

Public Libraries Help Build Workforce Participation – Executive Summary

Public libraries have long provided the necessary tools – via targeted information products and services – for a variety of individual job seekers as well as those preparing to enter the workforce by first completing some educational element such as a GED test, citizenship test or by learning English. Public libraries offer in-house training such as ESL classes – both one-on-one and in groups – computer skills classes and other technology help. Public libraries also maintain job-listings notebooks, offer a plethora of newspapers and newsletters as well as library programming related to job skills and employment. Hard-copy collections include books on resumes and cover letters as well as interviewing skills and test preparation materials. Libraries also make cooperative efforts with other government agencies to help with employment options. Many fee-based databases, free to patrons, are also available, such as *America's Newspapers* and *Reference USA*. Lastly, public libraries offer patrons invaluable computer access that can be used to fill out online job applications, complete extensive job searches and post resumes. Librarians also help on-the-fly with resume formatting and other expert advice in that arena.

Key Points

- Libraries offer many information products and services tailored to the individual job seeker such as hard-copy and electronic collections to assist a variety of individuals, including test preparation books and resume and cover letter writing guides.
- Libraries offer in-house technology training such a variety of computer classes to assist job searchers in their quests.
- Libraries compile job information as well as offering many newspapers and magazines.
- Libraries offer patrons access to computers to help with their job search.

Sources

Cassady, P. (2006, November 21). Adult education offers varied successful programs. *News-Democrat & Leader* (Russellville, Kentucky), News.

Rizzo, C. M. Career help is available at Brentwood Library. (2007. April 4). *Suffolk Life Newspapers, Local News*.

Ross, S. E. (2006, October 23). Veterans can get help in starting businesses: workshop shows how to obtain loans, set-asides. *Post-Tribune* (Indiana), p. B1.