

## About This Guide

The Guilderland Public Library Research Guides are intended to help you find resources available in the Library's collection, through electronic databases provided by the Library, and on the Internet that can be useful when researching a particular subject. If you don't have Internet access at home, you may use one of the computers in the Library that are connected to the Internet.

Where possible, we've also included contact information for local organizations that might provide additional information. For obvious space reasons, this is not an exhaustive list. If you need more help with your research, ***JUST ASK A LIBRARIAN!***

## About the Library

**Getting a Library Card:** Library cards are issued to individuals ages 5 and older (for children ages 5-16, a parent's or legal guardian's signature is required.) Come to the Library and fill out a registration form. You'll need identification showing your name, signature and current address, such as a valid New York State Driver's License. If your mailing address is a post office box, you'll need proof of your actual physical address, such as a utility or phone bill. Some registration restrictions may apply.

**Using Your Library Card:** You can use your Library card at any of the 29 libraries in Albany and Rensselaer counties that belong to the Upper Hudson Library System. The first time you use your card, you are limited to four items. After that, the maximum number of items allowable on a patron's account at any given time is 50, or a maximum dollar value of \$1500, whichever comes first. Certain materials can be renewed, and renewals can be done over the phone or at our website. Call the Circulation Department at 456-2400 x8 if you would like to renew items or have more questions.

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**GUILDERLAND PUBLIC LIBRARY**  
2228 Western Avenue, Guilderland NY 12084  
518.456.2400 ~ [www.guilpl.org](http://www.guilpl.org)

*Guilderland Public  
Library Research Guides*

## *Job and Career Information for Teens*



## Job and Career Information at the Guilderland Library

**Circulating Materials:** Job-finding guides and career information resources are found in our Job Information Center (JIC). You'll find these materials on shelves in the large reading room labeled "Careers & Education." All career and employment materials have call numbers beginning with the letters **JIC**. Books about online job searching are found at **JIC 025.066**. The call numbers **JIC 331- JIC 353** are for a variety of employment examination preparation guides. **JIC 363** includes law enforcement career and exam guidance. **JIC 610** is for books on career guidance in health care. **JIC 650** and **JIC 808** are resources for writing resumes and cover letters, as well as guides for job interviews.

**Reference Materials:** For career research, employment trends, working conditions for an occupation, and salary information, start with the Occupational Outlook Handbook, shelved in the reference area of Youth Services, at **J REF 371.4 OCC**. There's also a copy in the Job Information Center.

For local help-wanted information, look in the "Classified" sections of the *Times Union*, *Daily Gazette*, *Altamont Enterprise*, *Troy Record*, and *Guilderland Spotlight* newspapers. On Sundays, the employment listings in the *Times Union* and *Gazette* are more extensive. The most recent Sunday classifieds are held at the Adult Reference desk.

**Library Databases:** Taking a college entrance or licensing exam? Looking for a college or graduate school? Need help finding scholarships? With the **Testing & Education Reference Center** electronic database, available through the Library's website ([www.guilpl.org](http://www.guilpl.org)), you can search thousands of college and graduate school entries. Identify scholarships that meet your financial needs. Take online practice tests and use test prep eBooks to obtain your education goals.

## Job and Career Information on the Internet

There are many excellent resources on the Web for researching job and career information. The following are a few suggested websites:

[www.labor.state.ny.us/workerprotection/laborstandards/workprot/wphmpg.shtm](http://www.labor.state.ny.us/workerprotection/laborstandards/workprot/wphmpg.shtm)

New York State Department of Labor information on obtaining working papers for people under age 18.

[www.timesunion.com/classifieds/jobs.asp](http://www.timesunion.com/classifieds/jobs.asp)

Times Union newspaper's online job listings for the Capital District. Post a resume and view companies currently hiring.

[www.acinet.org/acinet](http://www.acinet.org/acinet)

America's Career InfoNet has information on employment trends, occupational requirements, and salary information. A good companion to the Occupational Outlook Handbook, online at [www.bls.gov/oco/](http://www.bls.gov/oco/)

[www.myfuture.com](http://www.myfuture.com)

Information on the various jobs available with the military.

[www.quintcareers.com/teens.html](http://www.quintcareers.com/teens.html)

Information on summer jobs, career and college research, and financial aid.

[www.jobweb.com](http://www.jobweb.com)

JobWeb is sponsored by the National Association of Colleges and Employers. Breaks down the career development process into four steps: Discovery, Exploration, Experience & Experiment, and Choice.

[www.mapping-your-future.org/planning](http://www.mapping-your-future.org/planning)

Offers a wealth of information on career planning as early as middle school. Offers ten straightforward steps to planning your career.

[www.acteonline.org/](http://www.acteonline.org/)

From the Association for Career and Technical Education, this links to career and technical student organizations.

[www.dol.gov/dol/topic/training/jobcorps.htm](http://www.dol.gov/dol/topic/training/jobcorps.htm)

US Job Corps is the largest education and training program for at-risk youth ages 16-24. Its main goal is to give students the skills, education and experience they need to meet their career objectives.

## Local Organizations

For more information about local job opportunities, the following organizations can provide help:

Capital Region Workforce Investment Board  
175 Central Avenue, Albany, NY 12206  
[www.capreg.org](http://www.capreg.org)  
Click on Youth Services

For Job Seekers in Albany County  
(518) 434-5723

For Job Seekers in Rensselaer  
(518) 270-2860

For Job Seekers in Schenectady  
(518) 344-2771

Glenmont Job Corps Center  
822 River Road  
P.O. Box 993  
Glenmont, New York 12077-0993  
(518)767-9371  
1-800-733-JOBS  
Fax (518)767-2106  
[jobcorps.dol.gov/centers/ny.htm#glenmont](http://jobcorps.dol.gov/centers/ny.htm#glenmont)