

Deborah S. Glackin. A content analysis of job qualifications for business librarians and how they relate to library science curriculums. A Master's Paper for the M.S. in L.S degree. November, 2004. 49 pages. Advisor: Rita W. Moss

This study explores the job qualifications that employers of business librarians seek.

Necessary skills, education, and experience are analyzed and discussed. Job titles and locations are quantified. Library science curriculums are analyzed to determine which schools are preparing students with courses most relevant to business library positions. Employers most often list interpersonal skills (41%) as a required or preferred skill in job advertisements, yet this is the area in which schools of information and library science are most often lacking courses. After interpersonal skills, employers look for business-specific skills (20%), searching skills (16%), library skills (14%), and, computer/technical skills (9%).

Headings:

Content Analysis

Job Analysis

Business Librarians

**A CONTENT ANALYSIS OF JOB QUALIFICATIONS FOR BUSINESS
LIBRARIANS AND HOW THEY RELATE TO LIBRARY SCIENCE
CURRICULUMS**

by
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of the School of Information and Library Science
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Approved by

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Introduction

What skills and abilities do employers of business librarians look for in job candidates? What business-oriented courses are library science students offered? Are library science programs adequately preparing students for work in a business library? What courses, currently being taught, are going to be most helpful in enabling a graduate to succeed in obtaining a position in a business library? This paper will explore these questions in order to enlighten students so they can properly prepare for their future careers.

Business librarians can be found in a number of different industries and go by many different names. These include: analyst, manager, specialist, professional, and librarian. But just as the job titles are changing, so is the role of business librarians. They now track and organize the excessive amounts of information that we have come to see as normal. They do much more than just find information, they also now identify, evaluate, and often summarize information into readily accessible reports.

Business librarians must be knowledgeable about business in general and in particular they must know their community so that they can provide the best possible service. That community can be a public or academic library, a corporation, healthcare organization, law firm, a government agency, or any institution that is looking for someone who can find, analyze and organize information. Whatever the setting, business information

changes frequently and librarians must be able to keep abreast of current changes while sifting out unreliable information. Business librarians, as with many other library workers, are often expected to have a subject specialty and prior experience in the industry. They also must be adaptable, competent with technology, and able to work collaboratively.

Knowing what attributes prospective employers are looking for in a business librarian can help students prepare for the future by tailoring their education to meet the needs of the business world. This content analysis of job advertisements will point out which courses offer the most similarity to a business librarian's possible functions. Library science programs can use this information to determine what special interest classes would most benefit the students and prepare them for a future career.

Literature Review

There have been numerous articles written about the surplus of library jobs due to the large number of retirements the field is beginning to experience and is expecting in the coming years. However, the current literature suggests that the shortage of librarians alone will not be enough to secure a job in a business library. Perri Capell notes in “The Hiring Tide Turns For Corporate Librarians”, that as of 2003, hiring in business libraries has picked up so that the average number of full time employees working in corporate libraries has climbed to 9.18. It appears that hiring is currently most active in the pharmaceutical, law and medical organizations. These jobs have very specific requirements so employers are seeking “only professionals who can immediately tackle projects without training” (Capell, 2004).

Many librarians in business positions lack the formal training that is needed to prepare them to provide knowledgeable, high quality service. Unfortunately, it is not common to find a business librarian with a business degree or background. Almost 20 years ago, in 1986, a study of academic business librarians conducted by Aubrey Kendrick, showed that approximately 10% of 162 business librarians had undergraduate majors “in economics or other business related areas.” In addition, 17.3% had MBA degrees (Kendrick, 1990). In Lewis-Guodo Liu and Bryce Allen’s more recent “Business Librarians: Their Education and Training”, they found that “only 15 percent of business

librarians have undergraduate degrees in business” (Liu, 2001, 557). While this is an improvement over the 1986 figures above, they found that although library science instructors thought it important to teach subject knowledge, the amount of coverage of these topics was less than that of “basic foundational topics” (Liu, 2001, 567). They suggested either a “joint master’s in business and library and information science” or a specialized “‘business’ track within library education” (Liu, 2001, 562). The article, “Recruiting quality business librarians in a shrinking labor market,” reports on another 2000-2001 survey of job postings. This survey assessed employer satisfaction with the labor market at the time. Seventy percent of employers who were dissatisfied with the market cited the “(1) quantity of candidates; (2) overall quality of candidates; and (3) qualifications of candidates regarding experience” as being most discouraging. Because of this, it is suggested that employers provide “extensive professional development and training” (O’Connor, 2002, 73-74).

In the 2003 article, “Weighing the Benefits of an MBA: Survey Results”, Elisabeth Leonard asked 200 academic business librarians if they had an MBA or had enrolled in an MBA program. Forty-four respondents, or 22%, reported they had an MBA. Respondents most often cited increased subject knowledge as the biggest benefit of an MBA. “Other respondents proposed alternate degrees or certifications...” or suggested that “an undergraduate background is sufficient” (Leonard, 2003).

Liu and Allen tell us that “to be successful, the business librarian must learn to speak and understand the language of business” (Liu, 2001, 556). The Encyclopedia of Library and

Information Science tells us that librarians in corporate information centers “provide information support to decision makers, researchers, and administrative and technical personnel.” They must be “dedicated to putting knowledge to work to attain the goals of their organizations” (Spiegelman, 2003). In order to do this, future graduates need formal training to gain this knowledge before entering the marketplace. Students should also be taught management, computing and personal skills. These are all skills that employers of business librarians require of job candidates.

Methodology

This research was undertaken with a content analysis of job announcements for business librarians. Job announcements were selected from various sources to take into account varying types of business library positions across the United States. Announcements were limited to full or part-time positions posted between June 2004 and August 2004.

The job announcements were compared against courses at institutions offering ALA-Accredited Master's Programs in Library and Information Studies from five randomly chosen schools. Comparisons were made between the qualifications listed in the announcement and the descriptions of the library courses offered.

Information recorded from the job announcements included the date listed, source, job title, employer, job setting, location, salary, educational requirements, years' experience, and qualifications/skills. The qualifications/skills were analyzed and tabulated in five areas: interpersonal skills, business-specific skills, library skills, searching skills, and technical skills. From the library science course descriptions, information recorded included courses that teach interpersonal skills, business-specific skills, searching skills, and technical skills. Information from the job announcements and library science courses were compared to determine how often the library science courses met the requirements of the job announcements.

FINDINGS

Job Titles

Library positions in the business environment can go by many different names. Whether called an analyst, librarian, market researcher, information specialist, or any other name, a master's degree in library science is a gateway into a business library.

Some job titles, such as Law Firm Librarian or Energy Research Analyst, are very specific to the industry while others are more generic, such as Business Researcher.

Below are some of the job titles found during this content analysis of job qualifications for business librarians.

Job Titles

Business Intelligence Analyst

Business Researcher

Commercial Info Analyst

Energy Research Analyst

Financial Researcher

Investment Data Analyst

Market Researcher - Emerging Technologies

Medical Librarian

Research Information Specialist

Sr. Competitive Intelligence Analyst

Job Settings

Job settings represented by the job advertisements are varied and show the breadth of industries that a business librarian could consider when job hunting. Although some of the libraries require an additional specialty or work experience, such as previous work in a healthcare or law firm library, many of them require only basic business skills and knowledge as well as superior searching skills.

