

Hong Kong Library Education & Career Forum

香港圖書館教育及職業講座

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Academic Libraries 學術圖書館



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hku 香港都會大學
HONG KONG
METROPOLITAN
UNIVERSITY

Academic Libraries in Hong Kong

Universities:

1. Chinese University of Hong Kong (7 libraries)
2. City University of Hong Kong (1 library)
3. Education University of Hong Kong (2 libraries)
4. Hang Seng University of Hong Kong (1 library)
5. Hong Kong Baptist University (4 libraries)
6. Hong Kong Metropolitan University (2 libraries)
7. Hong Kong Polytechnic University (1 library)
8. Hong Kong Shue Yan University (1 library)
9. Hong Kong University of Science Technology (1 library)
10. Lingnan University (1 library)
11. University of Hong Kong (7 libraries)

Academic Libraries in Hong Kong

Other higher education institutions:

- Caritas Institute of Higher Education
- Chu Hai College of Higher Education
- Gratia Christian College
- HKCT Institute of Higher Education
- Hong Kong Academy for Performing Arts
- Hong Kong Nang Yan College of Higher Education
- Tung Wah College
- UOW College Hong Kong
- Vocational Training Council
- Yew Chung College of Early Childhood Education

Hong Kong Metropolitan University (HKMU)



Full-time Students: 11,439

- Undergraduate: 10,441
- Postgraduate: 998

Part-time Students: 8,029

- Undergraduate: 6,945
- Postgraduate: 1,084

7 Schools

- Arts and Social Sciences
- Business and Administration
- Education and Languages
- Nursing and Health Studies
- Science and Technology
- Open Learning
- Professional and Continuing Education

HKMU Library



Books & Dissertations

Total **5,402,700** Items



Electronic
5,195,400
Print
207,300



Journals

Electronic
Journals
132,000
Print
Journals
550



132,550
Subscriptions

Multimedia

Over 90% are online multimedia

over **278,400**
Items



Databases



398
Titles

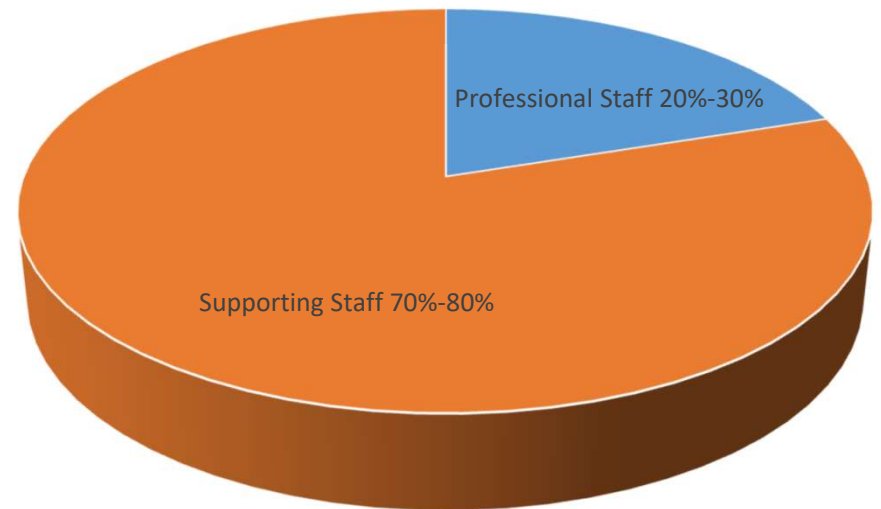


Major Functional Areas of Academic Libraries

Administration	Reader Services	Resources Services	Others
<ul style="list-style-type: none">• Strategic Planning & Policy Making• HRM• Budgetary Planning & Control• Space & Facility Development• Intra and Inter-institutional Collaborations• Marketing & PR	<ul style="list-style-type: none">• Reference• Information Literacy• Learning Support• Research Support• Access & Circulation• Interlibrary Loan• Media Services	<ul style="list-style-type: none">• Collection Development & Management• Acquisitions & Serials• Gift & Exchange• Cataloguing• Preservation	<ul style="list-style-type: none">• Systems & IT Support• Web Design• Special Collections• Institutional Repositories• Digital Initiatives• Archives• Special Projects

Staff Size of Local Academic Libraries

- Over 1,000 Full-Time Staff
Largest >200 staff
Smallest <20 staff
- Professional Staff (\approx 20-30%)
- Supporting Staff (\approx 70-80%)



Job Opportunities in Local Academic Libraries

In the last 12 months, 161 job vacancies were advertised:

- 54 at Professional Ranks (librarian positions)
 - 30 jobs at Assistant Librarian II level
 - 24 jobs at more senior levels
- 107 at Paraprofessional Ranks (supporting staff positions)

Positions in Academic Libraries

Professional Ranks	Paraprofessional Ranks
<ul style="list-style-type: none">• Librarian• Deputy Librarian/Associate Librarian/Senior Assistant Librarian• Assistant Librarian (I/II)	<ul style="list-style-type: none">• Executive Officer/IT Officer/Library Officer• Assistant Library Officer• Library Assistant

Basic Qualifications Required

Professional Ranks	Paraprofessional Ranks
<i>Undergraduate degree</i> <i>AND</i> <i>Recognized professional qualification in librarianship: MLS or equivalent, e.g. full membership of recognized professional associations</i>	<ul style="list-style-type: none">• Officers: <i>an undergraduate degree</i>• Assistant Officers/Library Assistants: <i>5 subjects with Level 2 in HKDSE or equivalent and a recognized certificate for library assistants</i>

