

Hong Kong Library Education and Career Forum 2021

Career in Hong Kong Public Libraries
31 July 2021



康樂及文化事務署
Leisure and Cultural
Services Department

香港公共圖書館
Hong Kong Public Libraries

About Hong Kong Public Libraries

- 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

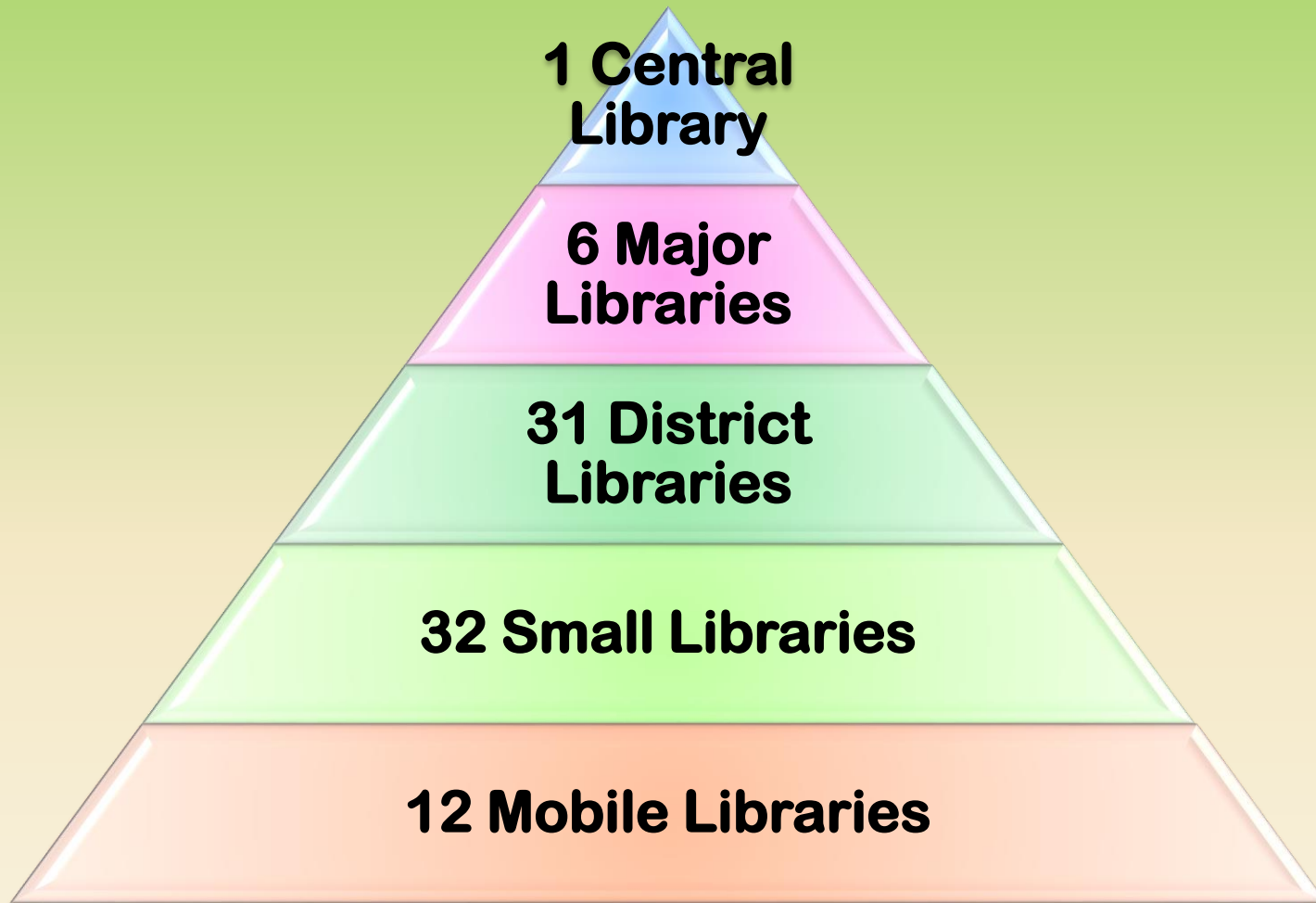
Role and Function

- As an information centre
- As a medium and resource centre for self-education and continuing education
- As a community cultural centre
- As a centre for the promotion of reading & literary arts in Hong Kong



