



Information Managers

Research and investigative skills are fully employed to:

- Assist public service organizations and international corporations to cope with the extraordinary amount of data
- Locate relevant materials, organize documents, and provide finding aids
- Acquire, organize, store, retrieve and disseminate information

Historians as Information Managers find careers in:

- ❖ **Archival Management** where they work for government agencies, business, labor unions, hospitals, law offices, etc. Archival management usually requires additional training. Duties include accessioning and organizing material, appraisal, user relations, and management-personnel responsibilities.
- ❖ **Information Science** where they most often work in public or private libraries and archives. Information Science usually requires additional training. Duties include generating new knowledge, disseminating this knowledge to others, creating databases, verifying documents, editing and publishing, researching documents, and taking part in records management.
- ❖ **Records Management** where they work for government agencies, business, etc. Records Management usually requires additional training. Duties include economical and efficient creation, use, maintenance, and disposition of records.
- ❖ **Librarianship** where they work in public or private libraries. Librarianship usually requires additional training. Duties include maintaining collection catalogues, reference, research, and technical support as well as user relations.