# Library and Information Studies
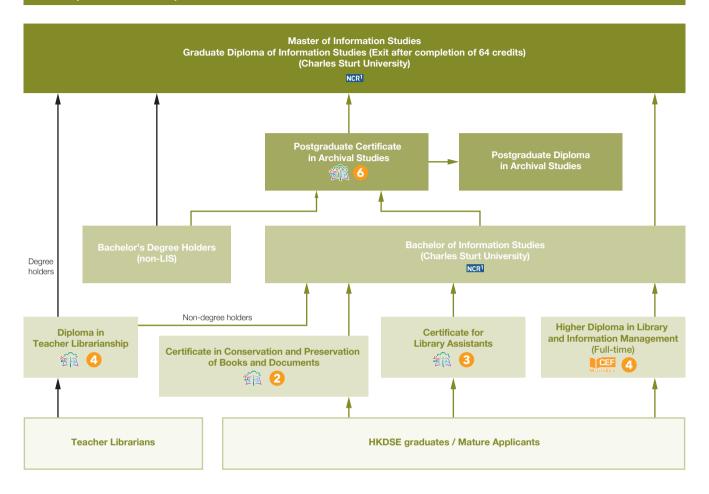# 圖書館及資訊科學

## Pathway towards Library and Information Studies

**Master of Information Studies**
**Graduate Diploma of Information Studies (Exit after completion of 64 credits)**
**(Charles Sturt University)**
NCR1

**Postgraduate Certificate in Archival Studies** 6

**Postgraduate Diploma in Archival Studies**

**Bachelor's Degree Holders (non-LIS)**

**Bachelor of Information Studies (Charles Sturt University)**
NCR1

Degree holders

Non-degree holders

**Diploma in Teacher Librarianship** 4

**Certificate in Conservation and Preservation of Books and Documents** 2

**Certificate for Library Assistants** 3

**Higher Diploma in Library and Information Management (Full-time)** CEF Modules 4

**Teacher Librarians**

**HKDSE graduates / Mature Applicants**

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## Master of Information Studies
### Programme Code: LB008A

### Charles Sturt University, Australia
### Application Code: 2135-LB008A
NCR1

📞 2587 3236  ✉ infolis@hkuspace.hku.hk

Master of Information Studies provides students with in-depth understanding of the creation, evaluation, collection, organisation, utilisation and dissemination of information in the contemporary information environment.

This distance learning programme, offered in collaboration with Charles Sturt University, Australia, is supplemented by local tutorials. The obtained academic qualification has full recognition by Australian Library and Information Association and internationally by other library associations.

Graduate Diploma of Information Studies is the Intermediate Exit Award of Master of Information Studies.

> Credit exemption would be given to students with relevant academic qualifications in library and information management and/or working experience.

**R**
- Applicants should have a Bachelor's degree awarded by a recognized university, or equivalent.
- Applicants with other equivalent qualifications and relevant work experience will be considered on individual merit by Charles Sturt University, with evidence of English proficiency such as:
  - a pass in Use of English in the Hong Kong Advanced Level Examination; or
  - an overall score of 6.0 in the IELTS; or
  - a score of 550 in the paper-based TOEFL or a score of 213 in the computer-based TOEFL

**E**
- Graduates of Graduate Diploma of Information Studies or its equivalent need to complete a total of 4 subjects (32 credits)
- Graduates of Bachelor of Information Studies or its equivalent need to complete a total of 6 subjects (48 credits)
- Graduates of Diploma in Teacher Librarianship will be exempted four 8-credit subjects (or their equivalent)
- Credit exemption would also be given to students with other relevant academic qualifications and / or working experience.
(Subject to review by CSU)

**$**
HK$15,225 per 8 credit points subject
HK$7,613 per 4 credit points subject
HK$3,806 per 2 credit points subject
Application Fee: HK$150

**D** 24 months to 48 months

**E** English

**More details**

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**See legend on page 031** 圖像說明於第 031 頁