Library Network & Service Level

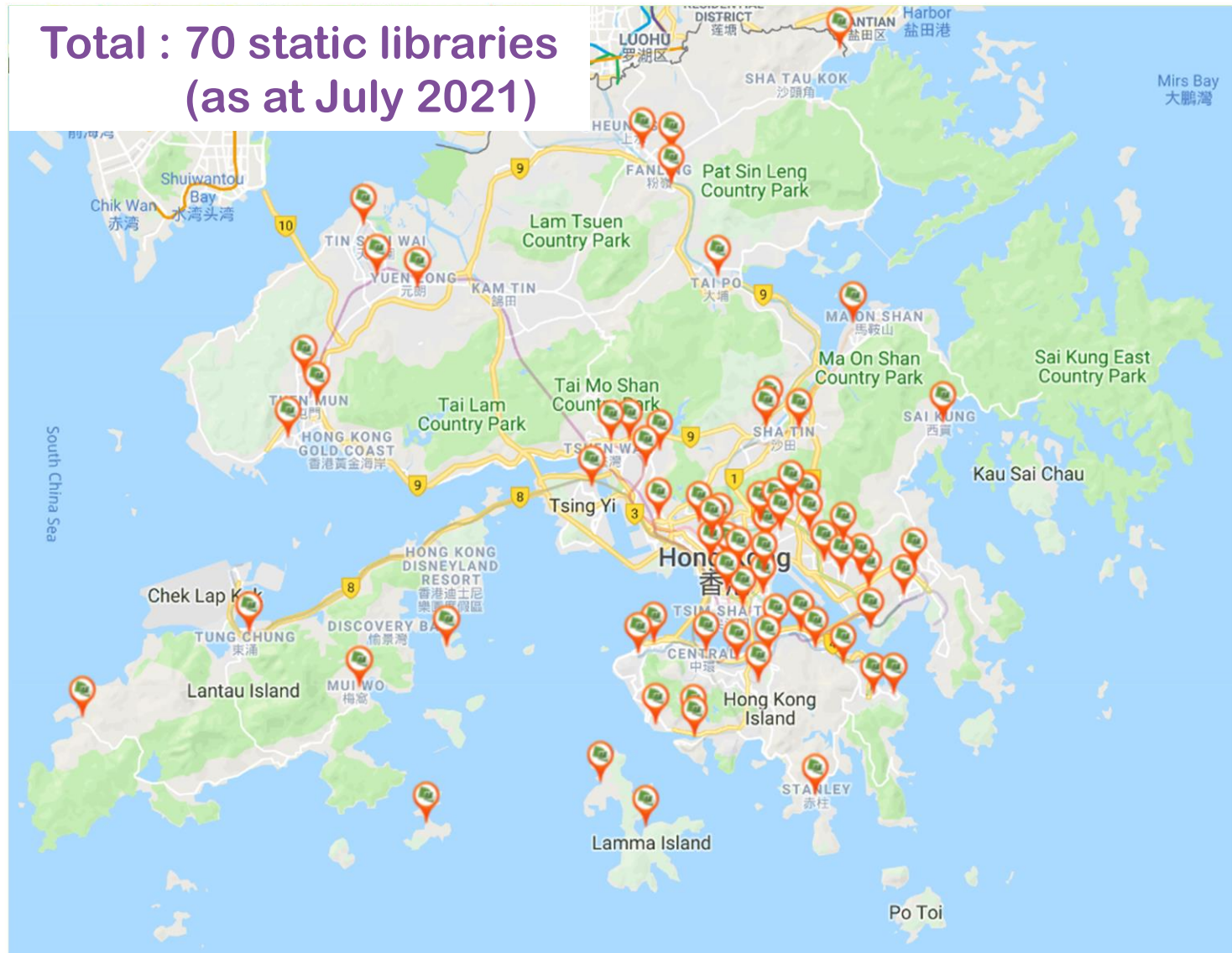
Types of Libraries



Library Network & Service Level

Location of Static Libraries

Total : 70 static libraries
(as at July 2021)



