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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A Master's paper submitted to the faculty
of the School of Information and Library Science
of the University of North Carolina at Chapel Hill
in partial fulfillment of the requirements
for the degree of Master of Science in
Library Science.

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Approved by

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Rita W. Moss

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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 (Kindrick, 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.

Interpersonal Skills Sought By Employers

Bar chart showing Interpersonal Skills Sought By Employers (y-axis 0% to 60%):

- Communication (verbal, written, oral): 20%
- Organizational (multi-task, prioritize): 13%
- Team Oriented: 10%
- Customer Service Oriented: 8%
- Work Under Pressure (fast paced, meet deadlines): 7%
- Other: 42%

Interpersonal Skills
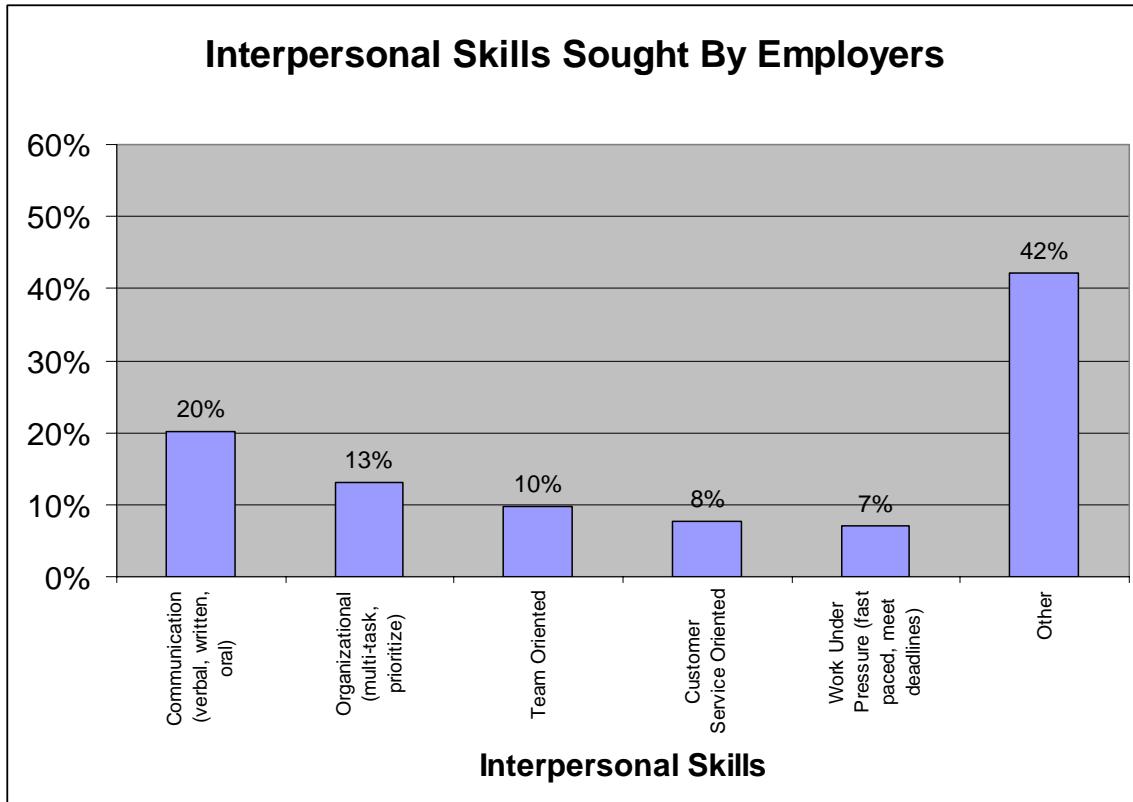
Of the skills specific to business, the ones employers most often require are industry

knowledge/experience, ability to write analysis, proposals, and reports, business

knowledge, primary/secondary research skills, and knowledge of industry resources.