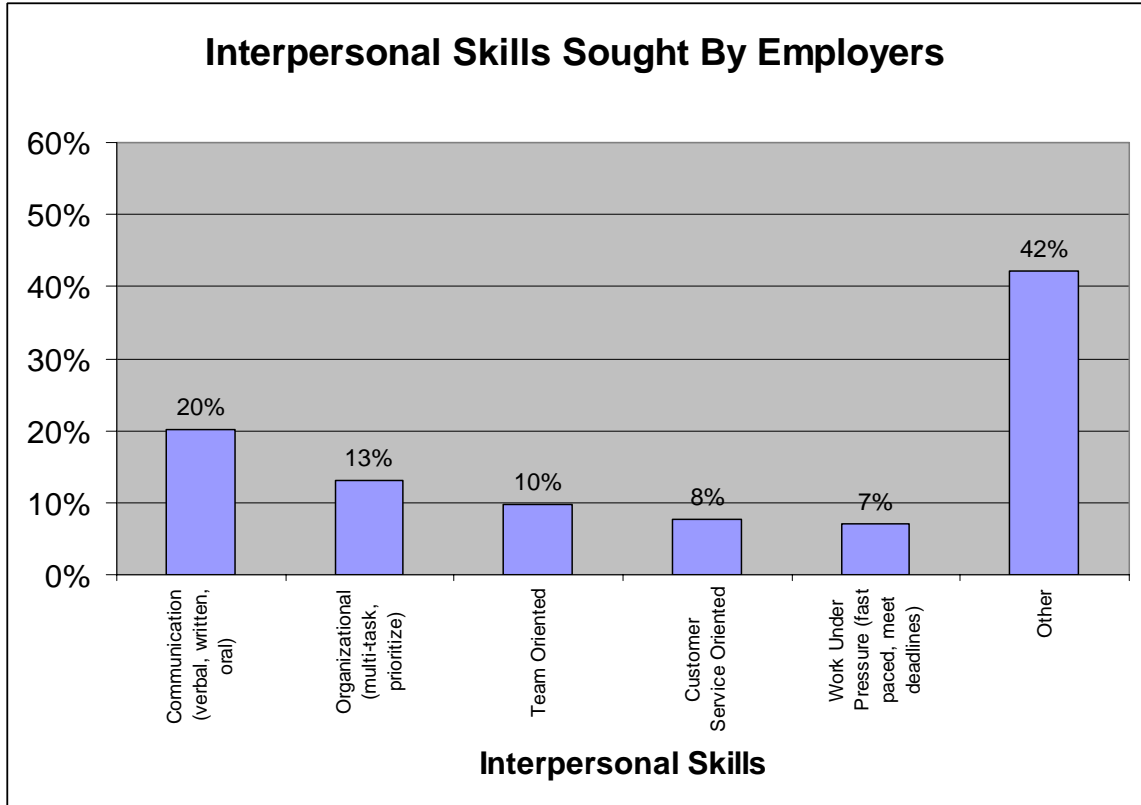
The job settings represented in this survey of job advertisements and the number of times they appeared included the following.

| Job Settings | Number of Job Advertisements |
|---------------------------------|-------------------------------------|
| Association | 1 |
| Consulting Firm | 5 |
| Financial Services | 3 |
| Government | 4 |
| Health/Medical | 5 |
| Law Firm | 10 |
| Non-Profit Organization | 1 |
| Pharmaceutical Research Company | 3 |
| Print/Media | 2 |
| Professional Services | 4 |
| Public Library | 1 |
| Real Estate | 1 |
| Retail | 1 |
| Science/Technology | 3 |
| University | 4 |
| Unknown | 5 |
| | |
| TOTAL | 53 |

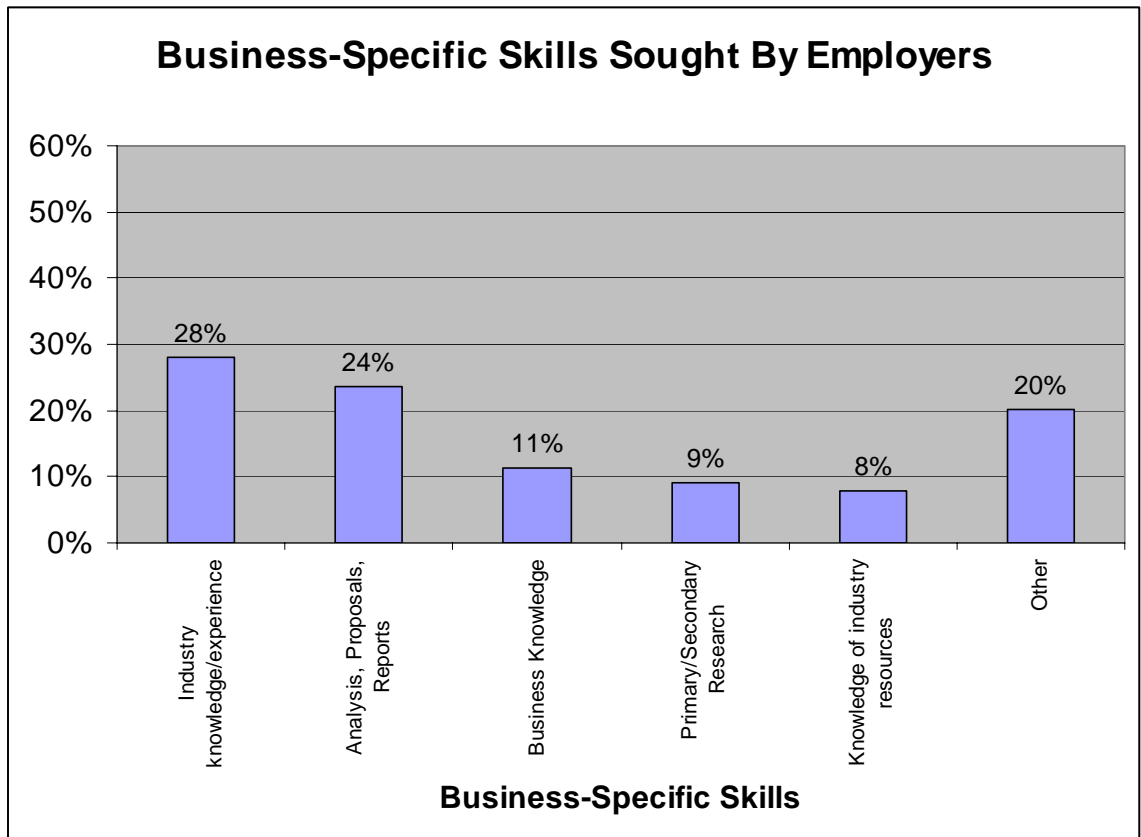
Skills

Findings from this content analysis show that overall, it is interpersonal skills (41%) that employers mention most often as a required or preferred skill in job advertisements. The next most often mentioned skill are those specific to business (20%). Employers then ask for searching skills (16%), library skills (14%), and, finally, computer/technical skills (9%).

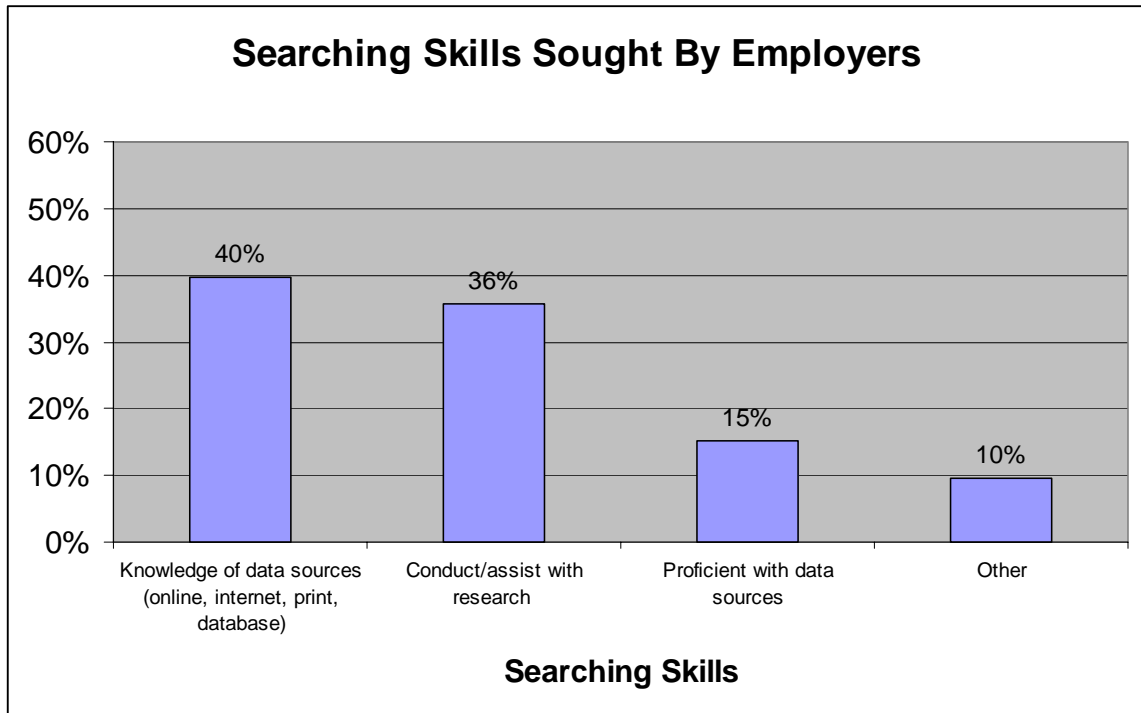
Within the interpersonal skill set, employers look for communication (verbal, written, oral) skills, organizational (multi-task, prioritizing) skills, team-oriented, customer service oriented, and the ability to work under pressure (fast-paced, meet deadlines) most often.



