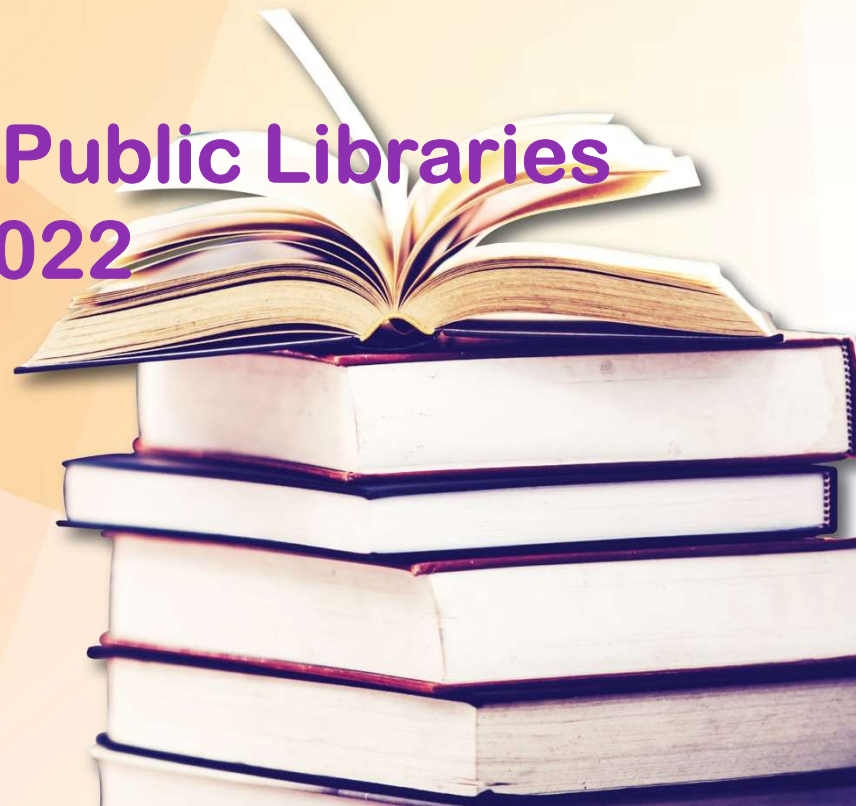




Hong Kong Library Education and Career Forum 2022

Career in Hong Kong Public Libraries
23 July 2022



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



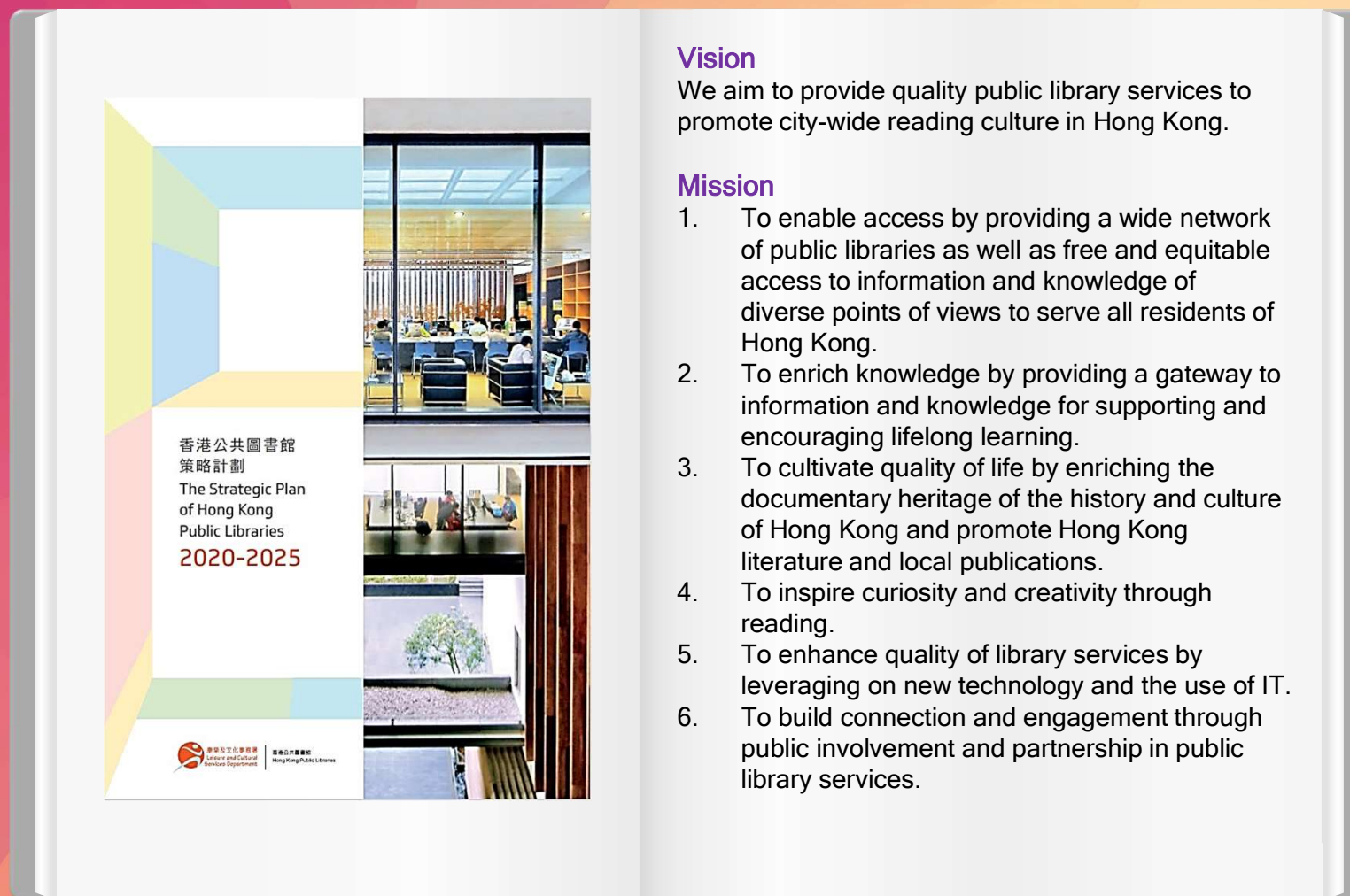
Hong Kong Public Libraries

Role and Function

- As an information centre
- As a medium and resource centre for self-education and continuing education
- As a source of enjoyment for the profitable use of leisure and the enrichment of everyday living
- As a centre for the promotion of reading & literary arts in Hong Kong



Strategic Plan of Hong Kong Public Libraries



Vision

We aim to provide quality public library services to promote city-wide reading culture in Hong Kong.