Business-Specific Skills Sought By Employers
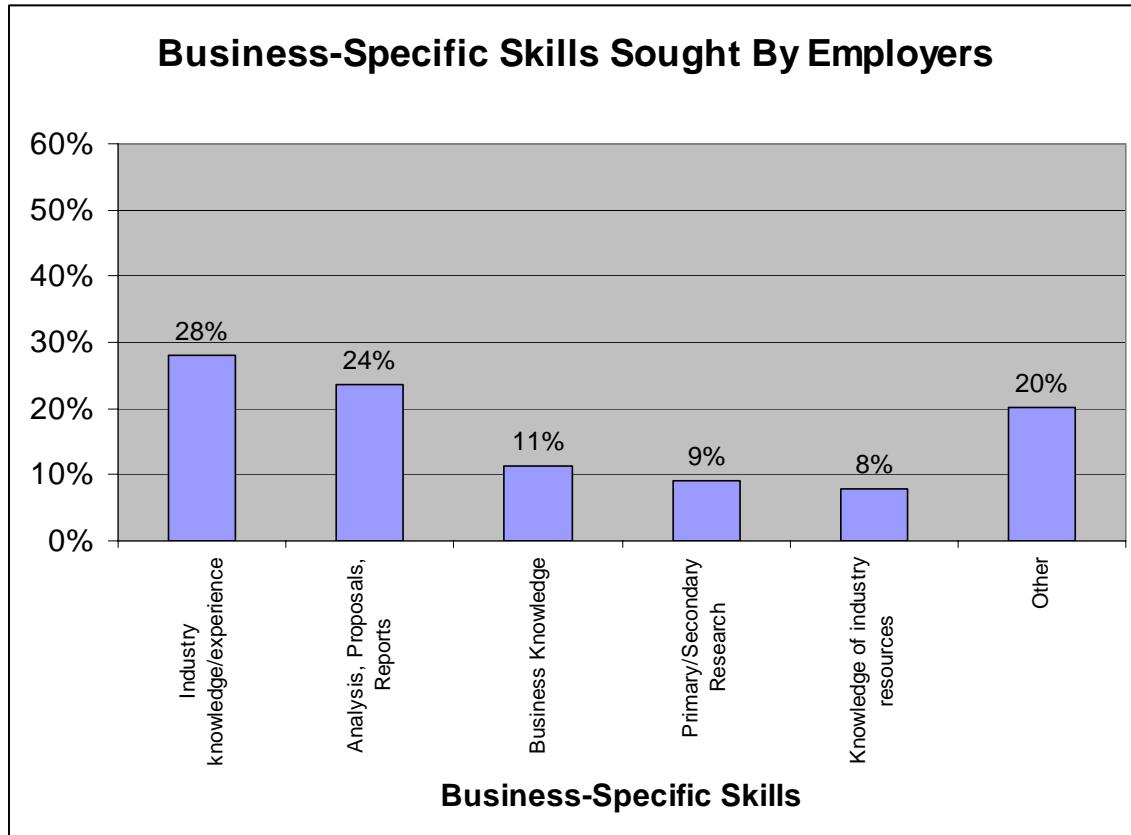
Within the searching category, knowledge of data sources (online, internet, print,

database) came out ahead, followed by conduct/assist with research, and proficiency with

data sources.

Searching Skills Sought By Employers

A bar chart showing:
- Knowledge of data sources (online, internet, print, database): 40%
- Conduct/assist with research: 36%
- Proficient with data sources: 15%
- Other: 10%

