Chapter 13

The Career Resource Library: Development and Management Issues
Overview

- Comprehensive Career Resource Libraries
- Administration
- Technical & User Services
- Summary
Comprehensive Career Resource Library

• **Purpose:**
  - Provide relevant, accessible, timely career information to help individuals solve career problems and make career decisions

• **Definition:**
  - Collection of a wide range of career information resources, covering varied subjects, providing varied media delivery options, organized for easy access
Key Questions to Ask

• How does one design a career information library?
• Where should the library be located?
• Who should be in charge of the library?
Administration: Library Governance/Organization

- Library’s location and physical layout should reflect goals and objectives of the center it supports
- Career resource library is one type of special library
Location

• Options
  – Located within or near main library
  – Located in the “heart” of the career center

• Factors to consider
  – Who will be using
  – Accessibility
Floor Plan/Physical Layout

- Easy access to different types of resources
- Varied space arrangements to accommodate varied media delivery formats
- Accommodating persons with disabilities
- Proximity of staff offices
- Space allows for self-directed, staff-assisted, and group activities
Role of Career Resource Library

- Depends on nature of the center
- Center staff can provide input on vision and direction of library
- Consider use of library advisory committee to serve as liaison
Human Resources Management

- Three roles to consider:
  - counselor
  - resource manager/Librarian
  - technical assistant

- Roles may be performed by one or many staff members depending on size of the center
Use of Paraprofessionals

- Can include graduate assistants/interns and undergraduates
- Can provide a variety of assistance in a career library depending on the nature of their training
Career Counselor Role

- Helping clients use information to solve problems and make decisions
- Overlap between counselor and librarian role
- Establishing boundaries for what types of assistance each person provides
Librarian Role

• Trained to set up and manage special collections
• Could involve review of resources by outside librarian or employment of professional librarian in-house
• As scope of center increases, need for specialized librarian role is greater
Counselor vs. Librarian Roles

- Recognize unique contributions of each
- Effective collaboration is essential
- Librarian’s role--technical procedures for acquiring, organizing, and managing the collection
- Counselor’s role--helping clients use the information to solve career problems
Orientation & Training

- Needs to be thorough and continuous
- Staff development activities require adequate time for effective learning
- Ideally training activities are hands-on
- Develop library training and procedures manuals
Collection Development Policy

- Lays out the library’s plan for effectively meeting the information needs of its clientele
- Allows resource manager to make decisions that carry out the library’s mission
Collection Development Policy

• Policy is shaped by the library’s goals and objectives
• Describes in detail subject areas and formats collected
• Articulates who selects
  – which resources
  – what kind, and
  – for whom
Collection Development Policy

• Policy includes:
  – Collection maintenance details
  – Timetables for evaluation & review of collection resources
  – Guidelines for retaining and discarding materials
Collection Development Policy

• Written policy helps ensure that consistent criteria are used to develop & maintain resources

• Policy is influenced by overall philosophy of library
Technical & User Services

• Acquisitions
  – process of ordering, discarding, and replacing print or multimedia resources
  – puts into practice collection development policy
Acquisitions: Key Questions

• Where is the library located/who are the key clientele being served?
• What items are heavily used? frequently requested?
• Where are gaps in the collection?
• What formats are needed?
• What are the most affordable means to gather resources?
Acquisitions

- All staff can be involved in acquiring information
- Evaluate appropriateness of materials for library
  - Use reviews in professional publications to guide this process
  - Apply set of professional standards (e.g., NCDA guidelines)
  - Use local information (e.g., surveys, circulation statistics)
Acquisitions

- Determine what is already in the collection
- Check on currency of available editions
- Maintain a collection of publishers’ catalogs
- Manage acquisitions information with an electronic file
Acquisitions

• Subscriptions
  – Review sample copy
  – Consider on-line versus hard copy format
  – Review status of subscriptions on a regular basis
Acquisitions

• Integrating resources into the collection
  – Use of an information management system provides structure to keep track of resources and ensure their availability
  – Information system should use classification scheme that meets needs of library clientele
Cataloging

- Review of historical schemes
- Sample classification scheme
Frank Parsons Scheme

- Agencies & office work
- Agricultural
- Artistic
- Commercial
- Domestic & personal service
- Fishing

- Manufacturing
- Mechanical, building, construction
- Professional & semiprofessional
- Transportation
- Miscellaneous industries
U. S. Government Classification Systems