**R** Minimum Entry Requirements 基本入學要求（P.017）
**E** Medium of Instruction 教學語言
**Q** Qualifications Framework 資歷架構

**$** Fee 學費
**E** Exemption 豁免

**D** Duration 修業期
**S** Short Course 短期課程

For more and latest programme information, please visit our website
有關最新課程資訊及詳情，請瀏覽學院網站 **hkuspace.hku.hk**

## Bachelor of Information Studies
### Programme Code: LB007A

### Charles Sturt University, Australia
**Application Code: 2155-LB007A**

NCR[1]

📞 2587 3236　　✉ infolis@hkuspace.hku.hk

This distance-learning course, offered in collaboration with Charles Sturt University, Australia, is supplemented by local tutorials. It is for those interested in the field of library, information, records, archives and knowledge management.

The obtained academic qualification has full recognition by Australian Library and Information Association and other international library associations.

Exemption will be granted to graduates of Higher Diploma in Library and Information Management.

**R** Applicants shall:
1. (i) complete the HKDSE with an aggregate score of 13^ based on the four core subjects, Chinese Language, English Language, Mathematics and Liberal Studies, and the best grade in one Category A elective subject. (Category B and C subjects are not included); and
   (ii) provide evidence of English proficiency#, such as
       (a) an overall band of 6.0 with subtest of 5.5 in the IELTS; or
       (b) a score of 550 in the paper-based TOEFL or a score of 213 in the computer-based TOEFL; or
       (c) an overall score of 54 with a minimum of 46 in all communicative skills in Pearson Test of English; or equivalent.
   OR
2. have gained HKALE Grade E in 2 AL subjects including AS Use of English; or equivalent;
   OR
3. hold an associate degree or a higher diploma awarded by a recognised institution.
   Applicants with other equivalent qualifications and relevant work experience will be considered on individual merit.
   ^ A subject Level 1 is equal to 1 point up to a Level 5 is equal to 5 points, 5* and 5** equals 6 points. Except for Compulsory Mathematics where Level 1 is equal to 0.5 points up to Level 5 equal to 2.5 points.
   # Applicants who have met requirement 1(i) with Level 4 in English Language in the HKDSE Examination will be exempted.

**E** Exemption will be granted to graduates of Higher Diploma in Library and Information Management (HDLIM). Exemption may also be granted to graduates of Associate Degree or Higher Diploma not from Library and Information Science discipline. Request for exemption should be made at the time of application. (Subject to review by CSU)

**$** HK$138,600 (for HDLIM graduates)
HK$302,400 (for Non HDLIM graduates)
Actual course fee will be assessed on the number of subjects required.
Application Fee: HK$150

**D** 24 months to 48 months　　🎓 English

## Diploma in Teacher Librarianship
### Programme Code: LB010A

### Application Code: 2150-LB010A

4

📞 3762 0842　　✉ judy.cheung@hkuspace.hku.hk

This course aims to develop teacher librarians in the skills and knowledge to manage a school library, to build up resources for curriculum development, to assist in teaching and learning and to cultivate in students the attributes of independent inquiry skills. It also develops teacher librarians with personal and professional competencies in resources planning, management and discovery, collaboration among different users, leadership, as well as use of information technology and research methods.

**R** Applicants shall:
- hold a teacher certificate;
AND
- have a minimum of two years teaching experience, or their equivalence.

**More details**

**$** Term Fee : HK$30,000 per instalment (1st installment for Year 1)
Term Fee : HK$30,000 per instalment (2nd installment for Year 2)

**D** 2 years　　🎓 English

**Q** Level 4 (Reg. No.: 07/001664/4) Validity Period: 05 May 2008 - on-going

## Certificate for Library Assistants (English)
### Programme Code: LB001A

### HK Library Association
**Application Code: 2180-LB001A**

3

📞 2587 3210 / 3762 0051　　✉ csb.lam@hkuspace.hku.hk

The programme aims to
1. describe the characteristics of different types of library and information centres;
2. develop skills and techniques required by library assistants in identification, acquisition, storage, organization, use and circulation of information;
3. identify various application of information technologies in library services;
4. evaluate various categories of information resources, print or electronic for the provision of information service.