Mission

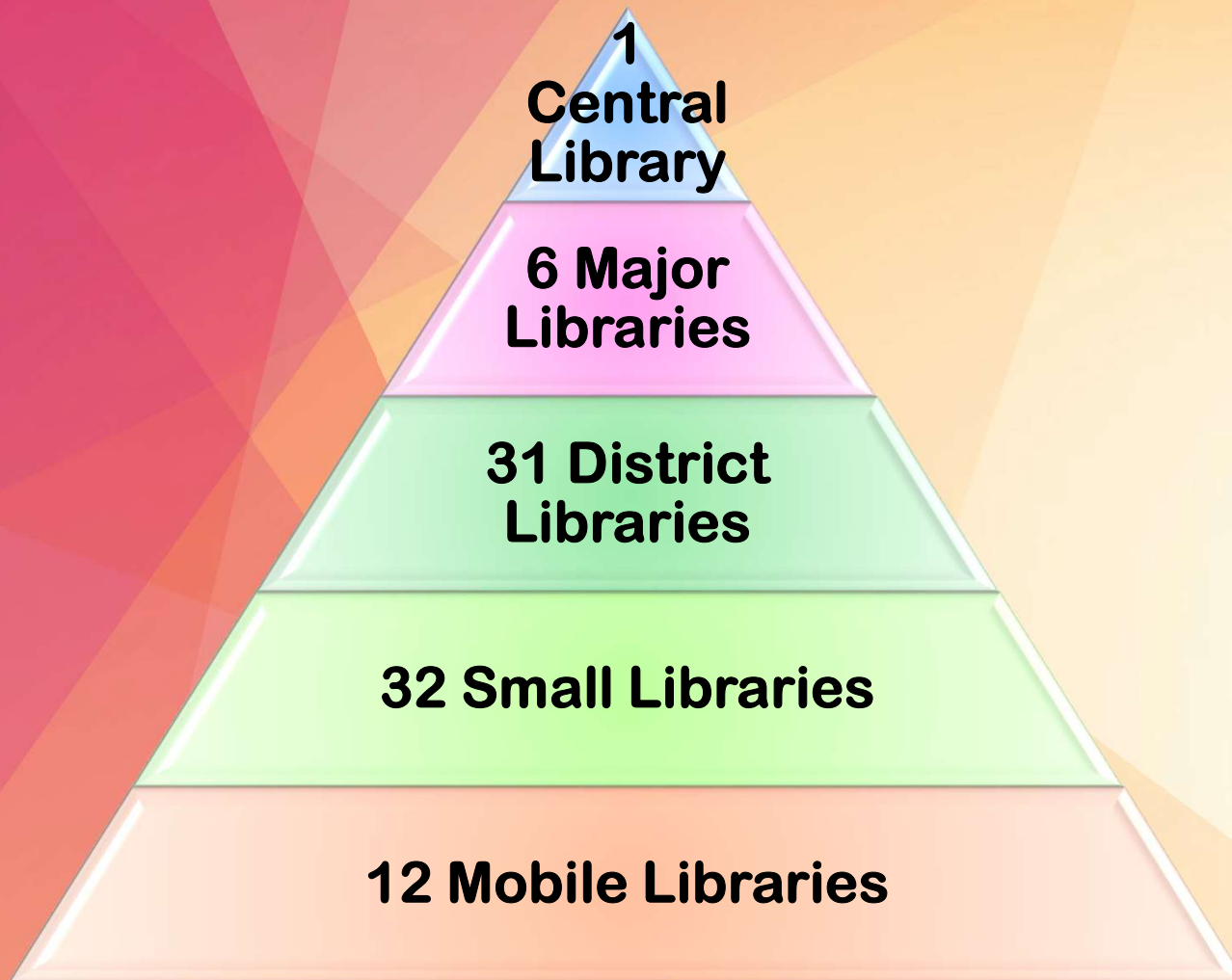
1. To enable access by providing a wide network of public libraries as well as free and equitable access to information and knowledge of diverse points of views to serve all residents of Hong Kong.
2. To enrich knowledge by providing a gateway to information and knowledge for supporting and encouraging lifelong learning.
3. To cultivate quality of life by enriching the documentary heritage of the history and culture of Hong Kong and promote Hong Kong literature and local publications.
4. To inspire curiosity and creativity through reading.
5. To enhance quality of library services by leveraging on new technology and the use of IT.
6. To build connection and engagement through public involvement and partnership in public library services.

Vision

Mission

Library Network & Service Level

Types of Libraries



Library Network



Central Library

- Opened in May 2001
- Total area: 33,800 m²
- The largest public library in Hong Kong
- No. of collections: over 2.81 millions
- Complete lending collections, with reference materials up to postgraduate level

Library Network



Major Libraries

Abundant collections, including undergraduate level materials, with a Reference Library and some special collections



