

SOFT SKILLS FOR LIBRARIANSHIP

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Abstract: - *In 21st century librarian need for acquiring some Soft Skills for giving innovative information services, and for user satisfaction. Soft Skills are personal attributes that enhance an individual's interactions, job performance and career prospects. Soft Skills is a ability of person's to perform a certain type of task or activity. Librarianship is challenging profession so need and application of soft skills in librarianship discussed in this article.*

Introduction:-Soft skill is a sociological term relating to a person's "EQ"(Emotional Intelligence Quotient), the cluster of personality traits, social graces, communication, Language, personal habits, friendliness and optimism that characterize relationships with other people. Soft skills complement hard skills(part of a person's IQ)which are the occupational requirements of a job and many other activities. In present era of information technology librarian must acquire some Soft skills for professional development.

Communication Skills :- Librarianship needing better communication skills. Librarian have must developed communication skills. Communication skills helps in maintaining better interpersonal relations between user and librarian Which in turn brings about a harmonious and productive working environment in library. The users need of

information to interpret without being biased or judgemental. Communication skill require command on language regional and English language.

Patient / Proud :-A responsible librarian must be patient. For the development of library, he often had to adopt wait and watch policy, but this patient should not be passive. It should be active, because A librarian's self respect must be born out of responsibility. Librarianship is a Nobel profession and to maintain its nobility.

Optimistic / Open minded :- A librarian can do well within an administrative framework , only changing the system does not progress but progress means giving importance to good things. Open mind would being respective to ideas &

people listening to people and the accepting whatever posting or job comes your way with an optimize approach. Think what you can do for user and not what system can do for you.

Sensitive / Simple :- Librarian should be sensitive to the need of other library staff as well as the information needs of readers. Librarians should be an innovative and avoid monotony. Librarian should be follow the principle of Mahatma Gandhi simple living and high thinking.

Intelligent :- Intelligence here does not mean Intelligent quotient but it means emotional and social nourishment . If the goal is clear then the knowledge of what to put, when and where and how is Intelligence to succeed at every stage of life. Librarian should have the right balance of intelligence and integrity . There is only potential and it does not work so he must have the necessary temperament to be successful. Increases decision making ability in emergency situation. A kind of discipline in the planning of library work, but here also the librarian develops a sense of correctness to compensate for the deficiencies by evaluating his own abilities. The librarian should be used SWOT analysis method.

Truthful / tactful / team players:- Librarian will not be walk the path of truth so he has to fulfill the responsibility of conveying the true information to the readers. A librarian should be

able to communicate properly with his superiors as well as with his junior.

Innovator :- Innovation is a part of human society or individual mentality. Without following the beaten track to make the presentation of innovation effective bringing innovation in it increases the speed of work. Using information technology in library operations like internet, Multimedia , library software etc. can bring innovation in day to day library operations.

Value Based/Visionary:- Everything is meaningless if the librarian has no vision. It will not only work with vision honesty is also important along with many qualities to bring consistency in work. A Librarian's honesty should be seen in his/her effort. Being dishonest at work is personal fraud. If librarian is honest with himself it gives him/her the necessary confidence. Although the physical facilities are less, but the honesty gives a librarian a different inspiration. So that all the social events happening around are positive the work of social enlightenment should be continued.

These are also important soft skills required for Librarianship

- Leadership Skill – Ability to direct and guide others, self supervising
- Professional Skill
- Information Technology Skill

- Team Skill – Ability to relate to coworkers in a close environment
- Interpersonal Skill- Communication skill with user, subordinate and management.
- Public Relation Skill
- Writing skill
- Presentation Skill
- Teaching Skill

Conclusion :- In this way librarians can play their role as officers by enhancing their soft skills and library management as an administrative officer can develop library.

References

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