



Library assistants, clerical

Compile records, and sort, shelve, issue, and receive library materials such as books, electronic media, pictures, cards, slides and microfilm. Locate library materials for loan and replace material in shelving area, stacks, or files according to identification number and title. Register patrons to permit them to borrow books, periodicals, and other library materials.

Cognitive and mental requirements

The qualifications that workers need to use judgement, make decisions, interact with others, and adapt to changes in jobs.

In 2024, work was controlled by people for 98.9 percent of library assistants, clerical, and work was self-paced for less than 5 percent.

Table 1. Percentage of library assistants, clerical with cognitive and mental requirements, 2024

Requirement	Yes	No
Adaptability: Work schedule variability	47.6	52.4
Pace: Pause control	67.1	32.9
Telework	<0.5	>99.5
Work review: Presence of supervisor	73.0	27.0
Work review: Supervising others	13.3	86.7
Working around crowds	<0.5	>99.5

Source: U.S. Bureau of Labor Statistics, Occupational Requirements Survey

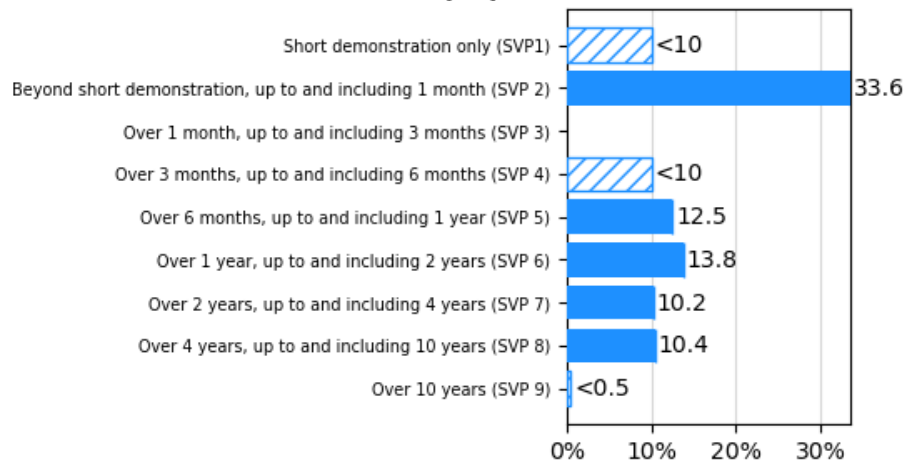
Education, training, and experience requirements

The minimum level of formal education required, credentials necessary, on-the-job training, and prior work experience necessary for average performance in jobs.

In 2024, prior work experience was required for 27.4 percent of library assistants, clerical and on-the-job training was required for 87.4 percent.

A high school diploma was required for 61.5 percent of library assistants, clerical.

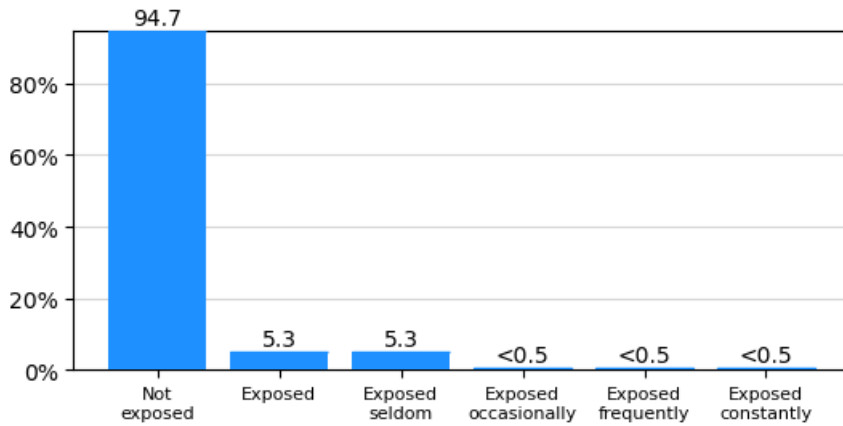
Chart 1. Percentage of library assistants, clerical by specific vocational preparation (SVP) level, 2024



Note: Striped bars represent range estimates where precise value is unpublished.
Source: U.S. Bureau of Labor Statistics, Occupational Requirements Survey



Chart 2. Percentage of library assistants, clerical with outdoor exposure and duration, 2024



Note: Striped bars represent range estimates where precise value is unpublished.
Source: U.S. Bureau of Labor Statistics, Occupational Requirements Survey

Environmental conditions

The various tangible or concrete hazards or difficulties that are in the vicinity of where jobs' critical tasks are performed.

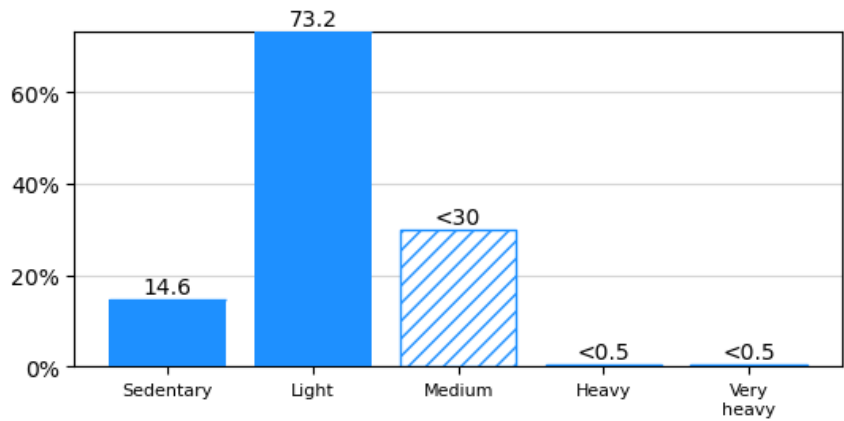
In 2024, a moderate noise exposure was present for 53.1 percent of library assistants, clerical. Another less than 0.5 percent were exposed to loud noise and less than 0.5 percent to very loud noise. Personal protective equipment (PPE) was used by less than 0.5 percent of workers to mitigate noise exposure, and was not used by greater than 99.5 percent.

Physical demands

Refer to the physical activities required to perform tasks in jobs. The presence and, in some cases, duration of these activities are published.

In 2024, reaching at or below the shoulder was required for 93.0 percent of library assistants, clerical and was not required for 7.0 percent. For 7.0 percent of workers, reaching at or below the shoulder was seldom performed, for 63.4 percent reaching at or below the shoulder occurred occasionally, 22.6 percent frequently, and for less than 0.5 percent reaching at or below the shoulder occurred constantly.

Chart 3. Percentage of library assistants, clerical by strength level requirements, 2024



Note: Striped bars represent range estimates where precise value is unpublished.
Source: U.S. Bureau of Labor Statistics, Occupational Requirements Survey

Performing work in low postures was required for greater than 90 percent of library assistants, clerical and was not required for less than 10 percent.

The choice to sit or stand when performing critical tasks was available to 29.4 percent of library assistants, clerical. On average, workers spent 44.7 percent of the workday sitting and 55.3 percent of the workday standing.

Table 2. Percentage of library assistants, clerical with physical demands, 2024

Requirement	Yes	No
Choice of sitting or standing	29.4	70.6
Climbing structure-related ramps or stairs	20.0	80.0
Driving	<10	>90

Source: U.S. Bureau of Labor Statistics, Occupational Requirements Survey