



Certificate for Library Assistants (English)

圖書館助理員證書 (中文)

Enquiries
Tel : 3762 0831
Email : infolis@hkuspace.hku.hk



THE UNIVERSITY OF HONG KONG
School of Professional and Continuing Education

Certificate for Library Assistants (English) 3

Programme Code: LB001A
Hong Kong Library Association

This programme aims to provide vocational training for library assistants.

Programme Aims

This programme aims to develop students' skills and knowledge to describe different types of library and information centres and develop skills and techniques required by library assistants in identification, acquisition, storage, organization, use and circulation of information. Students could also identify various application of information technologies in library services and evaluate various information resources, either print or non-printed for the provision of information service.

Entry Requirements

- Have gained 3 passes in HKCEE* plus Level 2 or above in Chinese Language and English Language in HKCEE or equivalent; or
- Have gained 5 passes in HKCEE* including Grade E or above in pre-2007 HKCEE for Chinese Language and English Language or equivalent; or
- Have completed Senior Secondary Curriculum; or
- Have completed and passed the Project Yi Jin Programme.

* Applicants who have successfully completed an Applied Learning Course will be comparable to a HKCEE subject pass (up to a maximum of 2 subjects), excluding Chinese Language and English Language.

Applicants who do not possess the above academic qualifications but are aged 21 or above with relevant work experience will be considered on individual merit. Applicants are advised to submit a recommendation letter from their employer with their application.

Contents of the programme

- Part 1 Library Services and Procedures
- Part 2 General Library Principles and Practice
- Part 3 Children's and School Libraries
- Part 4 Study Visits

Date/Time

Tue, 7:00pm – 10:00pm and Sat daytime

Duration

Approximately 1 year

Venue

HKU SPACE Hong Kong Island Learning Centre

Medium of Instruction

English supplemented with Cantonese

Further Studies

Candidates successfully complete this programme can apply for admission to

- a. Higher Diploma in Library and Information Management offered by HKU SPACE Community College;
- b. Bachelor of Information Studies offered by Charles Sturt University in collaboration with HKU SPACE*

* This is an exempted course under the Non-local Higher and Professional Education (Regulation) Ordinance. It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.

 This course has been included in the list of reimbursable courses under the Continuing Education Fund.

3 This course is recognised under the Qualifications Framework (QF Level 3)
QF Level: 3 QR Registration No.: 07/001655/3 QR Registration Validity Period: 05 May 2008 - on-going



圖書館助理員證書（中文） 3

課程編號：LB002A
香港圖書館協會

本課程為圖書館助理提供職業訓練，讓學員掌握日常工作技巧，成為圖書館及資訊行業的人才。

課程目標

本課程旨在教授學員描述各種類型圖書館及資訊中心的知識和技術。學員不但能了解建立圖書館助理員管理圖書館所需的技術及技巧，如圖書資源的識別、搜集、貯存、編製、使用及流通，並且能認識應用在圖書館服務的技術和評估資訊服務所需的資訊來源，包括印刷及電子的資源。

基本入學要求

- 於香港中學會考獲3科合格*，及英國語文科和中國語文科考獲第2級或其同等學歷；或
- 於香港中學會考（2007年前）考獲5科E級或以上，包括英國語文（課程乙）及中國語文或其同等學歷；或
- 完成香港高中課程；或
- 完成毅進課程及取得合格成績。

* 申請人若修畢應用學習課程，將等同1科香港中學會考科目及格（最多可計算2科），不包括中國語文科及英國語文科。申請人若欠缺上述學歷，但年滿21歲並具有圖書館相關工作經驗，學院將按個別情況考慮。請將有關證明文件連同報名表一併遞交。

課程內容

1. 圖書館服務與工作程序
2. 一般圖書館原理及實務
3. 兒童圖書館及學校圖書館
4. 參觀圖書館

日期/時間

逢周四，7:00pm - 10:00pm；周六日間

修業期

約1年

地點

香港大學專業進修學院港島區教學中心

教學語言

粵語，輔以英文專業詞彙

與其它課程銜接

學員修畢本課程可申請報讀

- a. 香港大學附屬學院圖書館及資訊管理高級文憑課程
- b. 香港大學專業進修學院與查爾斯特大學(Charles Sturt University)合辦資訊學學士課程*

*根據《非本地高等及專業教育（規管）條例》，這些課程屬獲豁免課程。個別僱主可酌情決定是否承認這些課程所頒授予學員的任何資格。

 本課程已加入持續進修基金可獲發還款項課程名單內

3 本課程在資歷架構下獲得認可（資歷架構第3級）
資歷架構級別: 3 資歷名冊登記號碼: 07/001836/3 資歷名冊登記有效期: 2008年5月5日 - 持續有效

