

Information & documentation

specialist in media and information services

Information and documentation specialists gather information and procure those in their databases. They receive enquiries from customers and edit them. Therefore, they have to search in databases and other catalogues to find the sought after information. As a search result, they order these facts according to content, quality or importance e.g. They are also familiar with compiling indices.

An important part of their work involves with maintenance, administration and updating of databases with new information. Information and documentation specialists archive articles from books, magazines, newspapers or grey literature (e.g. pamphlets). To index this information, they use specific classifications and stock management rules. They also assist with events and trainings.

Visual resources

specialist in media and information services

Specialists in media and information services specializing in visual resources procure, index and store images.

This includes both digital and printed pictures. They are able to generate, maintain and use image databases in purpose of research or making images available.

Therefore they have skills in working with adequate computer programs, i.e. Photoshop. To archive and digitalize printed material professionally is an important part of their occupation.

Another aspect of dealing with visual resources is the contact with photographers and customers. They act as agents between the two. This requires negotiating rights of use with the photographers in compliance with legal regulations and arranging contracts between photographers and customers. For the photographers they calculate the prices of the required material and the terms of payments.

Library

specialist in media and information services

Specialists in media and information services specializing in librarianship procure information and media for customers using electronic and conventional delivery systems.

They use bibliographical information tools for the acquisition of media and handle these media in compliance with formal stock management rules.

In these cases they also monitor and process deliveries and invoices, but also assist in screening content. Specialists in media and information services process lending operations, returns, reminders and orders.

Furthermore they assist with exhibitions and working together with people of all ages. They are able to focus their occupation on different fields of activity, like administration, stock editing, question-answering and readers service.

Archive

specialist in media and information services

Specialists in media and information services specializing in archivistics screen, evaluate and take delivery of written materials and other information media (e.g. photos, audio-visual media). They archive and make these kinds of materials available for future generations.

To find the records again, they acquire the documents in location aids or databases.

Should documents not be in durable storage, they carry them out by cancellations.

Preservation of the records is also very important.

Therefore implementing of the technical processing is necessary.

Specialists in media and information services attend to the users requirements.

In the reading rooms they lend the records to the user. The documents are arranged by the specialists in media and information services in a logical and factual order.

This is necessary to give the user an overview of all the documents.

They also advise the user on how to use the microfiche equipment.

In addition to these tasks, they assist with exhibitions, guided tours and other events in their archive.



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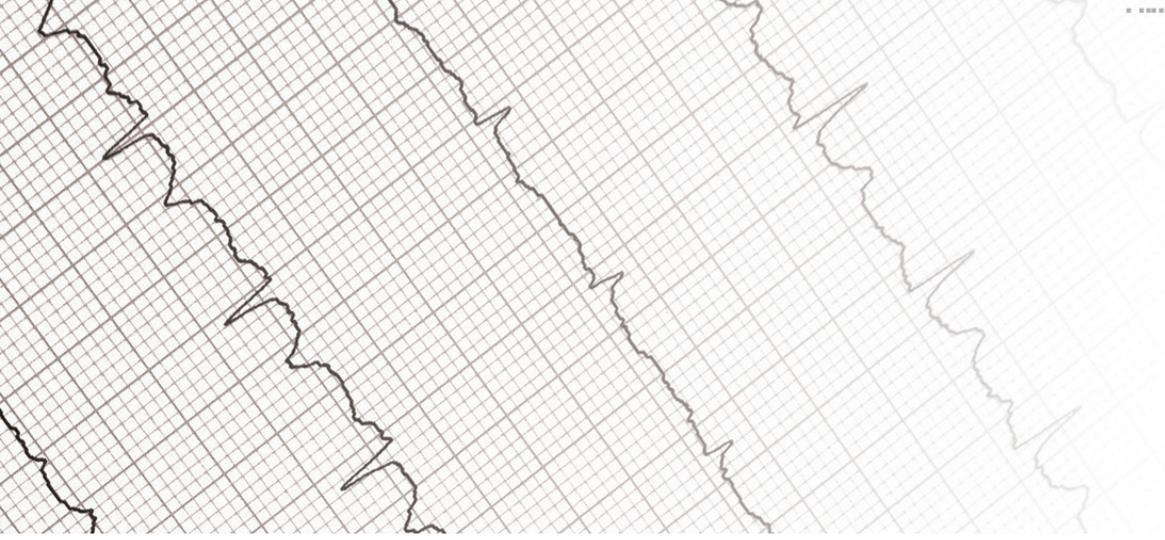
Specialists for media and information services specialising in medical documentation acquire, index and store medical data.

These could be diagnostic findings, patients' files, medical and pharmaceutical studies and statistical data.

Their occupation contains classify therapies, medications, operations, complications and symptoms for databases or other forms of storage.

Therefore they handle personal data with care according to legal regulations.

Another field of activity is to edit medical data treatments, invoices and scientific research. They are able to evaluate data statistically and present them to the expert public.



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