**R** Applicants should:
(i) have gained three passes in HKCEE* plus Level 2 or above in Chinese Language and English Language in HKCEE or equivalent; or
(ii) have gained five passes in HKCEE* including Grade E or above in pre 2007 HKCEE for Chinese Language and English Language or equivalent; or
(iii) have completed Senior Secondary Curriculum, or
(iv) 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 two 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 by individual merit. Applicants are advised to submit a recommendation letter from their employer with their application.

**$** HK$12,000 per programme

**D** 1 year　　🎓 English

**Q** Level 3 (Reg. No.: 07/001655/3) Validity Period: 05 May 2008 - on-going

## 圖書館助理員證書（中文）
### 課程編號：LB002A

### HK Library Association
**報名代碼：2165-LB002A**

3

📞 2587 3210 / 3762 0051　　✉ csb.lam@hkuspace.hku.hk

課程目標：
1. 描述各種類型圖書館及資訊中心的特色；
2. 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、組織、使用及流通；
3. 認識應用在圖書館服務的各種資訊技術；
4. 評估資訊服務所需的各種資訊來源，包括印刷的及電子的資源等。

**R** - 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二級或其同等學歷；或
- 於香港中學會考（二零零七年前）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，將等同一科香港中學會考科目及格（最多可計算兩科），不包括中國語文科及英國語文科。
申請人若欠缺上述學歷，但年滿二十一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。

**$** HK$12,000

**D** 1 年　　🎓 粵語

**Q** 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

# Library and Information Studies
## 圖書館及資訊科學

### 書籍維護與修復證書
課程編號：LB005A

報名代碼：2175-LB005A  📚 **2** 🔄

📞 2587 3210 　　　　✉ csb.lam@hkuspace.hku.hk

本課程旨在教授學員書籍的釘裝結構、紙張特性、紙本書的釘裝和修補方法，用以應付圖書館的日常書籍維修工作。課程中亦包含古書維護的基本理論。

**R** （甲）於香港中學會考獲 3 科 E 級＊，及於英國語文科及中國語文科獲第 2 級；或
（乙）完成香港高中課程或同等資格；或
（丙）具有 5 年相關工作經驗。
＊ 可包括不多於 2 科應用學習科目：如修畢 1 科應用學習科目，將等同 1 科香港中學會考科目合格。
申請人若欠缺上述學歷，但年滿21歲，具有圖書館相關工作經驗者，學院將按個別情況考慮。

**$** HK$13,000

**D** 4個月至5個月　　　　🗣 粵語

**Q** 資歷架構級別：2　資歷名冊登記號碼：09/002838/2
資歷名冊登記有效期：2009 年 4 月 18 日 - 持續有效

### Certificate for Module
### (Records Management, Archives and Digitization)
Programme Code: LB023A

Application Code: 2135-LB023A  📚 **5**

📞 3762 0051 　　　　✉ infolis@hkuspace.hku.hk

This programme aims to introduce to students the nature, functions and techniques used in records management, the principles of transferring records to archives and the current practices of digitization of different media in various industrial and commercial sectors as well as in government departments.

**$** HK$7,500 　　　　**D** 4 months

**Q** Level 5 (Reg. No.: 19/000653/L5) Validity Period: 01 Jun 2019 - on-going

### Postgraduate Diploma in Archival Studies
Programme Code: LB022A

Application Code: 2165-LB022A  🔄

📞 2587 3256 　　　　✉ katrina.hk.knip@hkuspace.hku.hk

The programme is jointly organized by the International Council on Archives - East Asian Regional Branch (EASTICA) and HKU SPACE.
The programme aims to train students to become professional archivists by providing them with a broad and enriched learning experience covering a full spectrum of principles and methodology in managing records and archives throughout their life-cycle and in setting up and managing an archival institution.