District Libraries

Balanced collections, equipped with reference materials



Small Libraries

Basic collections for leisure, with basic reference tools

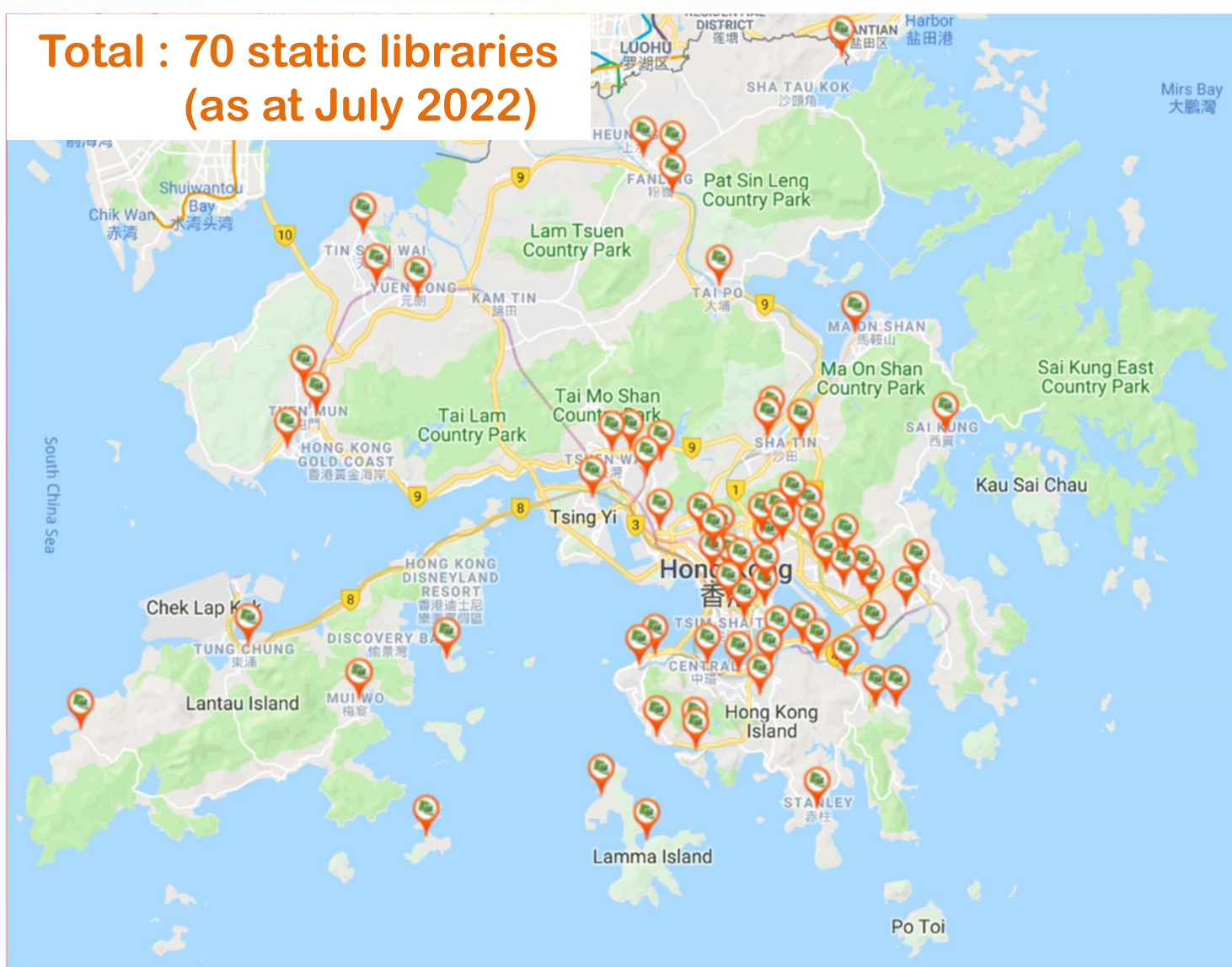


Mobile Libraries

Provide library services in 112 mobile stops without static libraries

Library Network

Total : 70 static libraries
(as at July 2022)