X-axis: **Searching Skills**
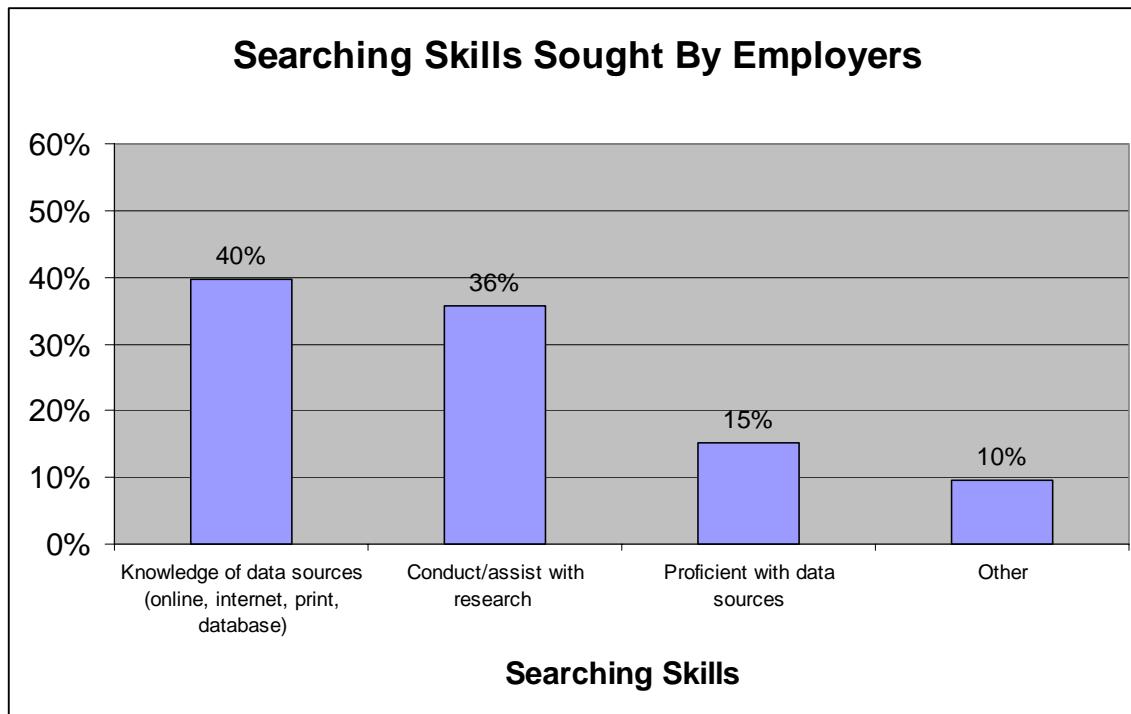
Of the library skills mentioned, reference skills are the most sought after, followed by collection development, library automation, previous library experience, and instruction/training skills.

Library Skills Sought By Employers

A bar chart titled "Library Skills Sought By Employers" with the y-axis showing percentages from 0% to 60% and the x-axis labeled "Library Skills":