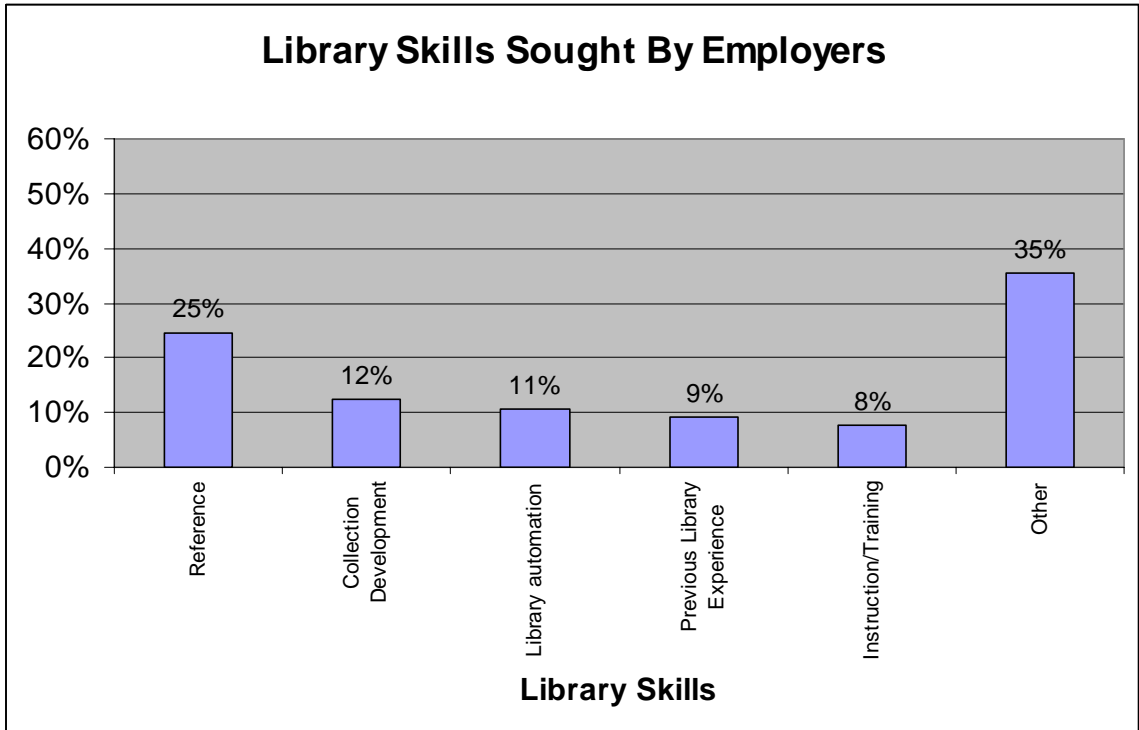
Of the skills specific to business, the ones employers most often require are industry knowledge/experience, ability to write analysis, proposals, and reports, business knowledge, primary/secondary research skills, and knowledge of industry resources.



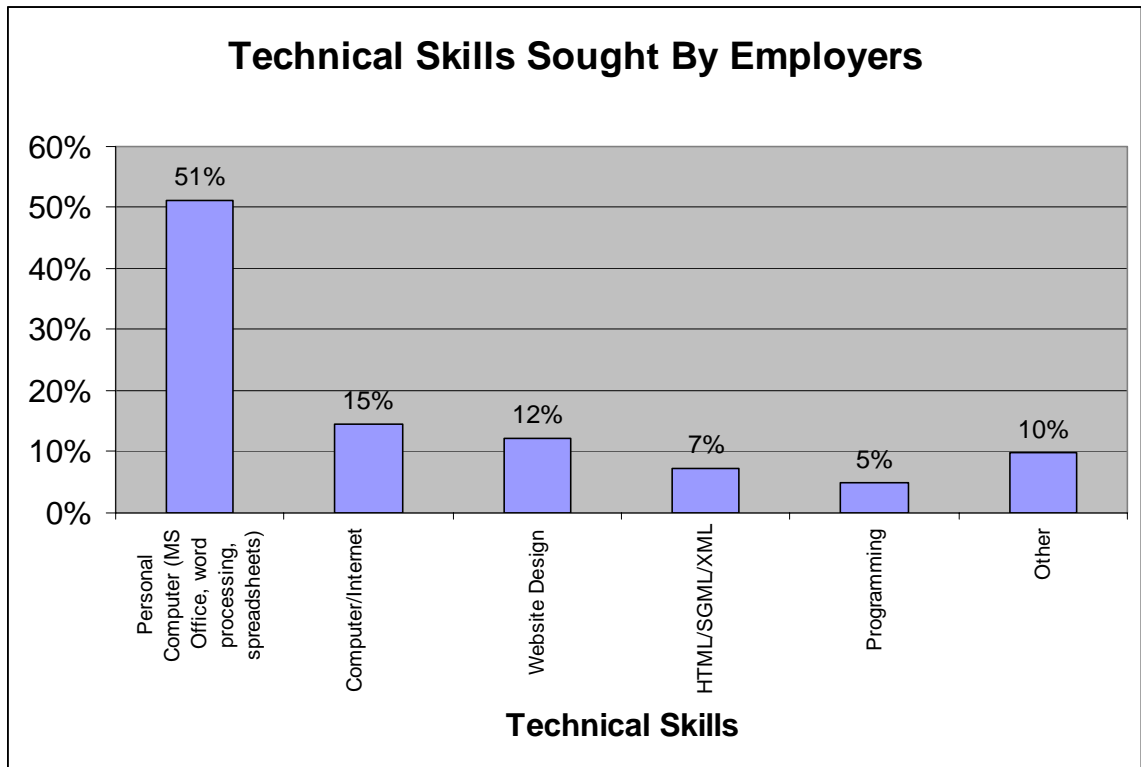
Within the searching category, knowledge of data sources (online, internet, print, database) came out ahead, followed by conduct/assist with research, and proficiency with data sources.



Of the library skills mentioned, reference skills are the most sought after, followed by collection development, library automation, previous library experience, and instruction/training skills.