- Census code
- Classification of Instructional Programs
- Dictionary of Occupational Titles
- Guide for Occupational Exploration
- Occupational Employment Statistics
- Standard Occupational Classification
- Standard Industrial Classification
Non-Government Classification Systems

- Higher Education General Information Survey
- Holland Codes
- Worker Trait Group Guide
- World-of-Work Map
Occupational Classification Systems

• Allows for integration of local, state, and national resources

• Professional system provides more valid means for managing the collection
Occupational Classification Systems

• Deciding which one to use
  – Needs of the local setting
  – Theoretical preferences of supervisors
  – Size of the collection
  – Extent of cross-referencing to other systems
Modern Classification Schemes

- Cataloging career information goes beyond just that having to do with occupations
- Classification schemes influenced by expanding range of settings where career information was being used
Classification Schemes

- Organizing & retrieving information; consider:
  - Form, type of medium
  - Location
  - Content
Classification Schemes

- Physical forms of materials (e.g., print, audio, video)
- Form influences location
- Similar formats may be grouped together
Classification Schemes

• Subject matter classification
  – Groups materials on a particular topic together
  – Helps guide users to materials location
  – Convey, in general terms, the content
Classification Schemes

• Content description helps clients determine if resource relates to their career problems

• Two ways of conveying content
  1) notation-using numbers & letters
  2) terminology-using key words or standard phrases
Classification Schemes

• Choice of scheme, consider:
  – Amount and breadth of information
  – Type of persons accessing the information
  – Center’s service delivery approach
Classification Schemes

- Six main categories of the Florida State University Career Center’s Career Key System
  - I. Career and life planning
  - II. Occupations
  - III. Education and training
  - IV. Work experience
  - V. Job hunting
  - VI. Employment information
Classification Schemes and Cataloging

- Help track resources in the collection
- Help clients and staff find them
- Record (print or electronic) created for each resource which contains brief description
- Requires consistently following rules for processing
Classification Schemes and Cataloging

• Describing resources through cataloging
  – Physical characteristics
  – Intellectual contents
Classification: Physical Characteristics

- Format/media
- Number of copies, volumes
- General location
- Author
- Title
- Edition
- Copyright date
- Publisher
- Publisher’s location
- Price
Classification: Contents

- Indexing or assigning categories from a classification scheme to a resource based on subject contents
- Determines where in the collection resource will go
- Call number gives resource a unique location within the collection
  - allows for arrangement according to subject area; provides for fast and accurate access of resources
Classification: Contents

- Can use cataloging cards or database
- Serve as symbolic representations of the resource’s information
- Provides access points to use in searches for resources by clients or staff
- Advantages of electronic databases
  - fewer processing steps
  - keyword searching
Reference

- Serving as a link for persons in need of career information
- Making staff aware of new resources
- May involve interviews, creating reference tools, or workshops
- Help clients learn to retrieve information independently
Reference Interview

- Identifying & clarifying what information a client needs
- Client information needs can be related to CASVE cycle
- Career resource manager may use skills similar to those of the counselor
- Following up to serve if clients found what they needed
Reference Tools

- Create foundation for self-help library
- Create structure and access to varied information resources
- Can include guides, hand-outs, bibliographies, Web pages, and signage
Circulation

- Depends on library’s philosophy, type of resources, and clientele
- Policy communicates when and if resources may leave the facility, and for how long
Circulation

• Protects availability of resources
• Requires system for guarding against vandalism and theft
  – use of ID cards
  – lay-out of library space (open seating and table arrangements)
  – security system
Circulation

• Non-circulating resources
  – rationale for this
  – provide clients access to copier
  – need to be aware of copyright law
  – maintain info on Web versions of info found in the library
Summary

- Applying information management techniques to career information systems
- Developing & managing career library resources
- Key Issues: library governance and organization, human resources management, collection development, determining classification schemes, cataloging, reference service, and circulation procedures.
Getting the Most Benefit from Reading

- Visit a career library on-line or in person; determine how resources are organized.
- Visit the Bureau of Labor Statistics Web site; learn about the U.S. Government’s classification system.
- Compare two collection development policies.
- Interview two professional librarians about how they help people locate and retrieve career materials.
- Determine how to spend $5,000 to establish or upgrade a career library.
For Additional Information

www.career.fsu.edu/techcenter/

Thank You