



### 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 judgment, make decisions, interact with others, and adapt to changes in jobs.

In 2023, verbal interactions were required constantly (every few minutes) for 40.6 percent of library assistants, clerical, and were required not constantly, but more than once per hour for 47.5 percent.

**Table 1. Percentage of library assistants, clerical with cognitive and mental requirements, 2023**

Requirement	Yes	No
<b>Pace: Pause control</b>	64.6	35.4
<b>Interaction with general public</b>	96.0	4.0
<b>Working around crowds</b>	<5	>95
<b>Telework</b>	<0.5	>99.5
<b>Work review: Supervising others</b>	2.4	97.6
<b>Work review: Presence of supervisor</b>	80.2	19.8

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

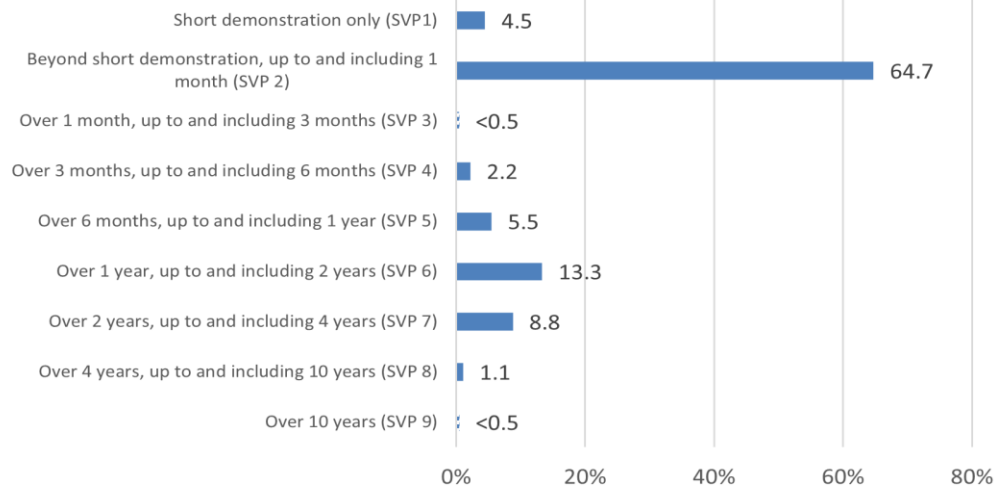
### Education, training, and experience requirements

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

In 2023, credentials were required for 12.0 percent of library assistants, clerical. Prior work experience was required for 27.5 percent and on-the-job training was required for 90.9 percent.

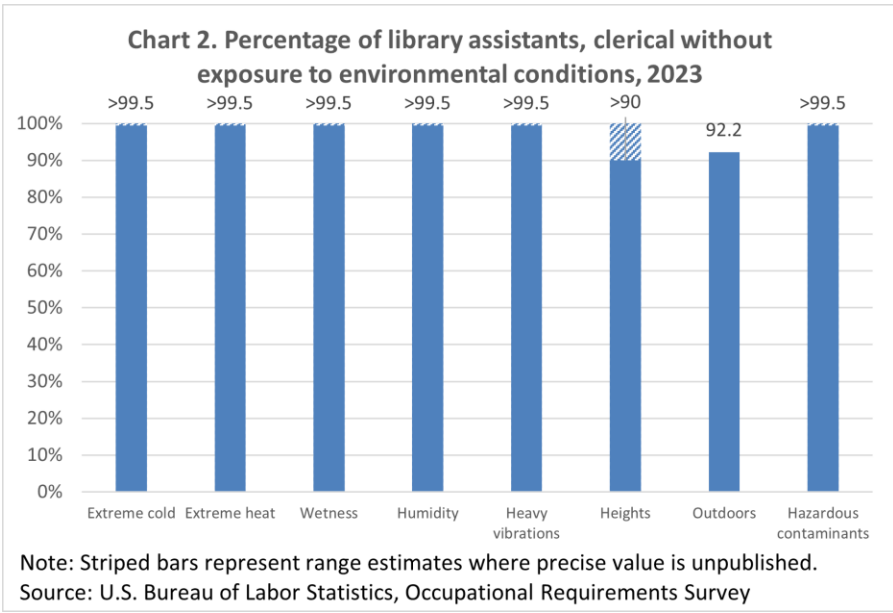
A high school diploma was required for 72.9 percent of library assistants, clerical.

**Chart 1. Percentage of library assistants, clerical by specific preparation time (SVP) level, 2023**



Note: Striped bars represent range estimates where precise value is unpublished.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.

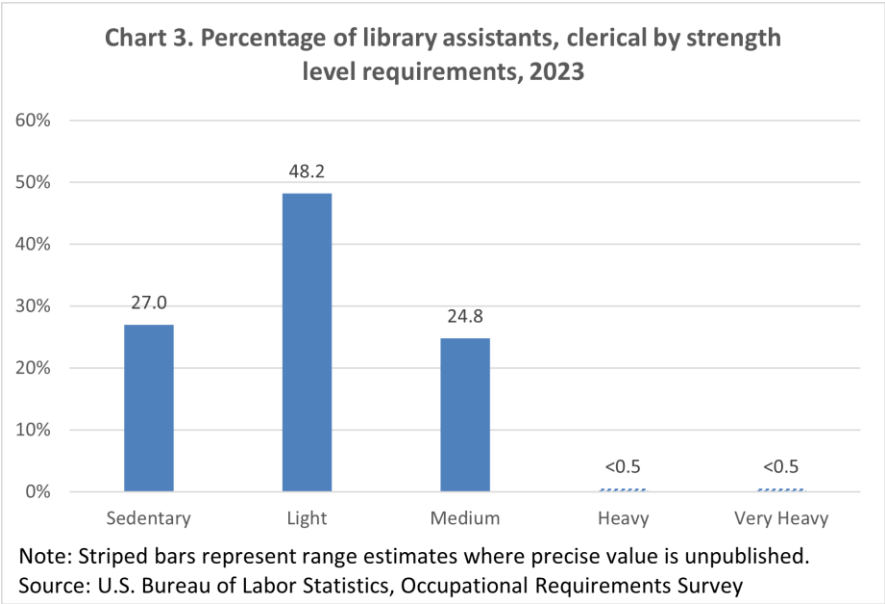
In 2023, greater than 99.5 percent of library assistants, clerical were not exposed to extreme cold, and greater than 99.5 percent were not exposed to extreme heat. Wetness was not present for greater than 99.5 percent, greater than 99.5 percent were not exposed to heavy vibrations, and 92.2 percent were not exposed to the outdoors.

**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 2023, keyboarding was required for 96.5 percent of library assistants, clerical and was not required for 3.5 percent. For 14.2 percent of workers, keyboarding was seldom performed, for 46.4 percent keyboarding occurred occasionally, 35.9 percent frequently, and for less than 0.5 percent keyboarding occurred constantly.

Performing work in low postures was required for 89.6 percent of library assistants, clerical and was not required for 10.4 percent.



The choice to sit or stand when performing critical tasks was available to 45.8 percent of library assistants, clerical. On average, workers spent 47.9 percent of the workday sitting and 52.1 percent of the workday standing.

**Table 2. Percentage of library assistants, clerical with physical demands, 2023**

Requirement	Yes	No
Choice of sitting or standing	45.8	54.2
Driving	11.3	88.7
Climbing structure-related ramps or stairs	9.2	90.8

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