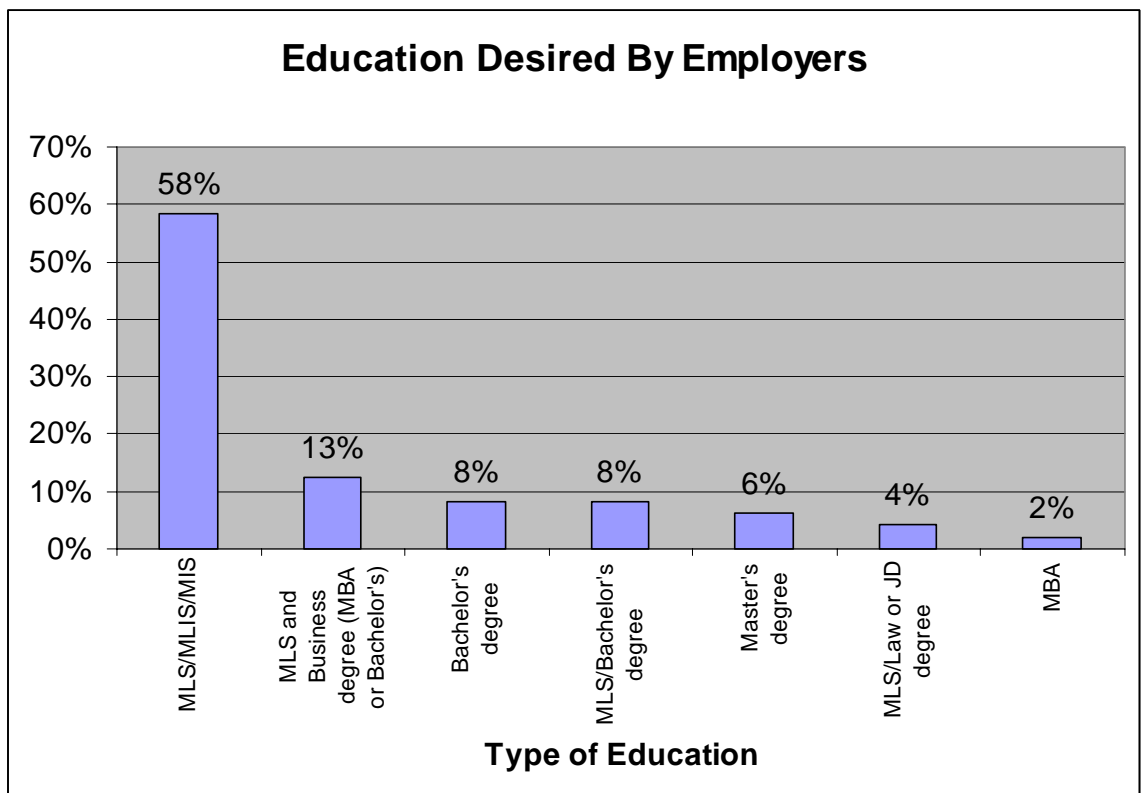


And finally, within the technical skills, one-half of employers requested personal computer skills including Microsoft Office, word processing, and spreadsheet applications. Other skills included computer/internet skills, website design, HTML/SGML/XML, and programming.

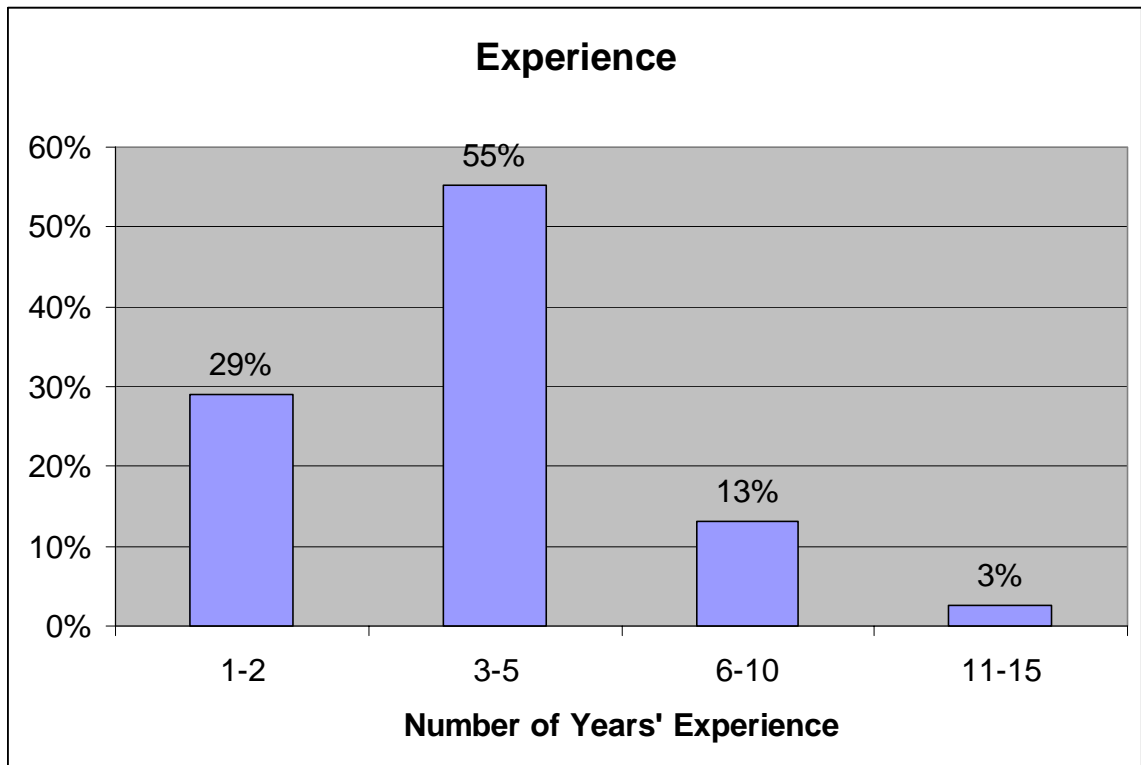


Education and Experience

In this survey of job advertisements, employers were most often looking for candidates with an MLS, MLIS or MIS degree (53%). The next most highly sought degree was an MLS with either an undergraduate degree in business or an MBA (11%). Four employers were interested in just a bachelor's degree, four in an MLS and an unspecified bachelor's degree, three in an unspecified master's degree, two in an MLS and a law or JD degree, and one in just an MBA degree.



More than one-half of employers (55%) stated in the job advertisements that they wanted a candidate with three to five years of experience. Twenty-nine percent want a candidate with one to two years of experience, and 13% are looking for a candidate with six to ten years of experience. Only one job advertisement requested a candidate with 11-15 years of experience.



Location of Advertised Jobs

New York, the District of Columbia, Pennsylvania, Texas, and Florida had the most job advertisements for business librarians. Overall, the Western states had five open positions, the Midwest had eight, the Northeast, 32, and the South, 9.

The following chart shows a breakdown of the states in which the advertised positions occurred and the number of positions advertised within each state. The ALA Accredited Library Science Programs within each state are also listed when applicable.

| State | Number of Jobs Advertised | ALA Accredited Library Science Programs |
|----------------------|---|--|
| Arizona | 1 | University of Arizona |
| California | 3 | San Jose State University University of California, Los Angeles |
| Delaware | 1 | None available |
| District of Columbia | 7 | The Catholic University of America |
| Florida | 5 | Florida State University University of South Florida |
| Georgia | 1 | Clark Atlanta University - Program closing May, 2005 |
| Illinois | 1 | Dominican University University of Illinois |
| Indiana | 1 | Indiana University |
| Massachusetts | 2 | Simmons College |
| New Jersey | 3 | Rutgers, The State University of New Jersey |
| New York | 9 | Long Island University Pratt Institute Queens College St. John's University Syracuse University University at Albany, State University of New York University at Buffalo, State University of New York |
| North Carolina | 3 | North Carolina Central University University of North Carolina at Greensboro University of North Carolina at Chapel Hill |
| Ohio | 2 | Kent State University |
| Pennsylvania | 6 | Clarion University of Pennsylvania Drexel University University of Pittsburgh |
| Texas | 6 | Texas Woman's University University of North Texas University of Texas at Austin |
| Virginia | 2 | None available |
| Washington | 1 | University of Washington |
| | | |
| Total | 54* (Includes one position offered in a choice of two states) | |

Salary

Although salary information was gathered, only 15 of the 53 job advertisements listed a salary or salary range. This is not enough information to make a generalization about the salary a business librarian can expect.

