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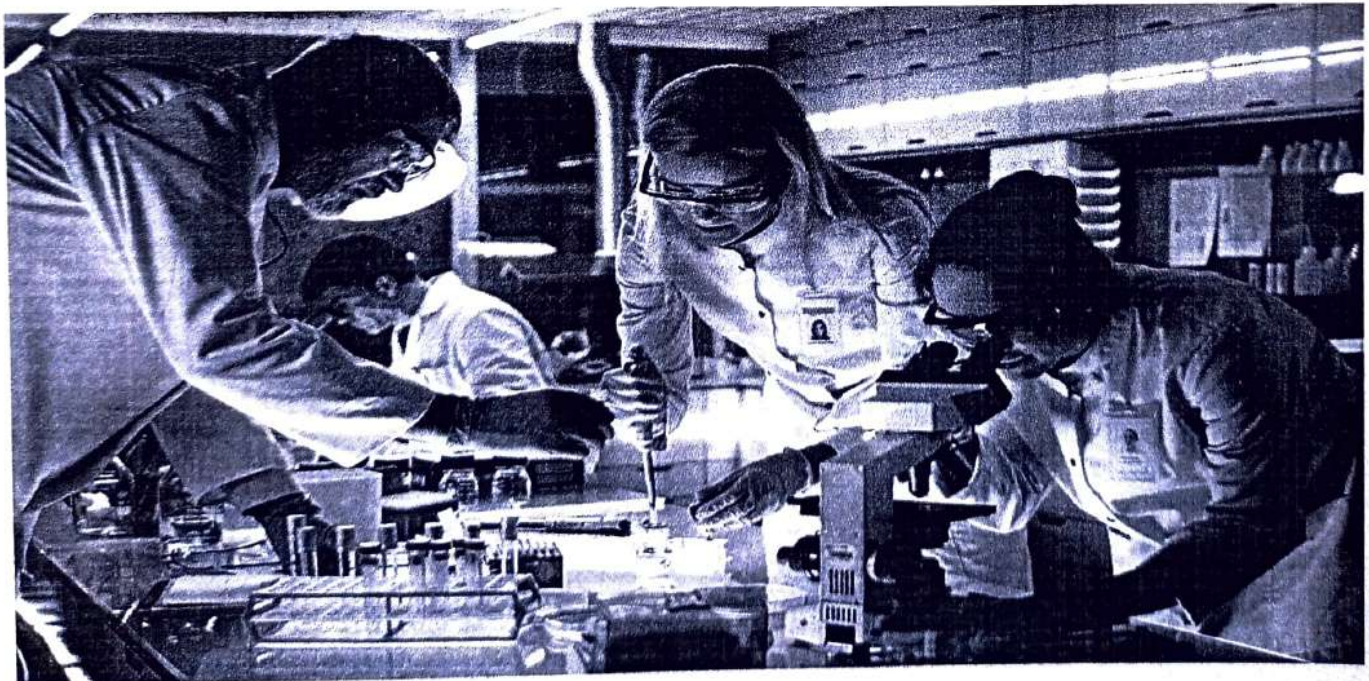
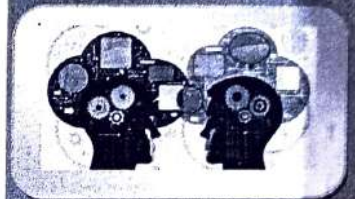
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## Soft Skills for Library Professionals

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### Abstract:

Now in the modern age library professionals also need to update and they must need to use soft skills for users need and their satisfactions. Soft skills are personal attributes that enhance an individual's interactions, job performance and career prospects. Unlike hard skills, which are about a person's skill set and ability to perform a certain type of task or activity, soft skills are interpersonal and broadly applicable soft skills for library professionals are need full some of soft skills are 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, and facility with Language, personal Habits, Friendliness, and optimism that mark 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. Soft Skills are personal attributes that enhance an individual's interactions, job performance and career prospects. Unlike hard skills, which are about a person's skill set an ability to perform a certain type of task or activity, soft skills are interpersonal and broadly applicable. A person's soft skill Emotional Intelligence refers to the ability to recognize our own feelings as well as those of others. EQ is an important part of their individual's contribution to the success of an organization. Particularly those organizations dealing with customers face-to-face are generally more successful, if they trained their staff to use these skills. Screening or training for personal habits or traits such as dependability and conscientiousness can yield significant return on investment for an organization. For this reason, soft skills are increasingly sought out by employers in addition to standard qualifications. According to Belinda Lim, soft skill refers to a set of skills that determine how we interact with others, example of soft skill include effective communication, problem Solving skills, leadership, team building, flexibility, personal energy, positive attitude as well as willingness to learn. Library is Gate way to knowledge for these library needs, some skills to fulfill users need and fulfill Ranganathans laws of library science. Librarians having multidimensional aptitude in the area of technical work. Library professionals, the soft skills are required in day to day working

carrying out routine jobs more effectively the library working in large organization like fulfilling corporate office are already practicing these skills now librarian need to do adopt these skills.

### Importance of soft skills:

Soft skills are very important.....

1. To handle interpersonal relations
2. To take appropriate decisions
3. To communicate effectively
4. To have good impression and impact to gain professional development etc.,

### Types of Skills needed for Library Professionals

1. Communication Skills
2. Leadership skills
3. Professional skills
4. Information technology skill
5. Team work skills
6. Sound work habit skill
7. Interpersonal skill
8. Public relation skill
9. Customer service skills
10. Writing Skills
11. Presentation Skills
12. Teaching Skills
13. Project Management Skills
14. Negotiating Skills
15. Interpersonal Skills
16. Listening Skills

### Communication Skills:

Communication skill require command on language especially English and Other regional language one will improve the communication. Good communication skill also requires to understanding peoples, self confidence with this one can achieve and solve problems too.

### Leadership Skill:

Library Management skill especially in the big library team time to time, as every subordinate is important for carrying out their work efficiently for smooth running of library.