Years of Relevant Work Experience Required

Professional Ranks	Paraprofessional Ranks
<ul style="list-style-type: none">• Librarian: <i>at least 10 years of experience at senior management level</i>• Deputy Librarian/Associate Librarian/Senior Assistant Librarian: <i>substantial years of experience of which at least 5 years at managerial level</i>• Assistant Librarian I: <i>at least 5 years</i>• Assistant Librarian II: <i>less than 5 years</i>	<ul style="list-style-type: none">• Executive Officer/Library Officer/Library Assistant I: <i>more than 2 years</i>• Assistant Library Officer/Library Assistant II: <i>less than 2 years</i>

Example 1: Professional Position - Assistant Librarian II (Acquisitions)

Major Duties and Responsibilities:

- Assisting in overseeing the operations, staff supervision and training of acquisitions services;
- Assisting in Library materials budget planning and expenditure monitoring;
- Assisting in formulating acquisitions policies, procedures and operation manuals;
- Evaluating vendor offers, terms of trade, access options, and licensing conditions for acquisition or subscription of library resources in all formats;
- Liaising with vendors for platform trials, troubleshooting, pricing, ordering or access issues;
- Serving in Library Subject Teams for academic liaison and collection development;
- Collaborating with Library Sections in service provision;
- Serving on committees and task forces as appropriate; and
- Performing any other duties as assigned by the Librarian or his/her nominee.

Example 1: Professional Position - Assistant Librarian II (Acquisitions)

Qualifications and Experience Required:

- A recognized degree and a professional library qualification (e.g. MLS, MCLIP or AALIA);
- At least 2 years of relevant post-qualification experience preferably in an academic library setting;
- Experience and knowledge of an integrated library management system and discovery tools;
- Self-motivated, flexible and responsive to changing needs and priorities;
- Good planning, problem-solving, interpersonal and organization skills; and
- Good command of written and spoken English & Chinese (preferably including Putonghua).

Example 2: Paraprofessional Position – Library Officer (Information Services)

Major Duties and Responsibilities:

- Assisting in organizing user education activities and preparing instructional materials;
- Assisting in service promotion and preparation of promotional materials;
- Assisting in content development and management of the Library Website and related platforms;
- Assisting in handling reference enquiries;
- Assisting in preparing statistics and reports;
- Performing counter and shift duties on a regular basis, including evenings, weekends and public holidays; and
- Performing any other duties as assigned by his/her supervisor(s).

Example 2: Paraprofessional Position – Library Officer (Information Services)

Qualifications and Experience Required:

- A recognized degree and preferably with a recognized certificate in Library and Information Studies;
- At least 2 years' relevant work experience, preferably in an academic setting;
- Good computer skills including the use of social media tools, English & Chinese Microsoft Office suite, etc. Knowledge in html, web authoring using WordPress or graphic design using Photoshop and Illustrator will be an advantage;
- Good command of written and spoken English & Chinese (preferably including Putonghua);
- Strong problem-solving, communication, interpersonal and organizational skills, and able to follow procedures consistently;
- Being patient, pleasant, proactive and meticulous.

Example 3: Paraprofessional Position – Assistant Library Officer (Circulation)

Major Duties and Responsibilities:

- Carrying out tasks and duties under the Circulation section of the Library;
- Assisting patrons in using library services, resources and facilities;
- Providing clerical support to library operations;
- Preparing statistical and other reports;
- Performing counter duties; and
- Performing any other duties as assigned by the Librarian or his/her nominee(s).

Example 3: Paraprofessional Position – Assistant Library Officer (Circulation)

Qualifications and Experience Required:

- At least 5 subjects with Level 2 in HKDSE or equivalent, including English & Chinese Languages and Mathematics (holder of the Certificate of Library Assistant will be advantageous);
- Good computer skills including English & Chinese word-processing and spreadsheet;
- Good communication skills in English and Chinese (including being able to converse in English and Cantonese, preferably in Putonghua as well);
- Ability to follow procedures consistently;
- Being patient, pleasant, proactive, meticulous and willing to take up rotational/new assignments; and
- Experience and knowledge of library-related work such as circulation or information services is preferred.
- Fresh graduates will be considered.

How to find a job?

Where?

- HKLA Website: www.hkla.org
- Cpjobs (SCMP Classified Post): www.cpjobs.com
- Career Times: www.ctgoodjobs.hk
- JobsDB: <https://hk.jobsdb.com>
- University / College websites

How to get a job?

When applying for a job:

- Be willing to start at a lower level (or even part-time or temporary position) to gain experience.
- Address the job description and requirements in your cover letter. Explain why you are suitable for the job.
- Keep your CV up-to-date and systematic.
- List work experience and education in a reverse chronological order.
- Double-check your spelling and grammar before sending the application documents.
- Don't forget to sign your cover letter and application form.

How to get a job?

Be well prepared for the job interview:

- Double check the job description and requirements before the interview.
- Visit the library's website to have a good understanding of its services, resources, current developments and new projects.
- Be punctual and confident.
- Listen carefully to the questions but don't be embarrassed to ask the interviewers to repeat their questions.

Careers in Academic Libraries

If you like to work in a...

- Academic environment which is often at the leading edge of innovation
- Scholarly library collections
- Serve students and faculty
- Plenty of learning opportunities in different library service areas
- Many chances for career advancement

Come and join us!

Careers in Academic Libraries

Thank You
and
Good Luck!