

1. TITLE OF THE CERTIFICATE ⁽¹⁾

Raamatukoguhoidja, tase 7

⁽¹⁾ in the original language

2. TRANSLATED TITLE OF THE CERTIFICATE ⁽¹⁾

Librarian, level 7

⁽¹⁾ if applicable. This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCIES

The librarian's job is to shape people's reading habits, support lifelong learning, ensure access to information, knowledge and culture and support scientific, creative and developmental activities. The librarian's main purpose is to offer user-focused library and information services, providing access to information resources. The librarian participates in the development of technological competence. Effective work requires constant self-improvement.

Librarian, Level 7 is the leading specialist in the main areas of librarianship – the designing, processing and storing of collections, and making them available. The position requires both human and resource management skills.

Areas of work

1. Designing collections

- Identifying the need for information and selecting the information to be collected.
- Obtaining access to information resources and their manuals.
- Conducting inventories of the collections and deleting manuals.

2. Processing and storing collections

- Creating metadata.
- Creating information resources.
- Organisation of collections and ensuring their security.

3. Reader and information services

- Implementing service and communication methods.
- Offering library and information services.
- Introducing collections and services and conducting/organising? user training.

4. Management and development

- Cooperation and participation in networks.
- Surveying and analysis.
- Planning and implementation of library policies, strategies and operational programmes.
- Communicating with the public.
- Directing processes.
- Managing and leading people.

^(*) Explanatory note

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information available at: <http://europass.cedefop.europa.eu/en/home>

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4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE ⁽¹⁾

⁽¹⁾ If applicable

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the body awarding the certificate The occupational certificate that has been issued by the professional council that operates under the activity license issued by a Awarding Body	Name and status of the national/regional authority providing accreditation/recognition of the certificate Sector Skills Council approved by a Regulation of the Government of the Republic
Level of the certificate (national or international) Estonian Qualification Framework level 7 European Qualification Framework level 7	Grading scale / Pass requirements passed/fail
Access to next level of education/training	International agreements
Legal basis Occupational Qualifications Act (RT I, 10.12.2010, 12; 01.01.2011)	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

In order to obtain a occupational certificate, the applicant has to prove all his/her competencies required by the occupational standard and by the procedure for awarding of occupational qualification established by the body awarding the occupational qualification.

More information (including a description of the national qualifications system) available at:
www.kutsekoda.ee