



Hong Kong
Library Education
and Career Forum 2019

**Special
Libraries**

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20 July 2019

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**All libraries are special, but
some are more special
than others.**

-- J. Leide

SPECIAL LIBRARIES are “those information organizations **sponsored by** private companies, government agencies, not-for-profit organizations, or professional associations”

-- Mount, E. and Massoud, R. (1999). *Special libraries and information centers: An introductory text*. Washington, DC: Special Libraries Association.



EXAMPLES include

Deloitte.

M+

westKowloon

西九文化區



HONG KONG
**maritime
museum**
香港海事博物館



HKSB
香港百人輔導會



DEACONS
的 近 律 師 行



SWIRE



**GOETHE
INSTITUT**



**South China
Morning Post**



SFC

證 監 會



建 道 神 學 院
Alliance Bible Seminary

ARUP

FUNCTIONS within a parent organisation

**Library,
Information
and Research**

**Knowledge
Management**

**Records
Management
and Archives**

DUTIES and RESPONSIBILITIES

Library operation

Liaising with vendors

Budgeting

Research services

Knowledge sharing

Intranet, Wiki, blogs and internal databases

User education

Records retention and disposal

Records description and preservation



QUALIFICATION and **SKILLS**

Education

Experience

Language

IT
literacy

People
skills

CHALLENGES and TIPS

CHALLENGES: OPEN-MINDED, WORKING SOLO, INFLUENCING SKILL, TIGHT DEADLINES, BELIEVE IN YOURSELF, EXPERIENCE, LAND, ADDING VALUES, NETWORKING, ELECTRONIC RESOURCES, HUMBLY, EXPERTISE, RECOGNISING AND VALUING YOUR EXPERTISE, DIGITALISATION, COMPANY CULTURE, OFFSITE STORAGE, AI, SPEAK UP, SUBJECT KNOWLEDGE, RAISING PROFILE, SEMINAR, TIME MANAGEMENT, TECHNOLOGY, GOING EXTRA MILES, JOINING HKLA, SHORT COURSES, ON THE JOB TRAINING, KNOWING WHERE TO FIND SUPPORT.

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Good luck!