Library Science Curriculums

Students need the opportunity to have learning experiences in focused and specific classes that will help them gain the interpersonal, business-specific, searching, and technical qualifications that employers list in their job advertisements. Below is a chart detailing the number of regularly offered courses at ALA-accredited library science programs in each of these categories. The schools included here are those from the previous chart listing the location of advertised jobs studied in this content analysis.

Although employers mentioned interpersonal skills as the most desired skills in potential employees, only six schools offered a class directly related to learning and improving interpersonal communication. Other than Florida State, which has an Information Science degree and focus, each school offers at least one business-specific course in either health, law, government, or business fields. And at least one course focusing on searching is offered at all but one school.

Thirteen of the 29 schools offer some sort of technical course (in internet skills or website design), while 18 schools have requirements for computer competency outlined on their websites in order to be accepted into the program. Many of the schools offer workshops for basic computer skills training or instruct perspective students to take courses at their local community college.

Sixteen schools also offer joint programs or areas of focus called concentrations, specializations, or tracks.

| Skills | | | | | |
|-----------------------------|----------------------|--------------------------|------------------|------------------|--|
| | Interpersonal | Business-specific | Searching | Technical | Other |
| Arizona | | | | | |
| University of Arizona | 0 | 2 | 1 | 0 | None |
| California | | | | | |
| San Jose State Univ. | 1 | 1 | 3 | 0 | Special Library 'track' |
| UCLA | 1 | 3 | 2 | 0 | None |
| District of Columbia | | | | | |
| Catholic Univ. | 0 | 5 | 3 | 1 | JD/MS in LS |
| Florida | | | | | |
| Florida State | 0 | 0 | 0 | 0 | JD/MS in LIS, Knowledge Management concentration |
| Univ. of South Florida | 0 | 4 | 1 | 0 | None |
| Illinois | | | | | |
| Dominican Univ. | 1 | 4 | 3 | 1 | MLIS/Business |
| Univ. of Illinois | 1 | 4 | 4 | 0 | None |
| Indiana | | | | | |
| Indiana Univ. | 0 | 5 | 2 | 1 | JD/MLS |
| Massachusetts | | | | | |
| Simmons College | 0 | 5 | 2 | 0 | None |
| New Jersey | | | | | |
| Rutgers | 0 | 5 | 3 | 1 | None |
| New York | | | | | |
| Long Island Univ. | 0 | 5 | 1 | 1 | None |

| Skills | | | | | |
|---------------------------|---------------|-------------------|-----------|-----------|---|
| | Interpersonal | Business-specific | Searching | Technical | Other |
| Pratt | 1 | 6 | 4 | 0 | Concentrations: Business/ Corporate, Health Sciences/ Medical, Law Library Services |
| Queens College | 0 | 2 | 3 | 1 | None |
| St. John's Univ. | 0 | 4 | 4 | 1 | Gov't Information Specialist, Law Librarian concentration |
| Syracuse | 0 | 8 | 1 | 1 | None |
| Univ. at Albany | 0 | 3 | 1 | 7 | None |
| Univ. at Buffalo | 0 | 4 | 1 | 1 | JD/MLS, Specialization: Special Libraries |
| North Carolina | | | | | |
| NC Central Univ. | 0 | 2 | 0 | 0 | JD/MLS, Special Librarian 'track' |
| UNC-Chapel Hill | 0 | 5 | 2 | 1 | Dual Degrees: Business Admin, Gov't, Law, Medicine |
| UNC- Greensboro | 0 | 1 | 3 | 0 | None |
| Ohio | | | | | |
| Kent State | 0 | 2 | 2 | 0 | MLIS/MBA |
| Pennsylvania | | | | | |
| Clarion Univ. | 0 | 1 | 3 | 0 | JD/MSLS |
| Drexel Univ. | 0 | 6 | 2 | 1 | Specialization: Competitive Intelligence |
| Univ. of Pittsburgh | 0 | 5 | 2 | 0 | Specialization: Medicine |

| Skills | | | | | |
|-------------------------|----------------------|--------------------------|------------------|------------------|--|
| | Interpersonal | Business-specific | Searching | Technical | Other |
| Texas | | | | | |
| Texas Woman's Univ. | 0 | 1 | 5 | 0 | MLS/MS Health Sciences |
| Univ. of North Texas | 1 | 2 | 3 | 2 | Specializations: Health Informatics, Law Librarian & Legal Informatics |
| Univ. of Texas - Austin | 0 | 4 | 2 | 1 | None |
| Washington | | | | | |
| Univ. of Washington | 0 | 3 | 2 | 0 | None |

DISCUSSION

To sum up, those recruiting for business librarian positions are looking for candidates who have well developed interpersonal and communication skills, knowledge or prior experience in the industry, knowledge of the data sources used in the industry and the ability to conduct searches within those sources, library reference skills, and personal computer and applications skills. Employers would most often prefer a candidate with up to five years of experience with a master's degree in library and/or information science. An additional business degree is often desired.

Though many of the job titles in this content analysis do not include the term librarian, the skill set that employers are looking for include the knowledge that comes with an MLS degree. So when searching for job advertisements, expanding the criteria to include positions with the term "information specialist" or "analyst" can greatly increase results.

In this content analysis, states in the West and Midwest did not have as many job advertisements as did states in the South and Northeast. However, sources for job advertisements specific to a region may yield just as many open positions as the South and Northeast.

The library science curriculums at the chosen schools indicate where the schools are not meeting the needs or requirements of employers of business librarians. The most obvious area in which the schools are lacking is in courses that directly relate to teaching interpersonal communication skills. Surprisingly, only six out of 29 schools offer any kind of course in communication. Employers especially look for these skills in their candidates, but library science schools could do much more to help students gain these skills. Also, schools could do well to offer more advanced courses that teach technical skills, including website design, in addition to requiring basic computer competency.

Students can use this information to be better prepared when searching for a business librarian position. While in school, students should take multiple courses in the specialty, or related to the specialty, in which they are planning to work. Taking courses in interpersonal communication, computer applications, and website design, whether offered in the library science school or as an elective from another department, would greatly benefit the student. Also, focusing on courses specific to searching would be an added plus. Those who have prior experience or an additional degree in the industry they want to work in will have an easier time finding a position.

Future research may include one-on-one interviews with those in positions to hire business librarians, as well as interviews with library school instructors. Additionally, interviews with current business librarians in all job settings may reveal how flexible employers are willing to be in terms of the skills that candidates possess versus the skills that employers say are required.

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APPENDIX A**Phrases indicating Interpersonal Skills:**

Communication (verbal, written, oral)

Customer service oriented

Organization (multi-task, prioritize, meet deadlines)

Independent

Team oriented

Creative

Work under pressure (fast paced)

Management/supervisory

Problem solving

Interpersonal (able to get along well with others)

Positive attitude/energetic

Inquisitive

Resourceful

Make decisions/exercise judgment

Integrity

Detail-oriented

Comprehension/retention

Conceptualize

Flexible

Work with upper level management

Motivated/dedicated

APPENDIX A

Phrases indicating Computer skills:

Website design

Personal computer (Microsoft Office, word processing, spreadsheet applications)

Office equipment

Programming

General technical skills

HTML/SGML/XML

Computer/Internet skills

Computer literate

Newsfeed aggregator

Phrases indicating Business-specific skills:

General business concepts, terminology

Legal/public records search

Primary/secondary research

Analysis, proposals, reports

Business knowledge

Library

Marketing

Consulting

Knowledge of industry resources

Industry knowledge/experience

Knowledge management

APPENDIX A**Phrases indicating Business-specific skills (CON'T):**

Work with clients

Strategic planning

Project management

Phrases indicating Library skills:

ILL

Collection development

Maintain library materials and equipment

Instruction/training

Weeding

Budget/negotiate contracts

Reference

Cataloging

Previous library experience

Library management

Archiving

Library automation

Circulation

Maintain vendor relationships

Phrases indicating Searching skills:

Conduct/assist with research

APPENDIX A**Phrases indicating Searching skills (CON'T):**

Knowledge of data sources (Online/ internet/ print /database)

Proficient with data sources

Searching techniques/Boolean logic

Competitive intelligence

Customer education for information products

APPENDIX B

Sources checked for job advertisements include the following.

