

LIBRARIAN

Nature of work

The librarian is a professional whose occupation includes, in particular, the application of techniques and methods of library science relevant to the selection, conservation, classification, organization of and access to materials found in one or more of the libraries of the college.

Rate your skills	Yes	No
I can carry out the selection of the books, periodicals, microfilms, etc.	<input type="checkbox"/>	<input type="checkbox"/>
I am used to consult catalogues and reference indexes.	<input type="checkbox"/>	<input type="checkbox"/>
I can carry out the classification and the cataloguing of books and other documents.	<input type="checkbox"/>	<input type="checkbox"/>
I am able to organize and control inventory.	<input type="checkbox"/>	<input type="checkbox"/>
I can take care of purchases, orders and new acquisitions.	<input type="checkbox"/>	<input type="checkbox"/>
I know how to handle loans between documentation centres.	<input type="checkbox"/>	<input type="checkbox"/>
I can prepare briefs concerning the development, the use and the promotion of the documentation centres.	<input type="checkbox"/>	<input type="checkbox"/>

Required skills

I have good organization skills.	<input type="checkbox"/>	<input type="checkbox"/>
I have a good analytical capability.	<input type="checkbox"/>	<input type="checkbox"/>
I can take decisions.	<input type="checkbox"/>	<input type="checkbox"/>