

Hong Kong Library Education and Career Forum 2017

Career in Hong Kong Public Libraries
15 July 2017

About...

Hong Kong Public Libraries (HKPL)

Operated by the

**Leisure and
Cultural Services
Department
(LCSD)**

A network of

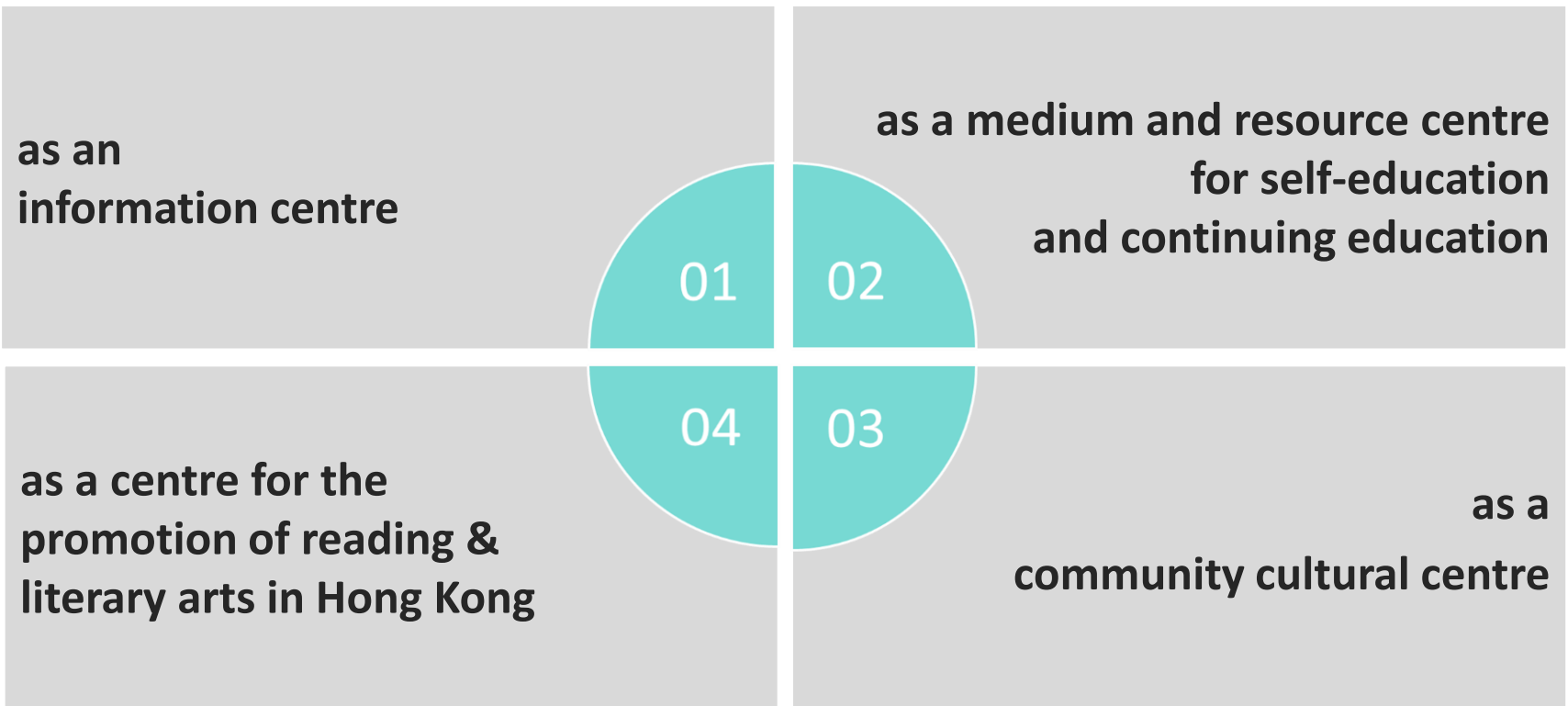
**70 static and 12
mobile libraries**

Provide

**Free public
library services**

Hong Kong Public Libraries

Role and Function



Libraries' Network & Service Level

Types of Libraries

1

Hong Kong Central Library

6

Major Libraries

31

District Libraries

32

Small Libraries

12

Mobile Libraries

Total : **82** (as at July 2017)

Libraries' Network & Service Level

Functional Units

- ① Administration and Support Unit
- ② Computerization Unit
- ③ Technical Processing Unit
- ④ Extension Activities Unit
- ⑤ District Council Management Unit
- ⑥ Planning & Development Unit
- ⑦ Special Duties Unit

Hong Kong Public Libraries

Staff Structure

Professional Staff

**Assistant
Librarian**

Librarian

**Senior
Librarian**

**Chief
Librarian**

Hong Kong Public Libraries

Staff Structure

Frontline Supporting Staff

Clerical Grade Staff

- Clerical Officer (CO)
- Assistant Clerical Officer (ACO)

Cultural Services Assistant (CSA)

- Senior Cultural Services Assistant (SCSA)
- Cultural Services Assistant I (CSAI)
- Cultural Services Assistant II (CSA II)

Service Bureau Staff

Professional Staff

Job Specialization

**Library
Management**

**Lending &
Reference
Services**

**Collection
Management**

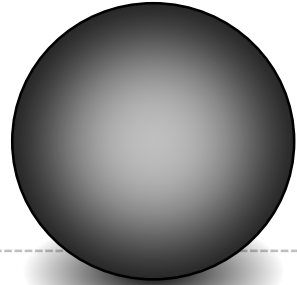
**Technical
Processing**

**Marketing and
Promotion**

**Library
Automation &
Infra-structure
System**

Professional Staff

Job Specialization

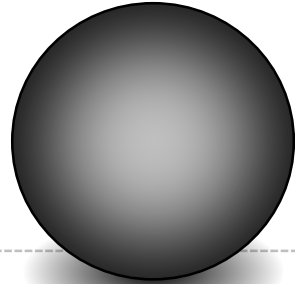


Library Management

- Library planning and development
- Renovation program
- Operational issues such as loan period, opening hours, fees and charges
- Finance and supplies
- Human resources management