Library Skill	Percentage
Reference	25%
Collection Development	12%
Library automation	11%
Previous Library Experience	9%
Instruction/Training	8%
Other	35%
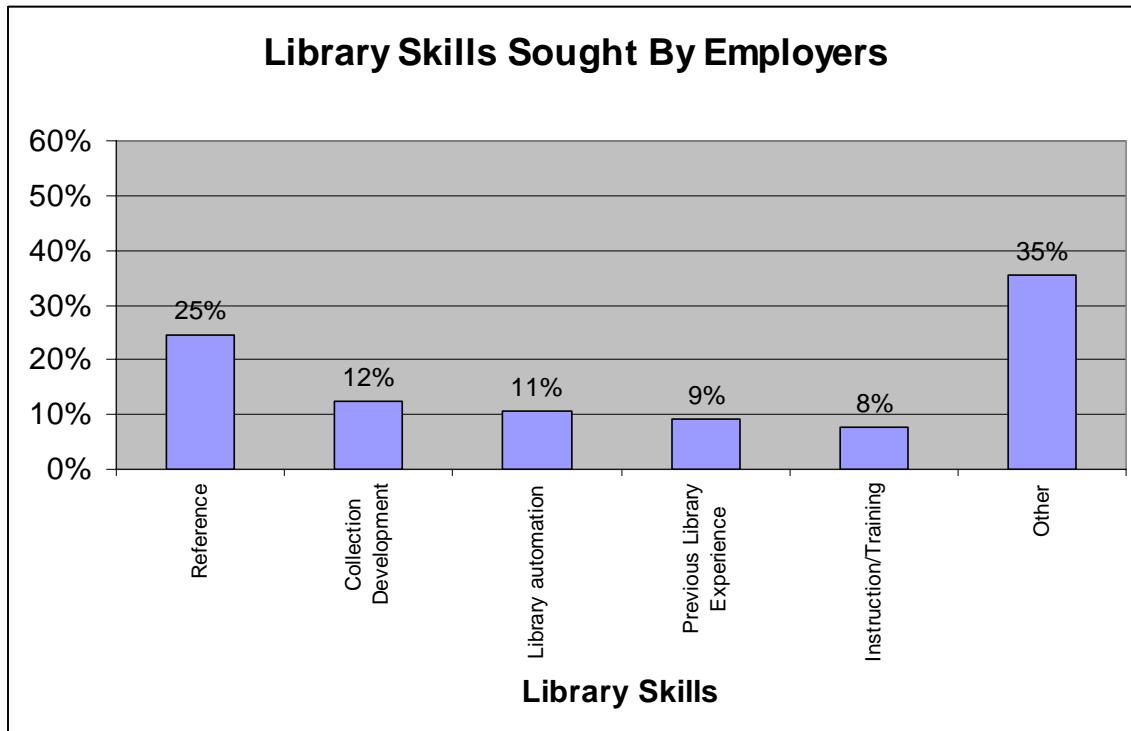
And finally, within the technical skills, one-half of employers requested personal

computer skills including Microsoft Office, word processing, and spreadsheet

applications. Other skills included computer/internet skills, website design,

HTML/SGML/XML, and programming.

Technical Skills Sought By Employers

- Personal Computer (MS Office, word processing, spreadsheets): 51%
- Computer/Internet: 15%
- Website Design: 12%
- HTML/SGML/XML: 7%
- Programming: 5%
- Other: 10%

Technical Skills
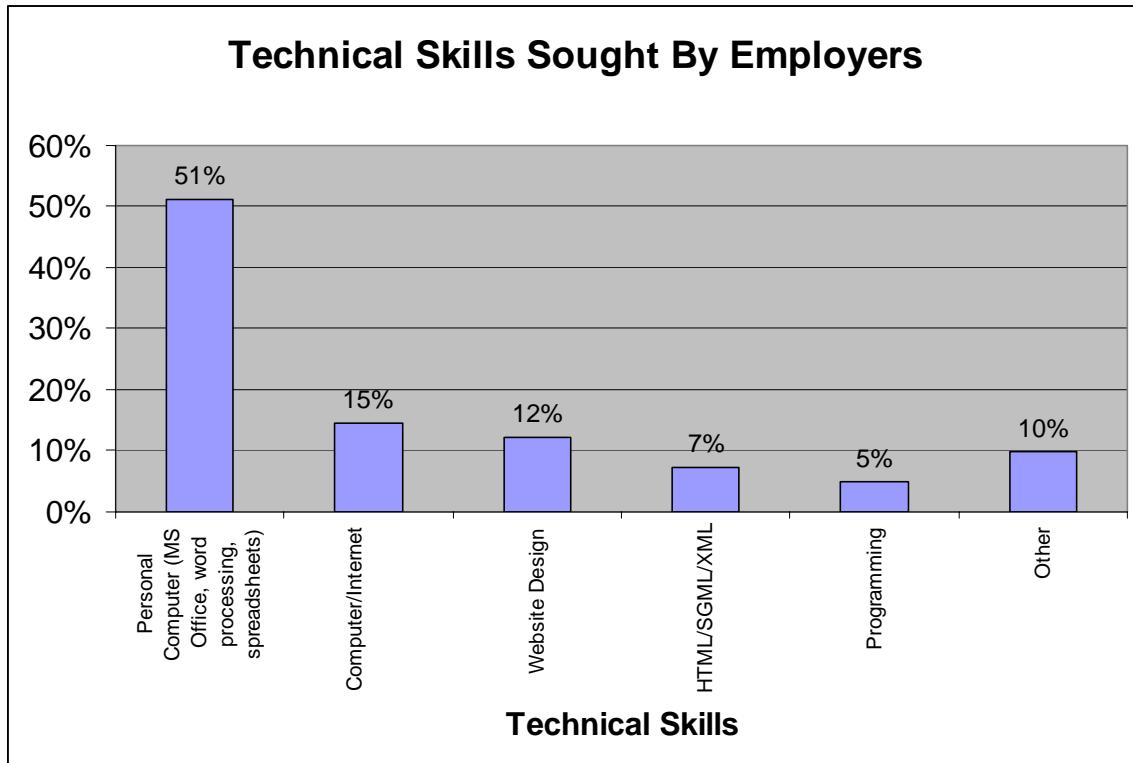
Education and Experience