Library Network & Service Level

Location of Self-Service Library Station



**Self-service Library Station @
Island East Sports Centre
Sitting-out Area**

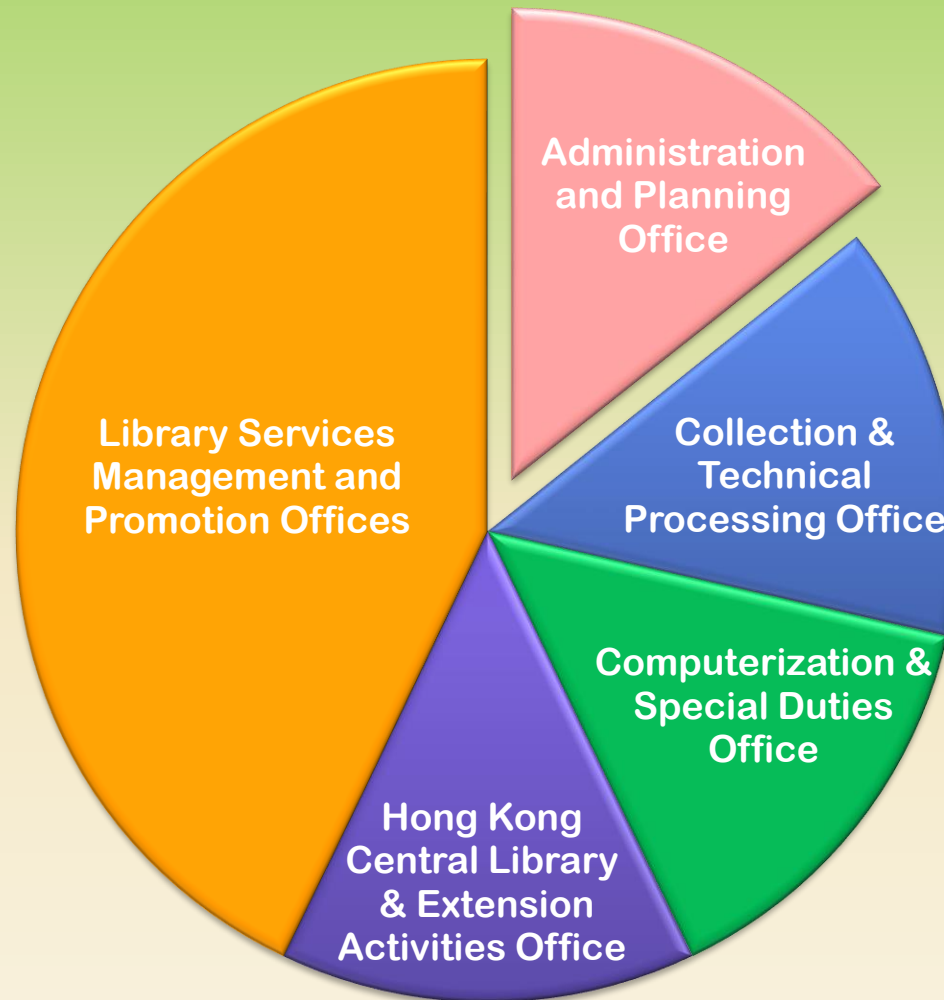


**Self-service Library Station @
Hong Kong Cultural Centre**



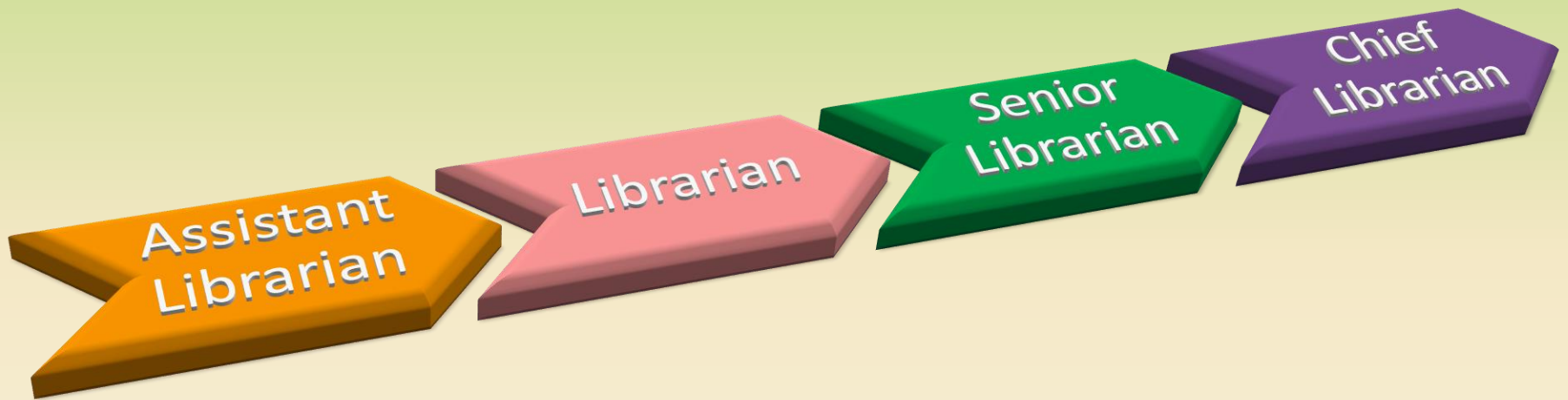
**Self-service Library Station @
Tsuen Nam Road, Tai Wai**