North Carolina Employment Opportunities State library of North Carolina
<http://statelibrary.dcr.state.nc.us/jobs/jobs.htm>

American Libraries Hot Jobs Online
<http://www.ala.org/ala/education/empopps/careerleadsb/hotjobsonline/hotjobsonline.htm>

Society of Competitive Intelligence Professionals
<http://www.scip.org/jobs/openings.asp>

Virginia Library Association Jobline
<http://www.vla.org/jobline.asp>

Lisjobs.com - Jobs for Librarians and Information Professionals
<http://www.lisjobs.com>

Special Libraries Association
<http://sla.jobcontrolcenter.com/search/>

Library Journal
<http://www.libraryjournal.com/index.asp?layout=classifieds&category=Library+Jobs&publication=libraryjournal>

Drexel University College of Information Science & Technology
www.cis.drexel.edu

APPENDIX C

Specific information from the job advertisements has been compiled into the tables on the following pages. Information includes title of job advertised, employer, type of employer, geographic location, education and the number of years' experience required, the date the advertisement was posted, the source of the advertisement, and the skills required, including: interpersonal, computer, business-specific and library/searching.

| Title | Employer | Type of Employer | Location | Education Required | Years' Experience | Date Listed | Source |
|--|---|-------------------------|-------------------|---|--------------------------|--------------------|------------------------------------|
| Research Analyst, Pharmaceutical & Biotech Institute | Campbell Alliance | Consulting firm | North Carolina | MLS | 3 | 7/16/2004 | State Library of North Carolina |
| Librarian II | NC Dept of Environment and Natural Resources | Government | North Carolina | MLS | 1 | 8/30/2004 | State Library of North Carolina |
| Research Information Specialist | Circuit City Stores, Inc | Retail Business | Virginia | MLS or MIS | 1-3 | 8/10/2004 | American Libraries |
| Research Librarian | Palm Beach Post | Newspaper | Florida | MLS | not listed | 7/28/2004 | American Libraries |
| Librarian - Medical | The Delaware Academy of Medicine, Inc. | Hospital | Delaware | MS in Library and Information Science | 2 | 8/2/2004 | Drexel University |
| Supervisory Librarian | Congressional Research Service | Government | Washington, DC | not listed | not listed | 8/3/2004 | Drexel University |
| Law Firm Librarian | Akin Gump Strauss Hauer & Feld LLP | Law Firm | Washington, DC | not listed | not listed | 8/3/2004 | Drexel University |
| Reference Librarian | Sutherland Asbill & Brennan LLP | Law Firm | Washington, DC | MLIS | 1 | 8/4/2004 | Drexel University |

| Title | Interpersonal skills | Computer skills | Business-specific skills | Library/Searching Skills |
|--|--|---|--|--|
| Research Analyst, Pharmaceutical & Biotech Institute | Manage priorities, ability to multi-task | not listed | not listed | Identify appropriate resources, knowledge of information resources, execute search strategies |
| Librarian II | Management or supervisory experience, committed to public service | Experience with website design | Knowledge of science resources, familiar with environmental education, natural resources | Experienced with library automation, ILL, provide research assistance |
| Research Information Specialist | Customer service oriented, strong written and oral communication skills, inquisitive and investigative nature, thorough and resourceful, able to set priorities and work effectively | Proficiency in Microsoft Word, Excel, PowerPoint, and Access | Understanding of general business concepts and terminology | Knowledge of retail, demographic, and government data sources; proficiency using online databases, internet-based sources, search engines, and syndicated data |
| Research Librarian | Library reference desk experience | Strong computer skills, knowledge of PC and Macintosh, word processing, spreadsheets, HTML skills | Text and photo archiving, experience in legal and public records research | Use online, Internet, and print resources |
| Librarian - Medical | Service orientation (courtesy, flexibility, patience, dependability, sound judgment, discretion); oral and written communication skills; strong analytical, organizational, and interpersonal skills | Familiarity with library automation products | Knowledge of pharmaceutical and MESH terminology | Familiar with searching licensed medical electronic resources |
| Supervisory Librarian | Independent, ability to exercise judgment | not listed | Manage staff | Maintain information sources, monitor collection, set policies |
| Law Firm Librarian | Entrepreneurial spirit, creative, committed to teamwork, integrity and excellence in work performed | not listed | not listed | Maintain library and electronic materials, implement training, weed collection, develop budget |
| Reference Librarian | not listed | Online searching, word processing, spreadsheet applications | not listed | Provide research and reference assistance, conduct online research, and research seminars, collection development |

| Title | Employer | Type of Employer | Location | Education Required | Years' Experience | Date Listed | Source |
|--|-------------------------------------|-------------------------|-----------------|---------------------------|--------------------------|--------------------|-------------------|
| Business Research Librarian | Lippincott Library | University | Pennsylvania | MLS | not listed | 6/22/2004 | Drexel University |
| Senior Information Specialist | not listed | Unknown | New York | MLS | 3-5 | 6/4/2004 | Drexel University |
| Information Analyst | National Board of Medical Examiners | Medical Board | Pennsylvania | Master's degree | 1-3 | 7/30/2004 | Drexel University |
| Associate Librarian | Morrison & Foerster LLP | Law Firm | Washington, DC | MLS | not listed | 7/29/2004 | Drexel University |
| Research/Instructional Library Analyst | Reed Smith LLP | Law Firm | Pennsylvania | MLS | 3 | 7/28/2004 | Drexel University |

| Title | Interpersonal skills | Computer skills | Business-specific skills | Library/Searching Skills |
|--|--|--|---|---|
| Business Research Librarian | Interpersonal and collaborative skills | not listed | Understanding of basic business concepts and vocabulary | Reference and library instruction skills in area of business, familiar with commercial business databases |
| Senior Information Specialist | Ability to work under pressure, independently; verbal and written communication skills | not listed | Investment banking and corporate knowledge, knowledge of primary research and analysis, analyze information | Knowledge of industry specific research guides and reference sources, identify new information resources |
| Information Analyst | Project management skills; ability to work with detail; conceptualize from broad perspective; independent problem solving skills; excellent communication and presentation skills; reading, comprehension and retention skills | Programming experience with a higher level language | Familiar with medical education or assessment; familiar with terminology related to medicine, measurement, information science; data analysis skills, | Information searching, web research, identify data sources and information gathering tools, data storage |
| Associate Librarian | Work under pressure, flexible, work with others, oral and written communication skills, exercise independent judgment, work of several projects concurrently | Knowledge of online database systems | Knowledge of online database systems, such as Lexis, Westlaw, and Dialog | Provide reference and research service, perform online research, collection development, and weeding |
| Research/Instructional Library Analyst | Communication and interpersonal skills, ability to work independently, and with others, customer focus, good decision maker, able to organize and prioritize, follow complex procedures, meet deadlines, project management, take initiative, problem solving, flexible, fast-paced work environment | Personal computer and office equipment skills; assist with library intranet site development | Proficient in related online services | Reference assistance; use online, print, and Internet resources; conduct legal, business, and scientific research |