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.

Education Desired By Employers

Type of Education	Percentage
MLS/MLIS/MIS	58%
MLS and Business degree (MBA or Bachelor's)	13%
Bachelor's degree	8%
MLS/Bachelor's degree	8%
Master's degree	6%
MLS/Law or JD degree	4%
MBA	2%
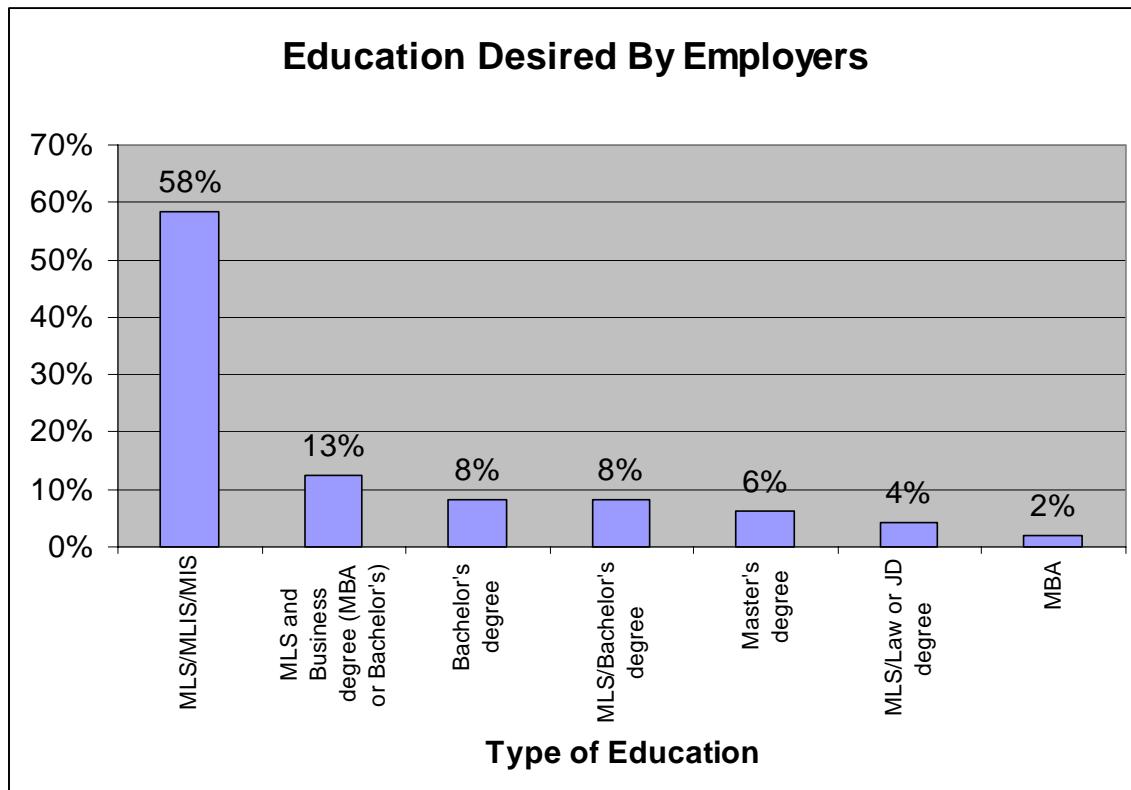
More than one-half of employers (55%) stated in the job advertisements that they wanted a candidate with three to five years of experience. Twenty-nine percent want a candidate with one to two years of experience, and 13% are looking for a candidate with six to ten years of experience. Only one job advertisement requested a candidate with 11-15 years of experience.

