

**WANT TO BRIDGE THE  
GAP BETWEEN INFORMATION  
AND THOSE WHO NEED IT?**

**WHY NOT LOOK AT A  
CAREER IN LOCAL  
GOVERNMENT?**



**LIBRARY  
SERVICES**

Local Government  
Association of NSW



Shires Association  
of NSW

**LOCAL GOVERNMENT**  
*making a difference!*

# LIBRARY SERVICES

There are a wide range of jobs available in Local Government libraries.

Virtually all councils operate at least one library, and they are the backbone of the library system in the State. Most Local Governments employ their own library staff or share them with other councils. These days, libraries store all kinds of resources and conduct a range of activities to help the community. Services provided by libraries include electronic books and computer services, as well as archive management and historic documents about the Local Government area.

Librarians collect, organise and look after library materials, and make them available to library users. They may also answer specific requests for information. Library Assistants help Librarians by maintaining, sorting, issuing and receiving books, magazines, CDs, films and associated records.

In your first year, you are likely to become involved in services such as mobile libraries, Children's Book Week activities and holiday programs. You might also contribute to the development of collections aimed at specific groups.

## EDUCATION AND TRAINING

There are many pathways into librarian roles in councils. Some options include:

- Applying for a traineeship position with a council and studying while you work
- Moving into a library assistant role from another area within council (eg. administration)
- Completing a university or vocational qualification prior to working in council

Many jobs in libraries do not require a university degree. There are vocational education and training courses offered by TAFE and other Registered Training Organisations (RTOs) which will articulate into degrees, if you choose to take your education further.

Examples of qualifications you might consider are:

- Bachelor of Applied Science (Library and Information Management) – Charles Sturt University
- Diploma or Graduate Diploma of Library/Information Services – TAFE or private RTO (for Library Technicians)
- Certificate II, III or IV in Library/Information Services – TAFE or private RTO (for Library Assistants)
- Certificate II in Local Government (available as a school based traineeship) – TAFE or private RTO

## FOR MORE INFORMATION VISIT...

- [www.lgsa-plus.net.au](http://www.lgsa-plus.net.au) and [www.careergov.com.au](http://www.careergov.com.au) to learn more about careers in local government
- [www.counciljobs.com](http://www.counciljobs.com) to look at jobs currently available in local government
- [www.goingtouni.gov.au](http://www.goingtouni.gov.au) to see the range of university courses available
- [www.tafensw.edu.au](http://www.tafensw.edu.au) to find out more about TAFE courses in NSW
- [www.counciljobs.com](http://www.counciljobs.com) to look at the jobs currently available in local government
- [www.sbatinnsw.info](http://www.sbatinnsw.info) to find out more about school-based traineeships in NSW
- [www.lgsa.org.au](http://www.lgsa.org.au) to locate all councils across NSW

Remember, council job opportunities are advertised in local and national newspapers.