| Title | Employer | Type of Employer | Location | Education Required | Years' Experience | Date Listed | Source |
|--|---|---------------------------------------|-----------------|---------------------------|--------------------------|--------------------|-------------------|
| Associate Director, Communications & Training | Bristol-Myers Squibb | Pharmaceutical Research Company | New Jersey | MLIS | 7-10 | 7/26/2004 | Drexel University |
| Senior Researcher/Analyst | Drexel University | University | Pennsylvania | Bachelor's degree | 2 | 7/2/2004 | Drexel University |
| Library Information Specialist | Project Management Institute | Membership Association | Pennsylvania | MLIS | not listed | 8/20/2004 | Drexel University |
| Reference Librarian | Mintz, Levin, Cohn, Ferris, Glovsky, and Popeo, P.C. | Law Firm | Georgia | not listed | 5 | 8/1/2004 | LISJOBS |
| Technical Librarian | Raytheon | Defense and Aerospace | Arizona | not listed | not listed | 7/30/2004 | LISJOBS |
| Business/Economics Librarian | The University of Texas at Austin | University | Texas | MLS | not listed | 7/28/2004 | LISJOBS |
| Corporate Librarian | not listed | International Company | Texas | MLS | not listed | 8/5/2004 | LISJOBS |

| Title | Interpersonal skills | Computer skills | Business-specific skills | Library/Searching Skills |
|--|---|--|--|--|
| Associate Director, Communications & Training | Energetic, experienced, oral and written communication skills, ability to lead, motivate, and support client communications, prioritize, implement solutions, network | Word, Excel, PowerPoint, and other applications | Analysis of usage statistics, design and implement surveys | Knowledge of pharmaceutical information resources, determine resource value |
| Senior Researcher/Analyst | Excellent research, synthesis and analytic skills, interpret findings, written and verbal communication skills, proofreading, ability to work under deadlines | Computer literate, knowledge of Internet data resources | Analyze information, interpret data | Knowledge of research resources, conduct research using online, databases, print resources |
| Library Information Specialist | Energetic, customer focused, written/oral communication, business experience | Web site upkeep | not listed | Expert search and retrieval skills, reference services, use of databases, Internet, in house book collection |
| Reference Librarian | Self starter, team player, curious, enthusiastic | not listed | Competency with legal research applications and databases | Experience with SIRSI automation system, ability to use Internet search engines and sites |
| Technical Librarian | Service oriented, work independently and collaboratively, work under deadlines, prioritize, oral/written interpersonal skills, professional growth | Microsoft Office Suite | Organizational, analytical and problem solving skills; familiar with intellectual properties | Corporate library experience, original cataloging, familiar with Dialog and other databases |
| Business/Economics Librarian | Public speaking, teaching, writing, communication, initiative, creative energy, resourceful, work collaboratively, efficient | Experience using electronic information resources and delivery methods | Experience with business or economic subject areas, analytical problem solving skills | Reference/collection development experience, academic library, instruction, develop materials, use of print and electronic information resources |
| Corporate Librarian | Communication skills | not listed | Maintain database of research projects and outside searches for resources | Knowledge of integrated library systems, library experience, in person and online, cataloging, circulation, ILL, reference, maintain terminals |

| Title | Employer | Type of Employer | Location | Education Required | Years' Experience | Date Listed | Source |
|--|---------------------------------------|--------------------------|-----------------|----------------------------|--------------------------|--------------------|---------------|
| Business Researcher | not listed | Private Equity Firm | Massachusetts | MLIS | 5 | 8/5/2004 | LISJOBS |
| Financial Researcher | Institute of Business Appraisers | Non-profit Organization | Florida | MLS | 3 | 6/13/2004 | LISJOBS |
| Librarian | High Point Public Library | Public Library | North Carolina | not listed | n | 8/5/2004 | LISJOBS |
| Research Librarian | not listed | Law Firm | New York | MLS | 4 | 8/19/2004 | LISJOBS |
| Research Information Technical Specialist | Blue Cross and Blue Shield of Florida | Health Insurance Company | Florida | MLS desirable | 6-8 | 8/19/2004 | LISJOBS |
| Medical Librarian | not listed | Hospital | New York | MLS | 3 | 8/14/2004 | LISJOBS |
| Senior Information Professional | not listed | Financial Services | Illinois | MLS/MLIS | not listed | 8/5/2004 | LISJOBS |
| Market Data Librarian | Ned Davis Research, Inc. | Consulting firm | Florida | MLS, undergrad in business | not listed | 8/27/2004 | LISJOBS |
| Marketing Research & Business Development Professional | Parker Services, Inc. | Staffing firm | Washington | Bachelor's degree | 6 | 8/5/2004 | SCIP |
| Business Intelligence Analyst | Battelle | Science and Technology | Ohio | Bachelor's degree | 5 | 7/6/2004 | SCIP |

| Title | Interpersonal skills | Computer skills | Business-specific skills | Library/Searching Skills |
|--|--|---|---|---|
| Business Researcher | Communication skills, flexible, work under pressure, motivated, dedicated, curious, enthusiastic | not listed | Knowledge management, consulting firm experience, manage multiple projects | Online research with Dialog, Factiva, LexisNexis, and others, evaluate new information sources |
| Financial Researcher | Strong research and writing skills | Strong computer and Internet skills | Business, finance or economics background | Perform research, locate data |
| Librarian | not listed | not listed | Nonprofit, small business and investment knowledge | Reference experience, plan programs |
| Research Librarian | Self starter, communication skills, commitment | not listed | Strong analytical skills, knowledge of intellectual property | Provide reference service, training, search on LexisNexis, Westlaw and other services |
| Research Information Technical Specialist | not listed | PC skills, web design and development | Understanding of health industry terminology, knowledge management, and business intelligence requirements; understanding of project management methodology | Cataloging and library reference experience, library automation, familiar with online resources |
| Medical Librarian | Excellent interpersonal, communication and presentation skills | not listed | Health science experience, knowledge of new technologies, MedLine, Ovid, PubMed, DocLine | Knowledge of all library functions, and relevant databases, systems, and Internet resources |
| Senior Information Professional | Strong client service focus, fast paced environment, work with a team | not listed | Experience in financial or professional services firm, knowledge of electronic and print resources | Research experience |
| Market Data Librarian | Written and oral skills, willingness to learn | Computer programming, MS Word, Excel, HTML, XML | Knowledge of stock market and economic data, statistical techniques | Gather and organize information, construct text and web queries with Boolean logic, use databases |
| Marketing Research & Business Development Professional | Work with professionals, manage | not listed | Professional services or law firm experience, prepare reports | Experience performing business research, use financial databases, monitor trends |
| Business Intelligence Analyst | Strong analytical skills, manage multiple tasks, prioritize, work collaboratively, communicate | Excellent computer skills | Market research or library science experience, prepare reports | Knowledge of searching techniques and information sources, conduct patent analysis, and lit reviews |

| Title | Employer | Type of Employer | Location | Education Required | Years' Experience | Date Listed | Source |
|---------------------------------------|---------------------------------------|---------------------------------|--------------|---|-------------------|-------------|--------|
| Commercial Info Analyst | Wyeth Pharmaceuticals | Pharmaceutical Research Company | Pennsylvania | MLS/MBA | 3 | 6/28/2004 | SCIP |
| Information Services Associate | Eli Lilly | Pharmaceutical Research Company | Indiana | MLS | 3-5 | 6/3/2004 | SCIP |
| Senior Research Analyst | not listed | Unknown | New Jersey | MLS/MBA | 5-8 | 8/20/2004 | SCIP |
| Strategic Research/Competitor Analyst | Capgemini LLC Consulting | not listed | Texas | Bachelor's degree/ MBA or MLS preferred | 3-5 | 8/30/2004 | SCIP |
| Sr. Competitive Intelligence Analyst | not listed | Professional Services | New York | MBA | 8-10 | 8/5/2004 | SLA |
| Research Librarian | Exxon Mobil Upstream Research Company | Energy Research & Development | Texas | MLS/MIS | not listed | 7/23/2004 | SLA |
| Research Librarian | Research & Planning Consultants, LP | Healthcare Consulting | Florida | Master's degree | 2 | 7/21/2004 | SLA |
| Senior Information Specialist | Chiron Corporation | Biotechnology | California | Bachelor's degree in Science or Chemistry and MLS | 2 | 7/21/2004 | SLA |

