Duties

The appointee will be required to:

(a) perform copy cataloguing and classify library materials in various formats;
(b) process added copies and continuations of library materials;
(c) maintain authority control for bibliographic records;
(d) perform end-processing of new library materials;
(e) prepare books for interbranch delivery;
(f) perform any other duties as assigned.

The appointee may be required to work on shift duties in evenings, weekends and on public holidays, and may be required to perform duties on either of the two campuses in West Kowloon and Hung Hom Bay.

Qualifications

Applicants should have:

(a) at least Grade E/Level 2 or equivalent in five subjects in HKCEE or HKDSEE including English Language (at least Grade C if Syllabus A), Chinese Language and Mathematics;
(b) abilities to work accurately and pay attention to details;
(c) proficiency in computer applications including MS Word, Excel and Chinese word processing; and
(d) knowledge of AACR2r, MARC21, LCSH, LCCS.

Possession of related library certificates, knowledge of the Pin-yin system and other foreign languages, as well as working experience in INNOPAC/Millennium Library System and in an academic library will be advantageous.

Remuneration

Salary offered will be commensurate with qualifications and experience.

August 2013