

Hong Kong Library Association

Career Talk : Special Libraries

Date : 21 July 2018

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HKLA: Career Talk

Rundown

1. **Special Libraries – How Special ?**
2. **Special Libraries in Mainstream Library Systems**
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1. Special Libraries – How Special ?

- * **Host Organization**
- * **Clienteles**
- * **Focus of Collection**
- * **Discipline**
- * **Language**
- * **Size / Scale**
- * **Funding Sources**
- * **Collection Format**
- * **.....**

2. Special Libraries in Mainstream Library Systems

University Library System



- * Dental Library, Fung Ping Shan Library (was established in 1932 as the University's Chinese Library), Lui Che Woo Law Library, Music Library, Tin Ka Ping Education Library, Yu Chun Keung Medical Library



香港中文大學圖書館

The Chinese University of Hong Kong Library

- * United College Wu Chung Multimedia Library, Architecture Library, Lee Quo Wei Law Library, Li Ping Medical Library

2. Special Libraries in Mainstream Library Systems

Public Library System

- * Adult Library, Children's Library, Young Adult Library, Mobile Libraries, Basic Law Library, Toy Library, Map Library, Audio-visual Library, Business and Industry Library

All the above-mentioned are special libraries but still within the mainstream library sector.

3. Definition of Special Libraries

Online Dictionary For

Library and Information Science

https://www.abc-clio.com/ODLIS/odlis_s.aspx

Host Organization / Clienteles

A library established and funded by a commercial firm, private association, government agency, nonprofit organization, or special interest group to meet the information needs of its employees, members, or staff in accordance with the organization's mission and goals.

3. Definition of Special Libraries

Scope of Collection

- * The scope of the collection is usually limited to the interests of the host organization.

Examples

- * Church library, law library, military library, corporation library, correctional library, medical library, museum library, and news library

4. Government Departmental Libraries

Civil Aviation Department
Headquarters Library



Hong Kong Museum of
History Resource Center



Hong Kong Heritage
Discovery Centre, AMO,
Reference Library



4. Government Departmental Libraries

Hong Kong Film Archive
Resource Centre



Radio Television Hong Kong
Music Library



Hong Kong Police Force,
Force Library, Research
Centre



5. Special Libraries in Public Sector

Judiciary Libraries (already existed in 1891)



The Hong Kong Monetary Authority (HKMA)
Information Centre



Hong Kong Trade
Development Council SME
Centre



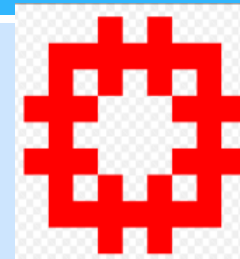
Hong Kong Trade Development Council

5. Special Libraries in Public Sector

Library, Centre for Anti-Corruption Studies and International Training, ICAC



Housing Authority Library



Hong Kong Hospital Authority Library



6. Other Special Libraries

The Hong Kong Institute of Certified Public Accountants Library



Hong Kong Institute of Certified Public Accountants
香港會計師公會

The Hong Kong Law Society, Law Society Library



Hong Kong Red Cross, Patient Library Service



香港紅十字會
HONG KONG RED CROSS

中國紅十字會分會 Branch of the Red Cross Society of China

6. Other Special Libraries

Hong Kong Family Planning Association, Activity and Resource Centre



Hong Kong Tourism Board Photo Library



Hong Kong Sports Institute, Sports Information Centre



Hong Kong Design Centre Library



6. Other Special Libraries

Chi Lin Nunnery Library



Goethe Institut Library



Helena May Library



6. Other Special Libraries

The Hong Kong Society for the Blind, Information Accessibility Center



The Hong Kong Society for the Deaf, Parents Resource Centre



Comix Home Base (動漫基地), Comix Salon



Other private special libraries in law firms, accountant companies, building or construction companies, etc.

7. Features of Special Libraries

Host organization	Business, government, law, finance, non-profit organizations and academic institutions	
Nature	Private operated	Public funded
Size	Resource center	A system of libraries
Scope of Collection	Limited in scope	Comprehensive in selected areas

7. Features of Special Libraries

Clienteles	Internal (staff or members)	Public
Operated by	Trained staff in the trade	Lay persons or volunteers
Format of collection	Limited	Wide range Books, Periodicals, Journals, Maps, Audiovisual materials, References materials, Rare materials, 3-D objects

8. Work in Legislature Libraries

* Based on personal visits to :



Deutscher Bundestag



Parliament of Singapore



South Australian
PARLIAMENT RESEARCH
LIBRARY



Parliament of New South Wales
Macquarie Street
SYDNEY NSW 2000
www.parliament.nsw.gov.au



8. Work in Legislature Libraries

The logo consists of the Chinese characters '立法院' (Legislative Yuan) written in a bold, black, calligraphic style. The background is a light, textured surface that resembles a document or a book cover.