| Title | Interpersonal skills | Computer skills | Business-specific skills | Library/Searching Skills |
|---------------------------------------|--|--|---|--|
| Commercial Info Analyst | Communicate, support clients | MS Office, desktop computing skills | knowledge of biomedical/pharmaceutical terminology, evaluate data, generate reports, train clients | Online searching and internet search experience |
| Information Services Associate | Analytical and strategic thinking skills, oral, written and presentation skills; multi task, changing priorities, time management skills, work independently and as a team | Microsoft Office Suite with Excel and PowerPoint | Knowledge of scientific and trade publications, government and regulatory material and drugs in development | Knowledge of search techniques and information sources, reference interview |
| Senior Research Analyst | Oral and written skills, presentations, work independently and as a team | Familiar with Excel, Word, and PowerPoint | Manage research projects, secondary and primary research; analyze data | Monitor publications, conduct research |
| Strategic Research/Competitor Analyst | Writing skills, clear and articulate, multi-task, work with all levels of management, fast paced, team work | MS Office, Word, PowerPoint, Excel | Corporate information services, market research, strategic planning, CI, or consulting | Proficient with research products and services, and internet searching |
| Sr. Competitive Intelligence Analyst | Customer service skills, verbal and written communication skills, presentation, interact with management, independent, curiosity, manage staff | MS Office, Lotus Notes | Scientific industry experience, project management, analysis | Use primary and secondary information sources |
| Research Librarian | Function independently, self motivation, oral and written skills, multi-task, creative, leadership skills | not listed | Knowledge of physical sciences, engineering, or geography, analytical skills, customer education for information products | Literature searching, reference experience, reference interview, knowledge of internet and services such as Dialog, LexisNexis |
| Research Librarian | Organize, work with others | Advanced software skills | Experience in healthcare, prepare proposals, reports | Perform literature searches, database skills, manage document retention and destruction |
| Senior Information Specialist | Work independently and as a team, fast paced, customer focused, priorities, organization, communication and presentation skills | not listed | Interest in science, strong analytical skills | Online research, user training, collection development, reference |

| Title | Employer | Type of Employer | Location | Education Required | Years' Experience | Date Listed | Source |
|---|----------------------------------|-------------------------|-----------------|--|--------------------------|--------------------|---------------|
| Senior Research Librarian | not listed | Law Firm | Washington, DC | MLS | 5 | 7/13/2004 | SLA |
| Investment Data Analyst | Fidelity Investments | Financial Services | Massachusetts | Bachelor's degree | 2 | 8/18/2004 | SLA |
| Director of Library Services | Thompson Hine LLP | Law Firm | Ohio | MLS | not listed | 8/13/2004 | SLA |
| Researcher | Young & Rubicam | Advertising Agency | New York | MLS | 1 | 8/25/2004 | SLA |
| Reference Librarian | Federal Reserve Bank of New York | Federal Reserve Bank | New York | MLS | 1-2 | 8/25/2004 | SLA |
| Market Researcher - Emerging Technologies | not listed | Unknown | New York | MLS and computer science or economics degree | 5 | 8/26/2004 | SLA |
| Law Librarian | not listed | Government Contractor | Washington, DC | MLS and law degree | 3 | 8/26/2004 | SLA |
| Reference Librarian | Debevoise Plimpton LLP | Law Firm | New York | MLS or MLS/JD | 4 | 8/26/2004 | SLA |
| Systems/Serials Librarian | not listed | Law Firm | New York | MLS | not listed | 8/30/2004 | SLA |
| Business Reference Librarian | University of Virginia | University | Virginia | MLS and MBA or undergrad business degree | 3-5 | 6/17/2004 | VLA |

| Title | Interpersonal skills | Computer skills | Business-specific skills | Library/Searching Skills |
|---|--|--|---|--|
| Senior Research Librarian | Supervisory skills, oral and written skills, organized | MS Office, Access, Lotus Notes | Knowledge of legislative process, legal research | Knowledge of legal research and information services, electronic databases (i.e., Dialog, etc), subscription databases, OPAC |
| Investment Data Analyst | Work independently and as a team, oral and written communication skills, | not listed | Industry experience, corporate research, legal experience, knowledge of SEC, solid analytical ability | Library science skills, ability to use industry research tools |
| Director of Library Services | Work as a team, organized, verbal and written skills, customer service oriented, fast paced, supervisory skills | Work, Windows, Excel, PowerPoint, Internet Explore | Knowledge of legal research | Strong research skills, expertise in using online services |
| Researcher | Communication, interpersonal, organizational skill | not listed | Analysis and support of creative cycle | Understanding of library applications and resources, research requests |
| Reference Librarian | Multi-task, handle deadlines, customer service oriented, communication and interpersonal skills | Newsfeed aggregator services, Windows XP | Relevant info to bank management | Business reference experience, corporate library experience, proficient in searching online databases, ILL |
| Market Researcher - Emerging Technologies | Work with teams, multi-task, excellent organizational and communication skills, adapt to change, skillful at presentations, write white papers | not listed | Experienced in technology pacing and assessment, marketing, project management skills | Maintain vendor relationships, negotiate contracts with database companies, provide on-demand in-depth research |
| Law Librarian | not listed | not listed | Legal services | Direct, coordinate, administer library |
| Reference Librarian | Positive attitude, service oriented, multi-task, communication, organizational skills | Internet expertise, utilize computers to perform desktop functions, Microsoft Office | Able to answer general and corporate information requests | Excellent database search skills, research in manual and online sources |
| Systems/Serials Librarian | Multi-task, detail orientation, verbal, written and interpersonal skills | Strong technical background, ability to maintain web page | Liaison between IT and library staff | Law library experience, understand web based services, knowledge of SIRSI |
| Business Reference Librarian | Written and oral skills, customer service oriented | not listed | Knowledge of business and economic information resources | Academic, corporate or public library experience, reference, collection development activities |

| Title | Employer | Type of Employer | Location | Education Required | Years' Experience | Date Listed | Source |
|---------------------------|-----------------|-----------------------------------|---------------------|--------------------------------|--------------------------|--------------------|---------------|
| Business Research Analyst | not listed | Real Estate Developer | New Jersey | MLS | 3 | 8/27/2004 | Infocurrent |
| Information Specialist | not listed | Provider of Information Databases | California | MLS | 3 | 8/27/2004 | Infocurrent |
| Research Analyst | not listed | Accounting and Consulting | Washington, DC | MLS, undergrad in business | 3-5 | 8/27/2004 | Infocurrent |
| Regional Research Manager | Ernst & Young | Professional Services | Texas or California | Master's degree | 10-15 | 8/5/2004 | BUSLIB |
| Energy Research Analyst | not listed | Global Consulting Firm | Texas | MLS, BA or BS in related field | 5 | 8/25/2004 | BUSLIB |

| Title | Interpersonal skills | Computer skills | Business-specific skills | Library/Searching Skills |
|---------------------------|---|--|--|---|
| Business Research Analyst | Organizational, communication skill | Proficient with MS Office | Project management skills, prepare analytic reports | Knowledge of databases, use of internet for research |
| Information Specialist | not listed | Experience with XML, SGML | Analyze business and financial content, subject specialization in business and finance | Experience with search services (databases), knowledge of storage, retrieval and delivery of online information |
| Research Analyst | Written skills, multi-task, strong work ethic | Proficient with MS Office, Word, PowerPoint, and Excel | Experience in market research, strategic planning, competitive intelligence, consulting | Proficiency in research services (databases), CD Rom and internet products |
| Regional Research Manager | Management experience, verbal, written communication skills, presentation skills, flexible, organized, work with team members, fast paced environment | MS Word, Lotus Notes | Project management skills | Knowledge of business research tools, databases |
| Energy Research Analyst | Proactive, entrepreneurial, innovative | Proficient with Excel and PowerPoint | Understanding of microeconomics and statistics, industry structure, experience researching and analyzing energy industry | Knowledge of sources of industry content, online information |