Yth. Pak Lurah,


### A. Rujukan dari Luar

<table>
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<tr>
<th>Posisi</th>
<th>Institusi</th>
<th>Jenis Perpus.</th>
<th>Diperlukan keahlian:</th>
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</table>
| Library Manager         | Warsash Maritime Centre                  | Training Centre | (1) Librarianship degree.  
(2) 2 yrs experience working in lib or inf. Unit.  
(3) Exp. Of staff supervision  
(4) Good communication skills  
(5) Computer literacy  
(6) Managerial, administrative, team leadership abilities |
| Information skills      | Bradford Health Community                | Hospital      | (1) good knowledge of printed and electronic health inf. Resources.  
(2) Well-developed inf. Retrieval skills.  
(3) Ability to to teach item (2) to others  
(4) End User training for staff  
(5) Search skills and effective exploitation of theinternet.  
(6) Involved in the development of the library services via extranet facility |
| training librarian      |                                          |               |                                                                                                                                                      |
| Librarian               | Dudley Metropolitan Borough Council      | County Library | (1) Manager with leadership qualities  
(2) Powerful grasp of strategic issues  
(3) Challenges of ICT  
(4) Effective communicator  
(5) Good knowledge of the current issues. |
| Liaison Librarian       | Royal Holloway Univ. of London          | Univ. Library  | (1) a yr experience in academic library  
(2) train users to exploit printed and electronic inf. |


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<tr>
<th>Position</th>
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<th>Requirements</th>
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| Deputy head of library and information services | Inns of Court School of Law                      | Legal Training                      | (1) 2 yrs post-qualification experiences in Academic Lib or Resource centre of legal environment  
(2) provide a customer-focused service.  
(3) Good interpersonal and communication skills.  
(4) Have extensive IT skills  
(5) Skills in book selection, acquisition, cataloguing, classification, and supervising staff  
(6) Ability to write and deliver training materials for the use of electronic and printed sources. |
| Full-Time Librarian                          | Nottinghamshire country Council                  | Community services Lib. Arch. & Inf.| (1) interest in reading development and in increased public access to information technology in Pub. Library.  
(2) (2) skills in enquiry desk work and stock management.                                                                                                                                       |
| Information and library Resources Manager    | English Martyrs RC School, Leicester              | School Library                      | (1) qualified librarian with good ICT skills.  
(2) Skills in management of the school library.                                                                                                                                                       |
| Librarian                                    | Ernest Bevin College                              | Academic Library                    | (1) librarian with excellent IT  
(2) good in communication.  
(3) Show a flexible approach to working.                                                                                                                                                           |
| Asst. Manager                                | Bracknell and Wokingham College                  | Learning resources centre           | (1) Librarian with excellent interpersonal skills  
(2) Excellent in IT.  
(3) Understand modern technology.  
(4) Experience of working with a range of software.                                                                                                                                              |
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<tr>
<th>Position</th>
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<th>Location</th>
<th>Skills and Experience</th>
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| **Cataloguer**                    | The Royal Collection of Windsor Castle | Royal Collection                  | (1) postgraduate library qualification  
(2) Knowledge of AACR2 and indexing conventions  
(3) Experience in cataloguing  
(4) Interests in rare books  
(5) Knowledge of European languages, history, art and genealogy are desirable as well as accuracy and keyboard skills |
| **Deputy Library and Inf. Service Manager** | Ashford and St. Peter's Hospital | Hospital                          | (1) have a high degree of professional skills and expertise and in particular the use of electronic and on-line services.  
(2) Skilled at working in a team, possess excellent communication skills.  
(3) Experience within a health care library environment. |
| **Ass. Librarian**                | St Charles Catholic Sixth Form College | Academic Library                  | (1) have experience of working in an educational environment  
(2) be able to communicate effectively with young people  
(3) familiar with library management systems and demonstrate knowledge of a good range of information sources, both printed and electronic |
| **Centre Manager**                | South Downs College                   | Academic Library                  | (1) have experience of working in post education or a relevant teaching qualification.  
(2) Have excellent ILT skills.  
(3) Have good communication and inter-personal skills. |
| **Librarian or Information scientists** | House of commons library              | Parliament Library                 | (1) qualified librarians or information scientists  
(2) have skill in indexing parliamentary materials for POLIS – the Parliamentary Online Indexing Service and for the House of Commons Official Report (Hansard)  
(3) Cataloguing skills for books, pamphlets, official |
<table>
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| Stock Control Librarian                      | Victoria and Albert Museum                     | National Art Library                | (1) have postgraduate qualification in librarianship  
(2) have experience of working in a library and be able to write clear and concise procedures, policy documents and reports  
(3) experience of using standard IT packages.                                                                                           |
| Information Services Coordinator             | London Voluntary Service Council               | Voluntary Service                   | (1) 2 yrs of website project management  
(2) excellent communication skills  
(3) ability to manage staff team and the reference library service.                                                                                                     |
| Library project officer catalogue            | Institute of advanced legal studies            | Legal Consultant                    | (1) Have ability in IT  
(2) Good team work  
(3) Have experience of law and legal materials  
(4) Experience of networked information and web browsers  
(5) Experience of online cataloguing to AACR2 and MARC standard                                                                                                                                 |
| Team Librarian-school Library Service        | Norfolk Country Council                         | School Library                      | (1) have interest in working in education, children’s books and learning resources  
(2) Good communication skills with teachers and children  
(3) Knowledge of ICT applications  
Have ability in improve quality of services tailored to clients’ needs                                                                                                           |
| Assistant Librarian                          | The London Institute                            | Library and Learning Resources       | (1) qualified librarian with experience of a library automated system and have good interpersonal and communication skills  
(2) have a book and periodical budget skills                                                                                                                                 |
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<th>Department</th>
<th>Relevant Skills</th>
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| Internet Gateway services content coordinator | John Rylands Univ. Library of Manchester          | Univ. Library            | (1) a good organiser and communicator  
(2) experience in the use of the internet for information provision, the use of bibliographic datasets.                                                                                     |
| Knowledge Portal coordinator                  | Southampton Univ. Hospitals                      | Univ. Library            | (1) have directly relevant experience in developing and delivering a knowledge portal within a large institution  
(2) have an understanding of internet technologies and on-line databases.                                                                                                                                   |
| Information management officer                | Liverpools Health Authority                      | Community centre         | (1) have a skills in obtaining, synthesising, managing and desseminating information in both traditional and more innovative ways.  
(2) Experience of working in the intelligent management of information, have excellent communication and IT skills                                                                                   |
| Project librarian                             | Royal College of Surgeons of England             | Academic Library         | (1) computer literate of using Microsoft office  
(2) knowledge of Mesh Subject headings and MARC.                                                                                                                                                                |
| Senior Library Assistant (Bibliographic Services) | Goldsmiths Univ. of London                      | Information services     | (1) have a skill in cataloguing and acquisitions using new Aleph library management system  
(2) Skills in enquiry and other general library duties  
(3) Knowledge of AACR2 and MARC cataloguing.  
(4) Supervisory skills.  
(5) Experience of working with automated cataloguing and/or acquisition systems.                                                                                                                             |
| Community Librarian                           | City of Nottingham: community Services           | Community Centre         | (1) skills in promoting library service to the community  
(2) Experienced in working with the public.  
(3) Have effective verbal/written skills.                                                                                                                                            |