Library Network



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

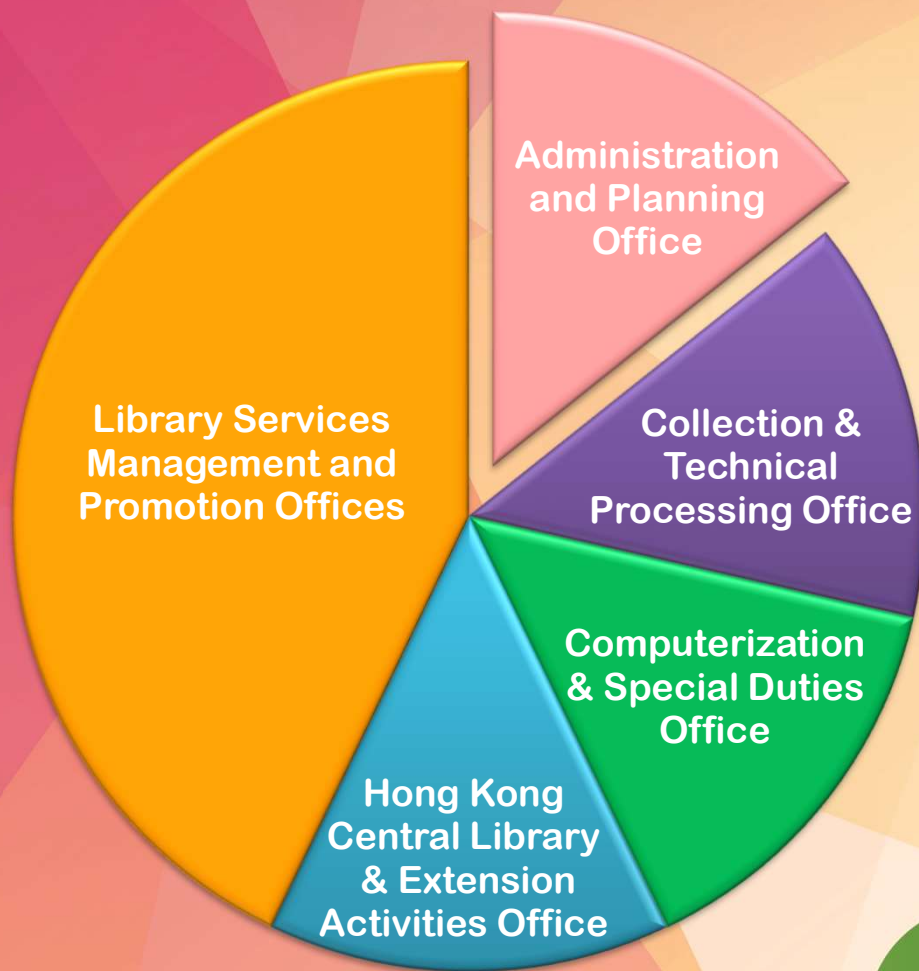


**Self-service Library Station @
Hong Kong Cultural Centre**



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

Hong Kong Public Libraries Functional Offices



Professional Staff Specialization

Library Management

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



Professional Staff Specialization

Lending Services

- Patrons 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

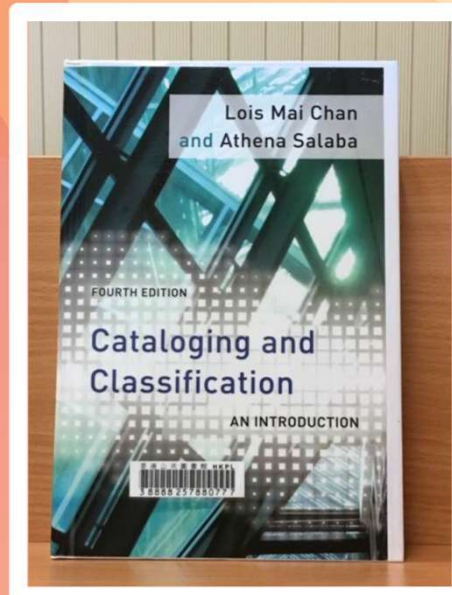
- Establish the needs of readers and formulate policies for selection, acquisition and weeding
- Participate in the selection of library materials
- Undertake stock-editing



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

- Preparing and publishing promotional leaflets, publicity materials, library newsletter, Facebook and Instagram posts.
- Organizing user education programs, extension activities, outreach and online programs for promotion of reading and literary arts



Professional Staff Specialization

Library Automation and Infrastructure System

- Developing and maintaining Library Automation System (LAS) and digital library systems
- Providing support to Internet, multimedia information services and e-Services



Hong Kong Public Libraries Staff Structure

Professional Staff



Professional Staff Assistant Librarian (AL)

Minimum Entry Qualifications

1

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

2

“Level 1” in Use of Chinese paper and “Level 2” in Use of English paper in the Common Recruitment Examination (CRE), or equivalent;

3

“Pass” result in the Aptitude Test in the CRE; and

4

“Pass” result in the Basic Law and National Security Law Test (BLNST).