Professional Staff

Job Specialization

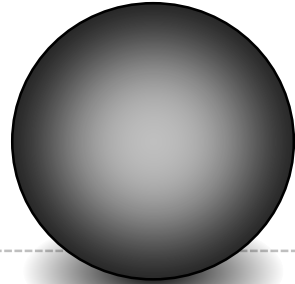


Lending Services

- Patron registration
- Charging and discharging of library materials
- Readers' reservation of library materials
- Readers' enquiry service

Professional Staff

Job Specialization

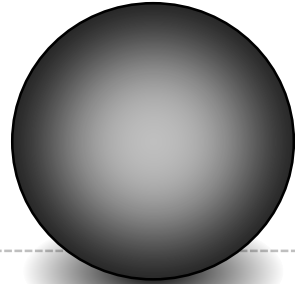


Reference Services

- Readers' advisory service
- Newspapers and periodicals service
- Electronic reference service
- Specialized library collections
- Interlibrary loan with other institutions

Professional Staff

Job Specialization

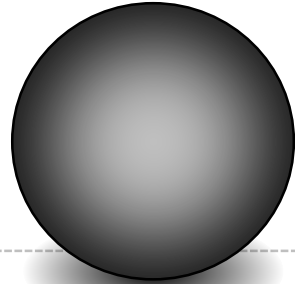


Collection Development

- Establish the needs of readers and formulate policies for selection, acquisition and weeding
- Participate in the selection of library materials
- Undertake stock-editing work

Professional Staff

Job Specialization

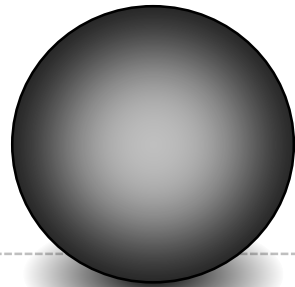


Technical Processing

- Familiarization with book trade
- Selection and acquisition of suitable library materials
- Classification and cataloguing of library materials

Professional Staff

Job Specialization

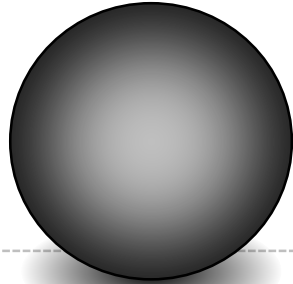


Marketing and Promotion

- Organizing extension activities and outreach programs for promotion of reading and literary arts
- Liaising closely with schools, cultural and community organizations for promotion of public library services
- Preparing and publishing promotional leaflets, publicity materials and library newsletter
- Conducting User-education

Professional Staff

Job Specialization



Library Automation and Infrastructure Development

- Developing and maintaining Library Automation System (LAS) and Multimedia Information System (MMIS)
- Providing support to Internet and multimedia information services
- Offering e-Services

Professional Staff

Quality and Skills Required

**Proactive & with
social awareness**

Amicable & patient

Open-minded

Agility & flexible

Good reasoning

**Willing to
work shifts**

Professional Staff

Quality and Skills Required

Subject knowledge

Skills in
Information
technology

Language skills

Management &
Interpersonal skills

Dynamic &
well-organized

Aptitude for
strategic planning

Supporting Staff

General Duties

- 1 Provide one-stop customer services**
 - ✓ Patron registration
 - ✓ Charging and discharging of library materials
 - ✓ Readers' enquiries
- 2 Promote self-service**
- 3 Clerical duties**
- 4 Maintain library order**
- 5 Shelving of library materials (CSA)**

Professional Staff

Assistant Librarian (AL)

Minimum Entry Qualifications

01

A Bachelor degree from a Hong Kong university, or equivalent; and

02

“Level 2” in the two language papers (Use of Chinese and Use of English) and a Pass result in the Aptitude Test in the Common Recruitment Examination (CRE).

Professional Staff

Assistant Librarian (AL)

Terms of Appointment

01

Civil service
probationary terms for
3 years

Upon passage of
probation bar, he/she
may be considered for
appointment on the
prevailing permanent
terms.

02

03

Starting salary:
\$26,700 (MPS 14)
w.e.f. 1.4.2016

Professional Staff

Assistant Librarian (AL)

Education and Training

01

Induction course and
in-service training

Diploma in
Librarianship Program

02

03

Duty visits /
Overseas training
program

Supporting Staff

Cultural Services Assistant II

(CSAII)

Minimum Entry Qualifications

01

Completed Form IV, or equivalent; and

02

Attained a level of proficiency in Chinese and English Languages equivalent to Form IV standard.

Supporting Staff

Cultural Services Assistant II (CSAII)

Terms of Appointment

01

Civil service
probationary terms for
3 years

Upon passage of
probation bar, he/she
may be considered for
appointment on the
prevailing permanent
terms.

02

03

Starting salary:
\$12,120 (MPS 1)
w.e.f. 1.4.2016

Recruitment Advertisements

- Major local newspapers
- Homepages of :

Hong Kong Public Libraries

<http://www.hkpl.gov.hk>

Leisure and Cultural Services Department

<http://www.lcsd.gov.hk>

Civil Service Bureau

<http://www.csb.gov.hk>

[Thank You]