Legislative Yuan, Republic of China (Taiwan)

國會圖書館



NATIONAL ASSEMBLY LIBRARY



THE NATIONAL ASSEMBLY OF
THE REPUBLIC OF KOREA



国立国会図書館

National Diet Library, Japan

8. Work in Legislature Libraries

- * Library collection development and management (legal depository library)
- * Reference and research services
- * Intranet services
- * Media monitoring
- * Publications development and production
- * Training
- * Information support service to the legislature

9. Staff Recruitment of Special Libraries

- * Recruitment advertisement in HK since 17 March 2018



香港中樂團
HONG KONG CHINESE ORCHESTRA



香港弦樂團
HONG KONG
STRING ORCHESTRA
Artistic Director 藝術總監 | Yao Jue 姚珏



港樂
HKPhil



南華傳媒
south china media

南華集團成員
A member of South China Group



ChengChung Design

9. Staff Recruitment of Special Libraries

- * Recruitment advertisement in HK since 17 march 2018



HONG KONG SINFONIETTA LIMITED



9. Staff Recruitment of Special Libraries

Organization / Post Title	Education	Work Experience	Special Skills
SCMP Temp Library Assistant	F5 - F7 or DSE	None to 5 years	<ul style="list-style-type: none"> • Computer knowledge, • Chinese input, data entry
SCMP Content Resources Executive (News Archive and Research)	University graduate (any discipline; major in Information Studies or related is a plus)	Min. 2 years in information and content management,	<ul style="list-style-type: none"> • Preferably in a media / news library, • good knowledge in news searching from online databases, • familiar with current affairs of HK, China, and Asia, • good written and spoken English

9. Staff Recruitment of Special Libraries

Organization / Post Title	Education	Work Experience	Special Skills
<p>ChengChung Design (CCD)</p> <p>Librarian & Assistant Interior Decorator</p>	<p>Cert of above in Interior Design / Fine Arts</p>	<p>Min. 1 year or above in hotels, show-flats or clubhouses design</p>	<ul style="list-style-type: none"> • Strong at creative styling, furniture design colour schemes, artwork selection, • proficient in Photoshop, • good command in spoken and written in Cantonese, English and Mandarin

9. Staff Recruitment of Special Libraries

Organization / Post Title	Education	Work Experience	Special Skills
Hong Kong Philharmonic Orchestra Assistant Librarian	University degree in music or fine arts	1 – 2 years	<ul style="list-style-type: none">• Instrumental performance or other arts activity,• strong interest in classical music,• excellent written and spoken in English and Chinese, fluency in Putonghua

9. Staff Recruitment of Special Libraries

Organization / Post Title	Education	Work Experience	Special Skills /
<p>Hong Kong String Orchestra</p> <p>Orchestra Librarian and Project Officer</p>	<p>University degree in music or equivalent musical knowledge</p>	<p>Experience or knowledge for a performing ensemble</p>	<ul style="list-style-type: none"> • Comprehensive knowledge of music theory, history orchestration, transposition and notation conventions, • effectively work with conductors, musicians, administrators, and staff, • fluent spoken and written English, Cantonese, Mandarin

9. Staff Recruitment of Special Libraries

Organization / Post Title	Education	Work Experience	Special Skills
<p>香港中樂團</p> <p>節目主任 / 助理節目主任 (樂譜管理)</p>	<p>大學學位或專上學院文憑 (修音樂課程更佳)</p>	<p>有圖書館及資料庫管理及管理樂團經驗</p>	<ul style="list-style-type: none"> • 熟識五線譜及簡譜整理 • 熟識Excel及 Access, Finale及 Sibelius 打譜軟件 • 中英文打字, 基本電腦知識
<p>i-Cable</p> <p>Assistant Librarian – Tape Library</p>	<p>F5 – F7 or DSE</p>	<p>Min. 1 year</p>	<ul style="list-style-type: none"> • Familiar with PC applications • Proficient in typing and Chinese word processing • Good in both spoken and written Chinese and English

9. Staff Recruitment of Special Libraries

Organization / Post Title	Education	Work Experience	Special Skills
<p>Hong Kong Arts Development Council</p> <p>Librarian</p>	<p>University Degree in Library and Information Science, Archives Management</p>	<p>Min. 5 years post-qualification relevant experience in library</p>	<ul style="list-style-type: none"> • good cataloguing, database and records management and automated library system • previous set up archives or library experience preferred, • good written and oral communication skills, IT and latest development in library usage, developments in archival, references or research libraries

9. Staff Recruitment of Special Libraries

Organization / Post Title	Education	Work Experience	Special Skills
<p>Hong Kong Sinfonietta Limited</p> <p>Librarian</p>	<p>Not mentioned</p>	<p>Min. 1 year post-qualification cumulative working experience in related fields</p>	<ul style="list-style-type: none"> • Adequate knowledge of classical music (symphonic and chamber music) • Computer program relating to scores and parts (Sibelius) • Good written commands of Chinese and English, fluent Cantonese, English, Putonghua • Proficiency in computer skills

9. Staff Recruitment of Special Libraries

Organization / Post Title	Education	Work Experience	Special Skills
EPRO Marketing Library Supervisor	Diploma / Certificate or equivalent in Librarianship, Information Science or Information Technology, Complete F5 or above with at least 5 passes in HKCEE/HKDSE	Min. 1 year	<ul style="list-style-type: none"> • Experience in library operation • Cataloguing skill and knowledge in database system

Summary

Work : diversified

Education : varied

Skills/knowledge : in line with
position requirements

--- Special ---

HKLA: Career Talk

**Wish you all a good start of
your career development**

THANK YOU