**B. Masukan dari pengalaman para pengguna lulusan**

1. Jenis Perpus. | Profesi | Pendidikan formal | Keahlian dibutuhkan: |
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<tr>
<th>B.1 Pernas</th>
<th>Kataloger</th>
<th>D3, S1</th>
<th>Kataloging</th>
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<tr>
<td></td>
<td>dll</td>
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<td>Klasifikasi</td>
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<td></td>
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<td></td>
<td>Tesaurus, dll</td>
</tr>
<tr>
<td>B2. PDII-LIPI</td>
<td>Spesialis informasi</td>
<td>S1 disiplin ilmu terkait + TOEFL Score approx. 600</td>
<td>Indexing, dll</td>
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<tr>
<td>B3. Perpus Wil</td>
<td>PR Officer</td>
<td>D3, S1</td>
<td>Interpersonal Communication, Web master</td>
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<td>Marketing/PR/Advertensi</td>
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<tr>
<td>B4. Perpus Konsultan Hukum</td>
<td>Legal Dokumentation Officer</td>
<td>S1 Hukum + sertifikat Perpus.</td>
<td>Thesaurus Hukum, Negotiation, dll</td>
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<tr>
<td>B3 Perpus dst.</td>
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**C. Masukan dari pusat informasi Media. Data dari Iklan2 lowongan tenaga perpustakaan dan Informasi:**

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<tr>
<th>C. 1 Kompas</th>
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<tr>
<td></td>
<td>British Council</td>
<td>Pustakawan</td>
<td>S1, D3, Bhs. Inggris aktif, dll</td>
</tr>
<tr>
<td>C3 Tempo</td>
<td>Pusat Dokumentasi</td>
<td>Webmaster bidang</td>
<td>S1, certifikat Sisco, dll</td>
</tr>
<tr>
<td></td>
<td>Majalah SWA</td>
<td>Pusdokinfo</td>
<td></td>
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<tr>
<td>C4 Jurnal P.T.</td>
<td>Perpus PT Binus</td>
<td>S2 perpus, s1 Kom.</td>
<td>Ahli berbagai software pusdokinfo,</td>
</tr>
<tr>
<td>C The Jakarta Post</td>
<td>The Library Congres</td>
<td>Kataloger</td>
<td>D3, S1, ACCR2, Bhs. Inggris, dll</td>
</tr>
</tbody>
</table>

Fuady Munir
Vskills Certified Librarian assesses the candidates in library management and maintenance, various areas in principles of management, maintenance, marketing, promotion, library preservation etc. Vskills certification for Certified Librarian assesses the candidate as per the company’s need for library management and maintenance. The certification tests the Library Instruction Classes, Information Literacy Instruction. These are just some of the skills you’ll need as a Instruction Librarian. Top Instruction Librarian Skills. Below we’ve compiled a list of the most important skills for an Instruction Librarian. We ranked the top skills based on the percentage of Instruction Librarian resumes they appeared on. For example, 14.7% of Instruction Librarian resumes contained Library Materials as a skill.