Hong Kong Public Libraries' Functional Offices



Hong Kong Public Libraries Staff Structure

Professional Staff



Hong Kong Public Libraries Staff Structure

Frontline Supporting Staff

Clerical Grade Staff

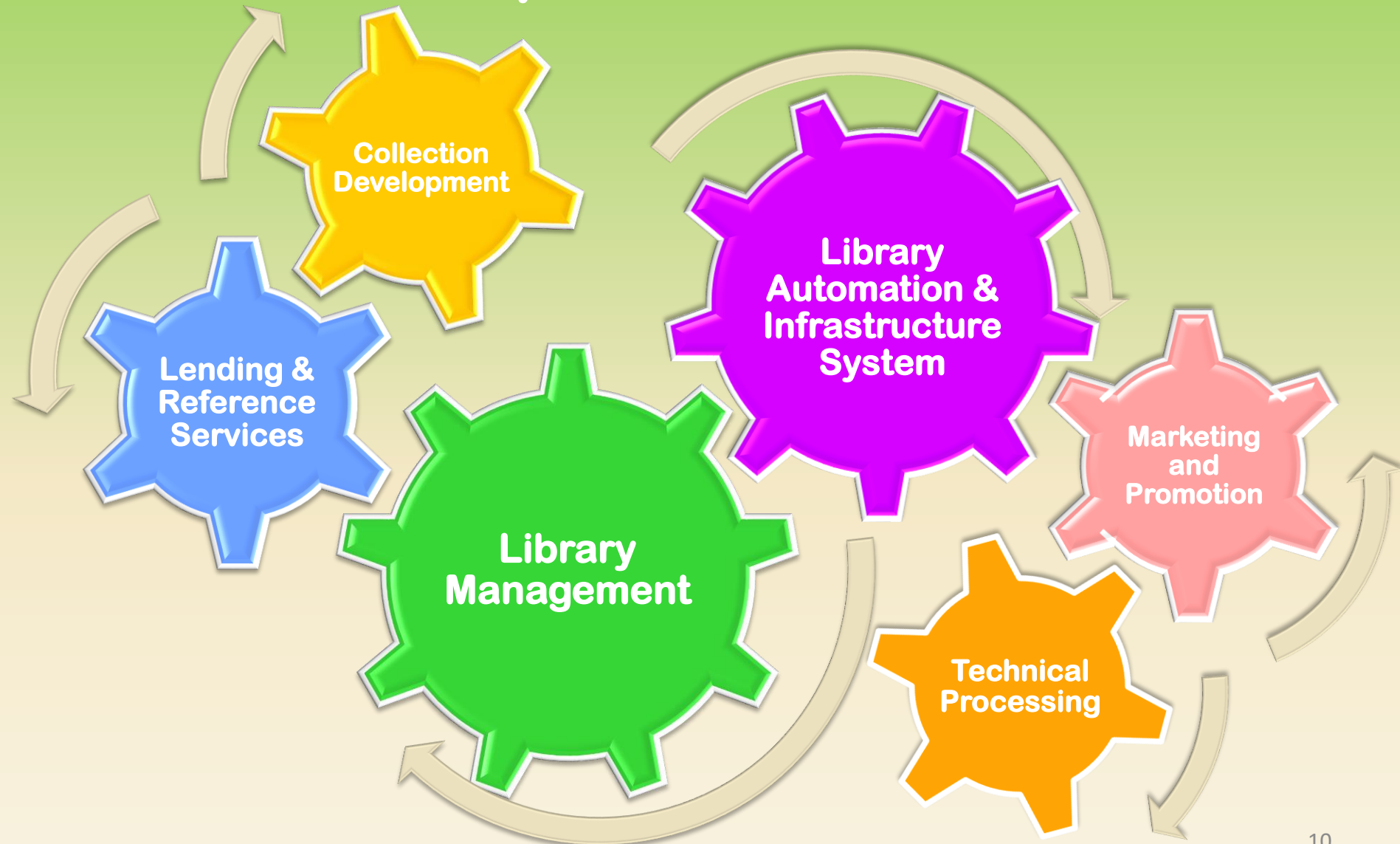
- **Clerical Officer (CO)**
- **Assistant Clerical Officer (ACO)**

