



HONG KONG LIBRARY EDUCATION & CAREER FORUM

香港圖書館教育及職業講座

21.07.2018

OUTLINE

- Certificate Programme for Library Assistants
 - 圖書館助理員訓練證書課程
- Diploma Programme in Library Studies
 - 圖書館學文憑課程

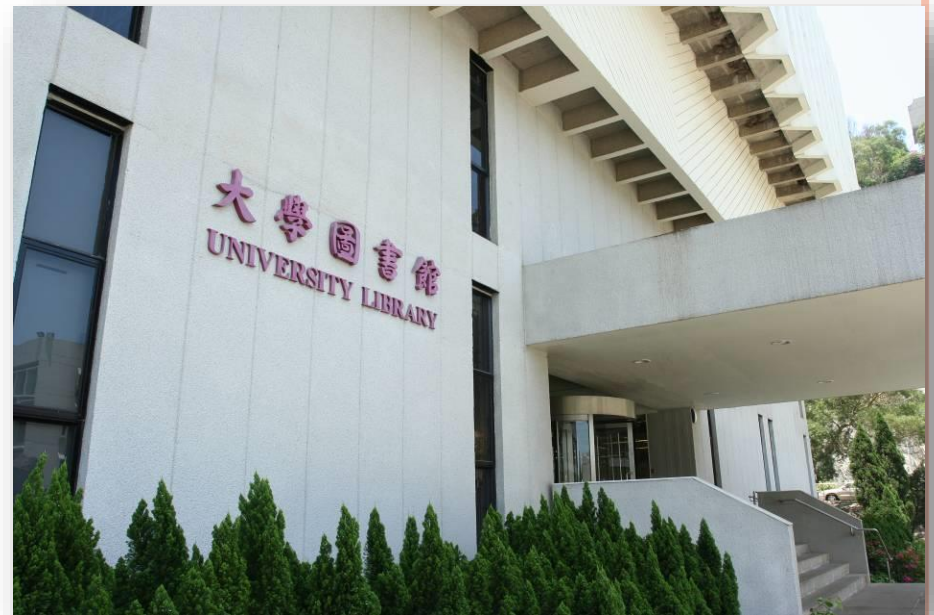


HONORARY ADVISER

名譽顧問



- Dr. Maria L. C. Lau (劉麗芝博士)
 - Deputy University Librarian, University Library System, CUHK
 - 香港中文大學圖書館副館長



STUDY MODE

修讀模式



- Part-Time 兼讀制
 - Certificate Programme for Library Assistants
 - 圖書館助理員訓練證書課程
 - Diploma Programme in Library Studies
 - 圖書館學文憑課程





PART TIME 兼讀制

PART TIME 兼讀制

Employment or Further Studies
就業或繼續進修

Diploma
in Library Studies
圖書館學文憑

Certificate for Library Assistants
圖書館助理員訓練證書

申請人必須符合以下其中一項入學要求：
-具有香港中學會考五科及格成績【包括中文及英文(課程乙)】；或
-具有香港中學文憑考試五科第二級，包括中文及英文；或
-同等學歷；或
-具同等學歷之圖書館在職人員而獲服務處主管備函推薦。



CERTIFICATE PROGRAMME FOR LIBRARY ASSISTANTS

圖書館助理員訓練證書課程



○ Objective 宗旨

- This Programme aims to equip library assistants and those who are interested in a career in library services with a practical knowledge and skill so that they can improve their proficiency at work.
- 本課程旨在協助圖書館助理員進修，以期提高其工作能力，同時培養有志從事圖書館工作之人仕。



CERTIFICATE PROGRAMME FOR LIBRARY ASSISTANTS

圖書館助理員訓練證書課程



- Duration and Structure 修讀時間及結構
 - The Programme consists of 5 modules with a total of 122 contact hours and can be completed in 12 months
 - 本證書課程為期約一年共122小時



CERTIFICATE PROGRAMME FOR LIBRARY ASSISTANTS

圖書館助理員訓練證書課程



○ Module 單元

1. General Principles and Methods of the Library
一般圖書館原理及方法
2. Library Organization and Management
圖書館組織與管理
3. Information Services
資訊服務
4. Fundamentals of Classification and Cataloging
分類與編目基本原理
5. School Library
學校圖書館



DIPLOMA PROGRAMME IN LIBRARY STUDIES

圖書館學文憑課程



Objective 宗旨

- This Programme is a specialized Programme for people interested in upgrading and updating their knowledge and skills in library management, information sources and services, organization of information and services.
- 本課程專為有志提高及更新有關圖書館組織及管理、資訊來源及服務、資訊組織及服務的知識和技能的人仕而設。



DIPLOMA PROGRAMME IN LIBRARY STUDIES

圖書館學文憑課程



- Duration and Structure 修讀時間及結構
 - The Programme consists of seven modules with a total of 210 contact hours and can be completed in 15 months.
 - 本課程共二百一十小時，包括以下七個單元，學員應可在註冊入學後十五個月內完成



DIPLOMA PROGRAMME IN LIBRARY STUDIES

圖書館學文憑課程



○ Module 單元

1. **Managing Information Services & Organizations**
管理資訊服務及組織
2. **Information Resources and Services**
資訊資源及服務
3. **Automation of Library Systems and Services**
圖書館系統及服務自動化
4. **Organization of Knowledge and Information**
知識及資訊的組織
5. **Indexing and Abstracting**
索引及摘要
6. **Library of Congress Classification (LCC) & Library of Congress Subject Headings (LCSH)**
美國國會圖書館分類法及美國國會標題表
7. **Principles of Archives and Records Management**
檔案管理原理