Professional Staff Assistant Librarian (AL)

Terms of Appointment

1

- Civil service probationary terms for 3 years

2

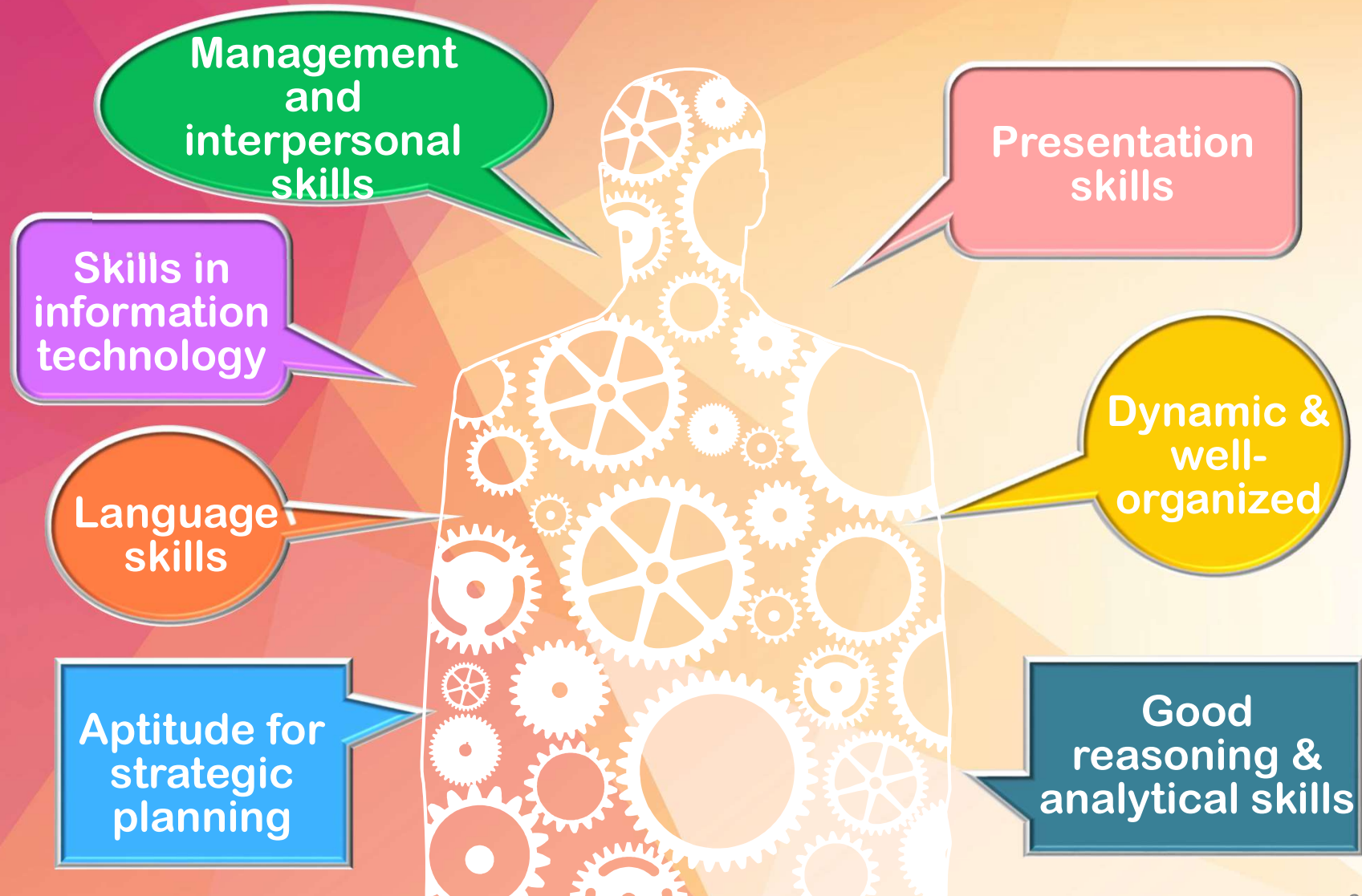
- Upon passage of probation bar, he/she may be considered for appointment on the prevailing permanent terms.

