist
Librarian*
Library Aide
Library Assistant
Library Associate
Library Supervisor
Library Technical Operations
Library Technician
Media Specialist*
Preservation Supervisor
Private Investigator
Proofreader
Reference Assistant
Reference Librarian*
Researcher
School Librarian*
Stock Manager
Supervising Library Assistant
Technical Library Assistant
Technical Services Assistant
Technical Services Coordinator
Volunteer Service Coordinator
WebPage Maintenance & Design

* Baccalaureate or Graduate level study is generally required for these occupations.

Some titles of Support Staff Positions in Libraries taken from < <http://www.ala.org/ala/hrdr/careersinlibraries/listsupportstaff.htm> >

For More Information

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Admissions & Records Office
Augusta:
621-3037 or 1-877-UMA-1234, ext. 3037
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