**R** Applicants shall hold a bachelor's degree awarded by a recognized university.
If the degree or equivalent qualification is from an institution where the language of teaching and assessment is not English, applicants shall provide evidence of English proficiency such as :
- an overall band of 6.0 with no subtests lower than 5.5 in the IELTS; or
- a score of 550 in the paper-based TOEFL, or a score of 213 in the computer-based TOEFL, or a score of 80 in the internet-based TOEFL; or
- HKALE Use of English at Grade E or above; or
- HKDSE Examination English Language at Level 3 or above; or
- equivalent qualifications.
Preference will be given to those who have work experience in record-keeping, management of archives or library services.
Applicants with other qualifications and relevant work experience will be considered on individual merit.

**$** HK$40,000
Application Fee: HK$150

**D** 12 months　　　　🗣 English

**Q** Level 6 (Reg. No.: 19/000492/L6) Validity Period: 15 Jul 2019 - on-going

### Postgraduate Certificate in Archival Studies
Programme Code: LB009A

Application Code: 2155-LB009A  📚 **6**

📞 2587 3256 　　　　✉ katrina.hk.knip@hkuspace.hku.hk

The programme is designed for archivists or those engaging in records management related functions who wish to update their professional knowledge and skills, widen their international exposure and obtain an academic qualification for their profession. All lectures and seminars are conducted by academics and archives specialists that are prominent experts in the subjects they teach.

**R** Applicants Shall:
a) hold a bachelor's degree awarded by a recognized university; AND
b) have 2 years records, archives or relevant work experience preferred; AND
c) provide English proficiency
Applicants with other qualifications and relevant work experience will be considered on individual merits.

**$** Overseas students : HK$15,000
Local students : HK$15,000

**D** 3 weeks　　　　🗣 English

**Q** Level 6 (Reg. No.: 09/000699/6) Validity Period: 05 May 2008 - on-going

### Executive Certificate in Archives Management
Programme Code: EP042A

Application Code: 2170-EP042A

📞 2587 3256 　　　　✉ katrina.hk.knip@hkuspace.hku.hk

A properly set up and managed archives ensures that authentic and reliable historical records are preserved to document the major development and history of an organization.

**R** Applicants should hold:
- a bachelor's degree awarded by a recognized university or equivalent; or
- an Associate Degree / a Higher Diploma or equivalent, and have at least 2 years of work experience; or
- professional qualifications / relevant professional qualifications.
Applicants with other qualifications and relevant work experience will be considered on individual merits.

**D** 6 months　　　　🗣 English

### Executive Certificate in Knowledge Management
Programme Code: EP046A

Application Code: 2175-EP046A  📚

📞 3762 0051 　　　　✉ infolis@hkuspace.hku.hk

The programme is suited to prepare professionals or administrators who have to take their leadership in preparing and continuing the implementation of Knowledge Management in the areas of organising and improving knowledge capturing, creation, application and sharing in their organisations. Various aspects of knowledge management as well as the application of technology in this field will be covered. Participants will experience the use of tools in knowledge management, such as After Action Review, Action Learning and Knowledge Creation. Current practices of various KM Models will be discussed. Case studies will be used and examples of local organisations will be shared.

**$** HK$10,000　　　　**D** 4 months

### Executive Certificate in Records Management
Programme Code: EP045A

Application Code: 2145-EP045A
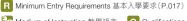
📞 2587 3256 　　　　✉ katrina.hk.knip@hkuspace.hku.hk

Records are an essential tool and valuable resources for good business and efficient administration.

**R** Applicants should hold :
- a bachelors degree; or
- an associate degree/higher diploma or equivalent, with at least 2 years of work experience
Applicants with other equivalent qualifications and relevant work experience will be considered on individual merits.

**$** HK$11,000

**D** 6 months　　　　🗣 English

See legend on page 031　圖像説明於第 031 頁

**R** Minimum Entry Requirements 基本入學要求(P.017)　　**$** Fee 學費　　**D** Duration 修業期
🗣 Medium of Instruction 教學語言　　**Q** Qualifications Framework 資歷架構　　**E** Exemption 豁免　　🔄 Short Course 短期課程

For more and latest programme information, please visit our website
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