PART TIME LIBRARY PROGRAMMES

兼讀制課程



- Mode of Delivery 授課模式
 - The Programmes will be delivered by a 3-hour face-to-face lecture once a week.
 - 本課程為面授模式上課，每星期上課一次，每次三小時。



PART TIME LIBRARY PROGRAMMES

兼讀制課程



- Medium of Instruction 授課語言
 - Teaching activities will be conducted in Cantonese, supplemented with English.
 - Learning materials will be in both English and Chinese as deemed appropriate.
 - 粵語為主，英語為輔。教材則中、英文並用。





CAREER PROSPECTS 就業前景

CAREER PROSPECTS

就業前景

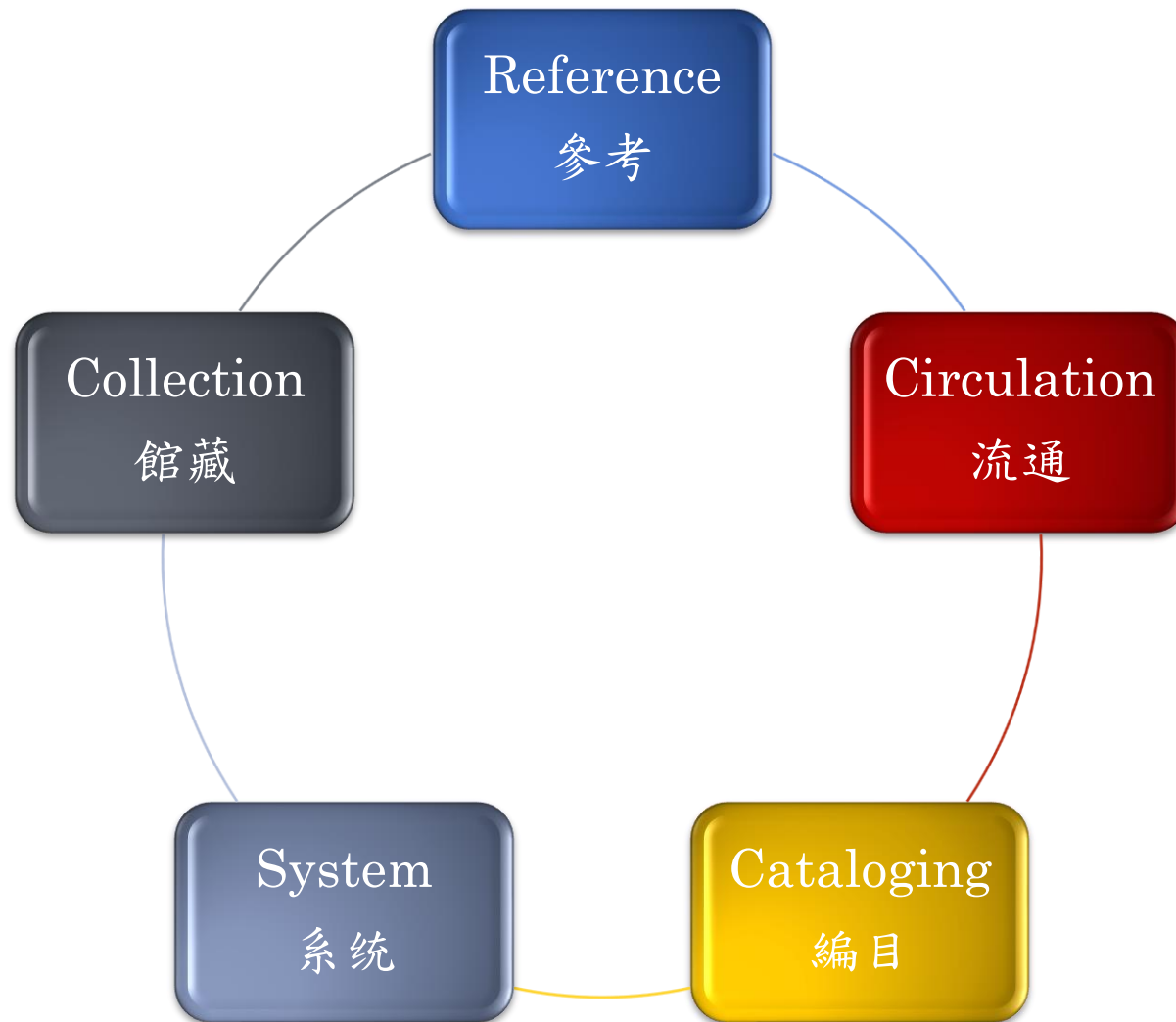


- Library
 - Academic
 - Schools
 - Public
 - Specialized
 - Organizational
- Information Resources Center
 - 資訊資源中心
- Information Management-related Professions
 - 資訊管理相關行業



PROSPECTIVE STUDENTS

合適學員



PROSPECTIVE STUDENTS

合適學員



- All Students who are interested to work in libraries or information centres
- 所有對圖書館/資訊中心工作有興趣之學員



ENQUIRIES

查詢



- 電話
 - 2209 0416
- 電郵
 - scs-ssc@cuhk.edu.hk

