

# Library Assistant

## What do I do?

- I help people find the resource they need, such as books.
- I order books and resources for the library.
- I answer the phone and send e-mails.

## What am I like?

- I like talking to people and listening to what they need.
- I am good at helping others.
- I have good IT skills; I can find information and use websites.



## What next?

- You may need experience of caretaking or have been a volunteer in the NHS.
- Level 1 qualification (Functional Skills L1 or GCSE G-D / 1-3 grade).
- Some library assistant posts offer the opportunity to complete a Library and Information Apprenticeship.