Experience

	1-2	3-5	6-10	11-15
	29%	55%	13%	3%

Number of Years' Experience
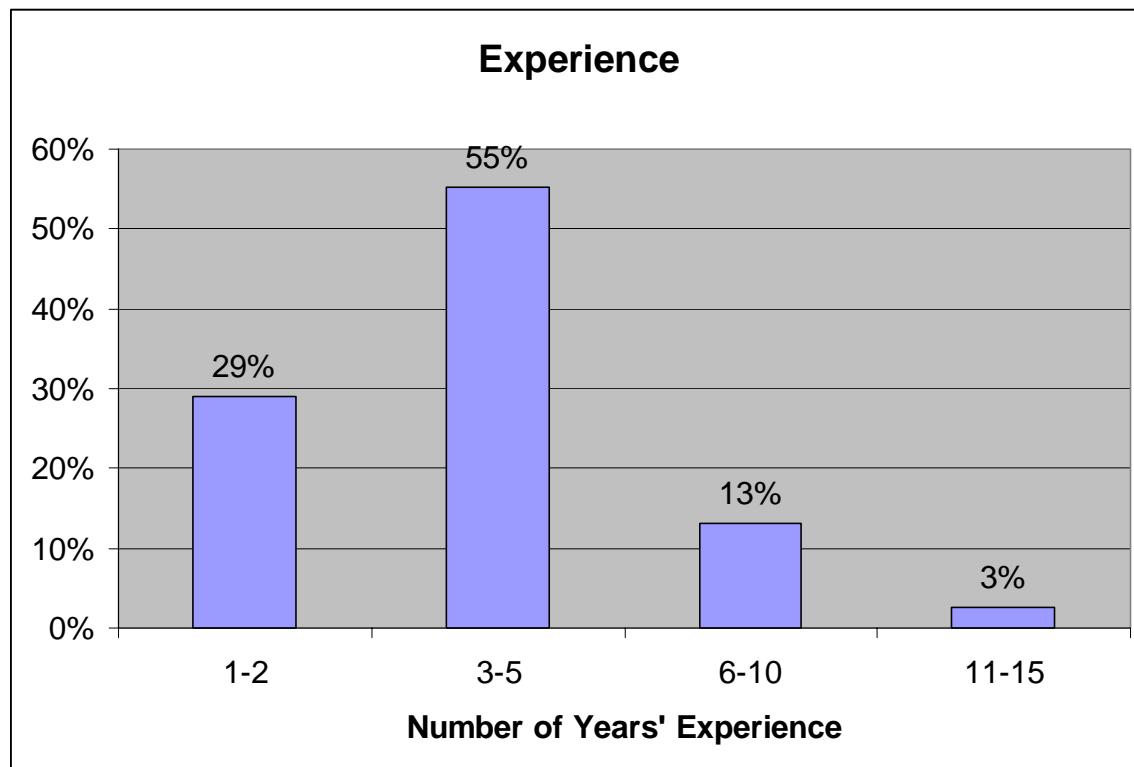
Location of Advertised Jobs

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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Research Libraries, 62, 555-63.

O'Connor, L. & Marien, S. (2002). Recruiting quality business librarians in a shrinking

labor market. *The Bottom Line, 15*(2). 70-74.

Spiegelman, B. M. and Carlson, N. F. (2003). "Corporate Information Centers."

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from Marcel Dekker, Inc.

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, Work, 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