Cultural Services Assistant (CSA)

- **Senior Cultural Services Assistant (SCSA)**
- **Cultural Services Assistant I (CSAI)**
- **Cultural Services Assistant II (CSAII)**

Contractor Staff

Professional Staff Specialization



Professional Staff Specialization

Library Management

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



Professional Staff Specialization

Lending Services

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



Professional Staff Specialization

Reference Services

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



Professional Staff Specialization

Collection Development

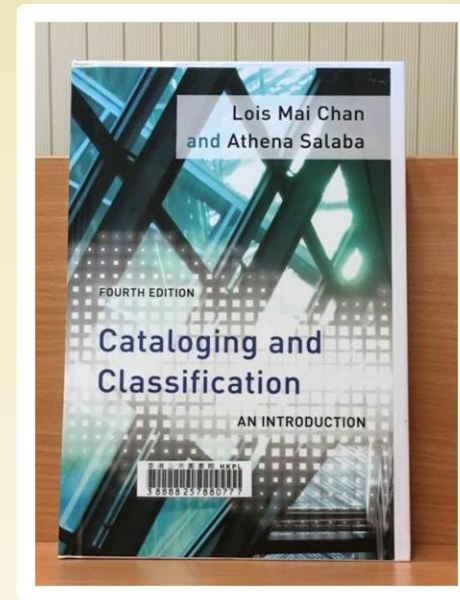
- Establish the needs of readers and formulate policies for selection, acquisition and weeding
- Participate in the selection of library materials
- Undertake stock-editing



Professional Staff Specialization

Technical Processing

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



Professional Staff 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



Professional Staff Specialization

Marketing and Promotion

- Preparing and publishing promotional leaflets, publicity materials, library newsletter, Facebook and Instagram posts.
- Conducting user education programs



