Requirements for a Candidate Applying for the Position of Librarian

Republican State Institution "National Academic Library of the Republic of Kazakhstan in the City of Astana"

Librarian

Must know:

- The Constitution;
- Labor Code;
- Laws of the Republic of Kazakhstan "On Culture," "On Counteracting Corruption," "On Copyright and Related Rights";
- Library-bibliographic classification tables;
- Methods of reader engagement, book acquisition, record-keeping, organization and storage of book collections, catalog management;
- Forms and methods of mass and individual work with readers;
- Techniques for promoting printed publications;
- Domestic and foreign library practices.
- The theory and practice of library science, bibliographic work, and informatics;
- Practices of describing printed publications, maintaining card indexes, and compiling bibliographic materials;
- The use of information technology in libraries based on domestic and international experience.

Qualification requirements:
A specialist of the highest qualification level:

1. **Highest category**: Higher (or postgraduate) education in the specialty and at least 3 years of work experience in the position of a specialist of the highest qualification level of the 1st category;
2. **1st category**: Higher (or postgraduate) education in the specialty and at least 2 years of work experience in the position of a specialist of the highest qualification level of the 2nd category;
3. **2nd category**: Higher (or postgraduate) education in the specialty and at least 2 years of work experience in the position of a specialist of the highest qualification level without a category;
4. **Without category**: Higher (or postgraduate) education in the specialty without work experience requirements.

Additional skills:

- Proficiency in office programs (EXCEL, POWER POINT, WORD, Outlook);
- Text recognition and editing skills (FineReader, AcrobatReader);

- Proficiency in English (Pre-Intermediate level);
- Availability of additional certificates for completing training and seminars on psychological compatibility, team building, personal growth (within the last 3 years), library management, and marketing.