3

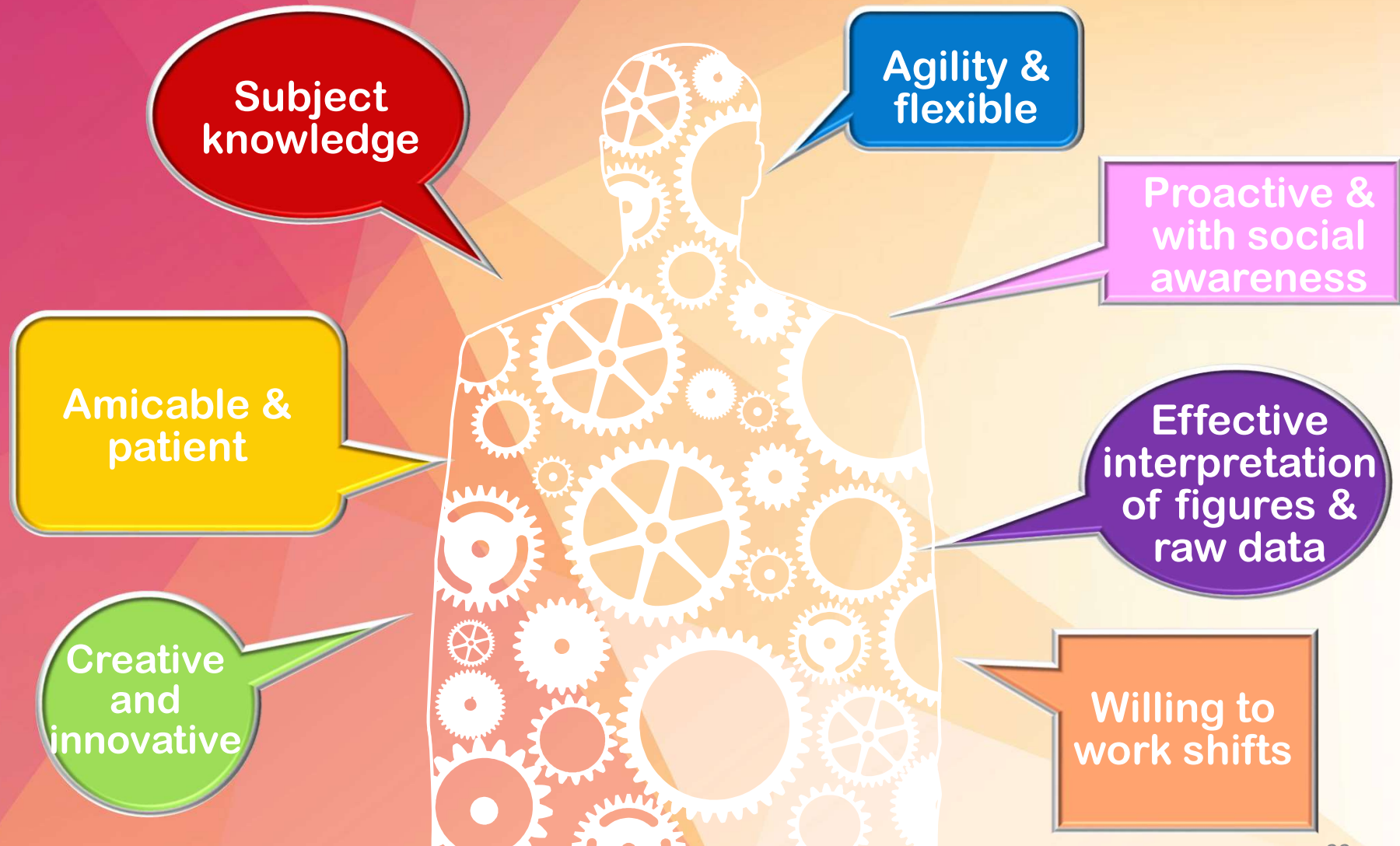
- Starting salary: \$30,235 (MPS 14) as at 2022



Professional Staff Quality and Skills Required



Professional Staff Quality and Skills Required



Professional Staff Assistant Librarian (AL)

Education and Training



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

Supporting Staff General Duties

Clerical grade staff

- Provide one-stop customer services
 - Patrons 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.

3

- “Pass” result in the Basic Law and National Security Law Test (BLNST).

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) as at 2022

Recruitment Advertisements

- Major local newspapers
- Webpages of :
 - Civil Service Bureau
<http://www.csb.gov.hk>
 - Leisure and Cultural Services Department
<http://www.lcsd.gov.hk>
 - Hong Kong Public Libraries
<http://www.hkpl.gov.hk>

Thank You !



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