



Tuesday's Tip

information provided by Adriance Memorial Library to make your life a little bit easier . . .

O*Net

July 28, 2015

[O*NET](http://www.onetonline.org/) is an occupational resource created by the U.S. Department of Labor. It contains a comprehensive database of occupational information, including the skills and qualifications needed as well as the responsibilities for a vast array of occupations. The information on the site has been culled from various federal agencies, such as the Bureau of Labor Statistics.

The screenshot shows the O*NET OnLine website interface. At the top, there's a navigation bar with links like 'Help', 'Find Occupations', 'Advanced Search', and 'Crosswalks'. A large banner features a construction crane and the text 'Build your future with O*NET OnLine.' Below this, there's a 'What's New?' section mentioning updated military occupations. A prominent 'I want to be a...' section encourages users to start their career. There's also a section for 'ATTN: VETERANS' and a 'Green Economy' section. The bottom of the page has a '¿Habla español?' link. The browser's address bar shows 'http://www.onetonline.org/' and the page title is 'O*NET OnLine'.

The database is searchable in a variety of ways, either with a simple keyword search or by a variety of industry-, experience- or education-related categories.

Each occupation page details a wealth of information including: job responsibilities, necessary technology/tools, education, skills & abilities required, details about the career activities, work environments, values & work styles advantageous to the profession, and links to related occupations. Each page also includes statistics on median wages, numbers employed in the profession, and the projected growth in the coming decade, as well as current job listings.

Updated x/14

Summary Report for:
25-4021.00 - Librarians

Administer libraries and perform related library services. Work in a variety of settings, including public libraries, educational institutions, museums, corporations, government agencies, law firms, non-profit organizations, and healthcare providers. Tasks may include selecting, acquiring, cataloguing, classifying, circulating, and maintaining library materials; and furnishing reference, bibliographical, and readers' advisory services. May perform in-depth, strategic research, and synthesize, analyze, edit, and filter information. May set up or work with databases and information systems to catalogue and access information.

Sample of reported job titles: Catalog Librarian, Children's Librarian, Librarian, Library Director, Library Media Specialist, Medical Librarian, Public Services Librarian, Reference Librarian, Serials Librarian, Technical Services Librarian

View report: Summary Details Custom

[Tasks](#) | [Tools & Technology](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Detailed Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Education](#) | [Credentials](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Related Occupations](#) | [Wages & Employment](#) | [Job Openings](#) | [Additional Information](#)

Tasks

5 of 35 displayed

- Analyze patrons' requests to determine needed information, and assist in furnishing or locating that information.
- Search standard reference materials, including online sources and the Internet, to answer patrons' reference questions.
- Teach library patrons basic computer skills, such as searching computerized databases.
- Plan and teach classes on topics such as information literacy, library instruction, and technology use.
- Review and evaluate materials, using book reviews, catalogs, faculty recommendations, and current holdings, to select and order print, audiovisual, and electronic resources.

Tools & Technology

10 of 32 displayed


Tools used in this occupation:

- Bar code reader equipment — Barcode scanners
- Film projectors
- Microfiche or microfilm viewers — Microfiche readers; Microfilm readers
- Photocopiers — Photocopying equipment
- Scanners


Technology used in this occupation:





- Data base user interface and query software — Ex Libris Group Aleph; Microsoft Access; Saora Keepoint; Thomson Scientific Dialog
- Information retrieval or search software — Classification Web; LexisNexis software; Westlaw
- Library software — Online Computer Library Center OCLC; DCL Software; Media Library Manager; Summon software; WorldCat

For those looking to explore career options, O*Net also provides creative searches as well as a profiling survey that can help you identify a career path based on your skills & interests at [My Next Move](#):




A proud partner of the [americanjobcenter®](#) network




 HOME  SEARCH  INDUSTRIES  INTERESTS

What do you want to do for a living?




"I want to be a ..."




Search careers with key words.

Describe your dream career in a few words:

Examples: doctor, build houses


[Search](#) 


"I'll know it when I see it."




Browse careers by industry.

There are over 900 career options for you to look at. Find yours in one of these industries:

Administration & Support Services 


[Browse](#) 

"I'm not really sure."





Tell us what you like to do.



Answer questions about the type of work you might enjoy. We'll suggest careers that match your interests and training.

[Start](#) 

Still not sure? Check out careers in these groups:

[Bright Outlook](#) 

[REGISTERED APPRENTICESHIP](#) 

 FOR  VETERANS

Are you a veteran looking for work?
[My Next Move for Veterans](#) helps you find a civilian career similar to your military job.