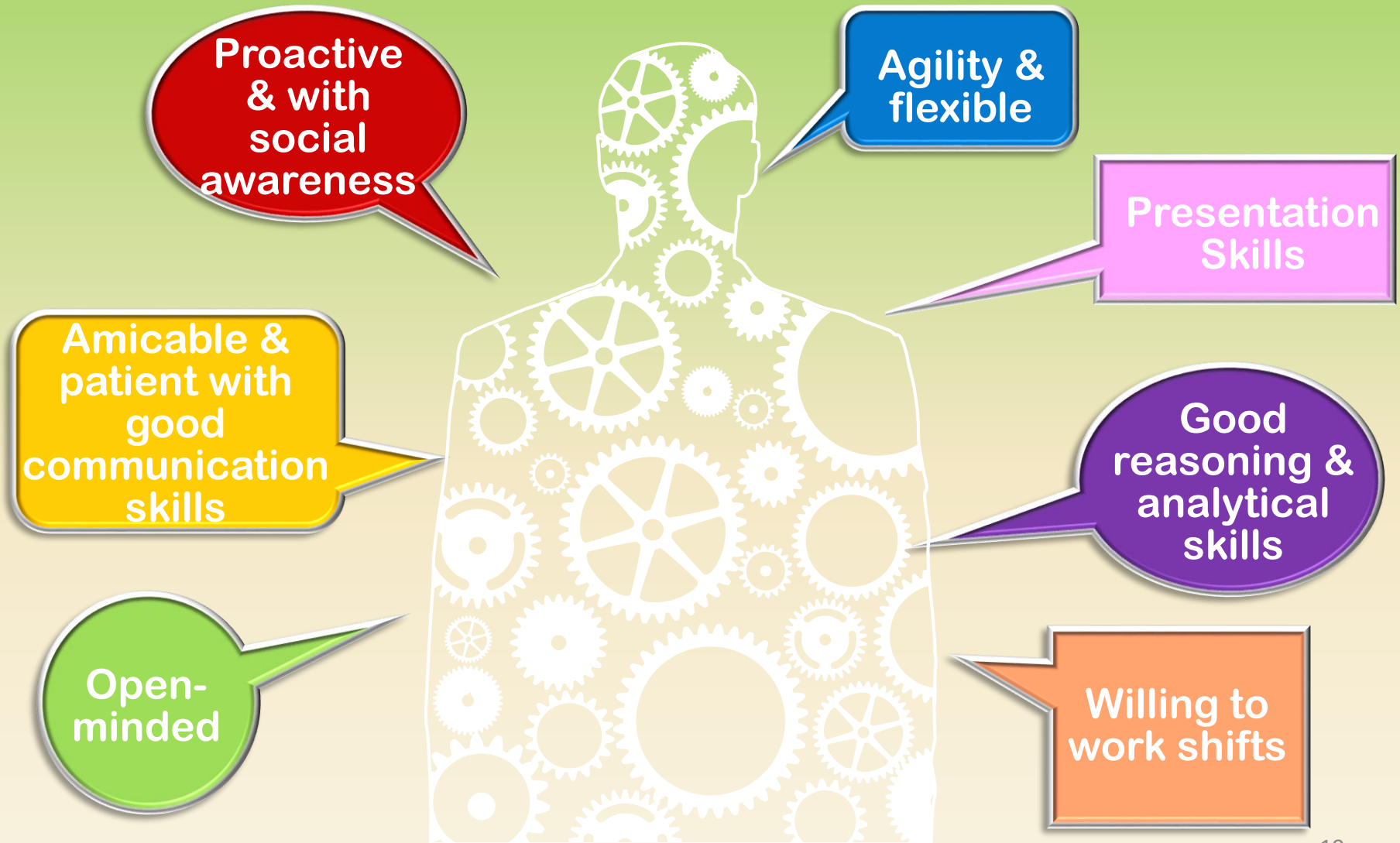
Professional Staff Specialization

Library Automation and Infrastructure System

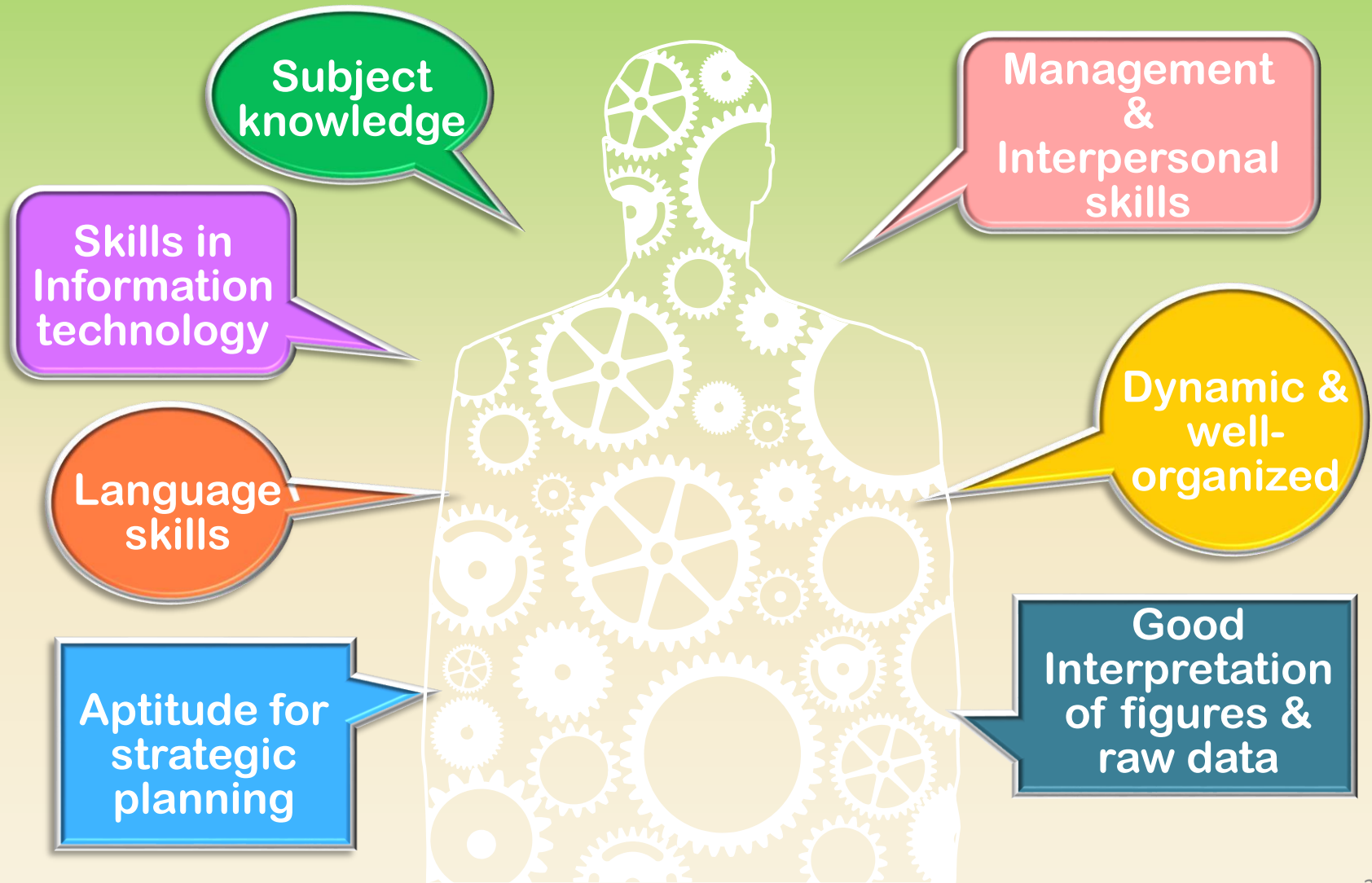
- Developing and maintaining Library Automation System (LAS) and Multimedia Information System (MMIS)
- Providing support to Internet and multimedia information services
- Offering e-Services



Professional Staff Quality and Skills Required



Professional Staff Quality and Skills Required



Professional Staff Assistant Librarian (AL)

Minimum Entry Qualifications

1

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

2

- **“Level 1” in Use of Chinese paper and “Level 2” in Use of English paper in the Common Recruitment Examination (CRE), or equivalent; and**
- **“Pass” result in the Aptitude Test in the Common Recruitment Examination (CRE).**

Professional Staff Assistant Librarian (AL)

Terms of Appointment

1

- Civil service probationary terms for 3 years



2

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



3

- Starting salary: \$30,235 (MPS 14) w.e.f. 1.4.2020

Professional Staff Assistant Librarian (AL)

Education and Training



Supporting Staff

General Duties

Clerical grade staff

- Provide one-stop customer services
 - Patron registration
 - Charging and discharging of library materials
 - Readers' enquiries
- Clerical duties

Cultural Services Assistants

- Promote self-service
- Maintain library order
- Shelving of library materials



Supporting Staff Cultural Services Assistant II (CSAII)

Minimum Entry Qualifications

1

- Completed Form IV, or equivalent; and

2

- 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

1

- Civil service probationary terms for 3 years

2

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

3

- Starting salary: **\$13,735** (MPS 1) w.e.f. 1.4.2020

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 !



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