LIBRARY EDUCATION & CAREER FORUM
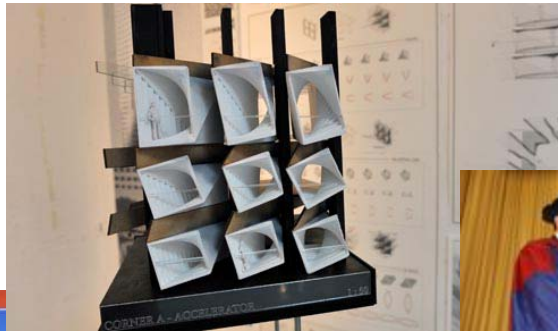
Careers in Academic Libraries

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Why choose academic libraries?

- Intellectually stimulating work environment
  - Support learning, teaching and research needs of scholars and students
  - In search of excellence; be creative and innovative; embrace for change

Why choose academic libraries?

- Wide range of learning opportunities
  - Wide variety of services (general vs. specialized library functions)
  - New services by means of advanced technology (e.g. computing and IT, AV, RFID, building automation, etc.)
  - Staff development support and programs
  - Access to library collections
- Competitive pay and benefits
  - University pay scales/salary bands, gratuity or provident fund
  - Medical, dental, different kinds of leave

Academic libraries in Hong Kong

- Universities Grants Committee (UGC) funded:

  – Chinese University of Hong Kong

  – City University of Hong Kong

  – Hong Kong Baptist University

  – Hong Kong Institute of Education

Academic libraries in Hong Kong

- Universities Grants Committee (UGC) funded:

  - Hong Kong Polytechnic University

  - Hong Kong University of Science & Technology

  - Lingnan University

  - University of Hong Kong

Academic libraries in Hong Kong

- Others include:
  - Hong Kong Academy Of Performing Arts

  - Hong Kong Shue Yan University

  - Open University of Hong Kong

  - Chu Hai College of Higher Education

Qualifications and Experience Required For Professional Ranks at HKUL

Good first degree + recognized professional qualification in librarianship (M. L. S. or equivalent)

University Librarian (≈Professor)

+ 10 years of managerial level experience

Deputy Librarian (≈Associate Professor)

+ 10 years of experience (5 at managerial level)

Associate Librarian (≈Assistant /Associate Professor)

+ 8 years of experience

Assistant Librarian I (≈Assistant/Associate Professor)

+ 5 years of experience

Assistant Librarian II (≈Assistant Professor)

+ 1 year of experience

Qualifications and Experience Required
For Paraprofessional or Support Staff Ranks at HKUL

**Preferably some library experience, computer skills,
language (English and Putonghua) skills**

Senior Library Assistant
(≈Executive Officer)

Library Assistant I
(≈Clerical Officer I)

Library Assistant
(≈Clerical Officer II)
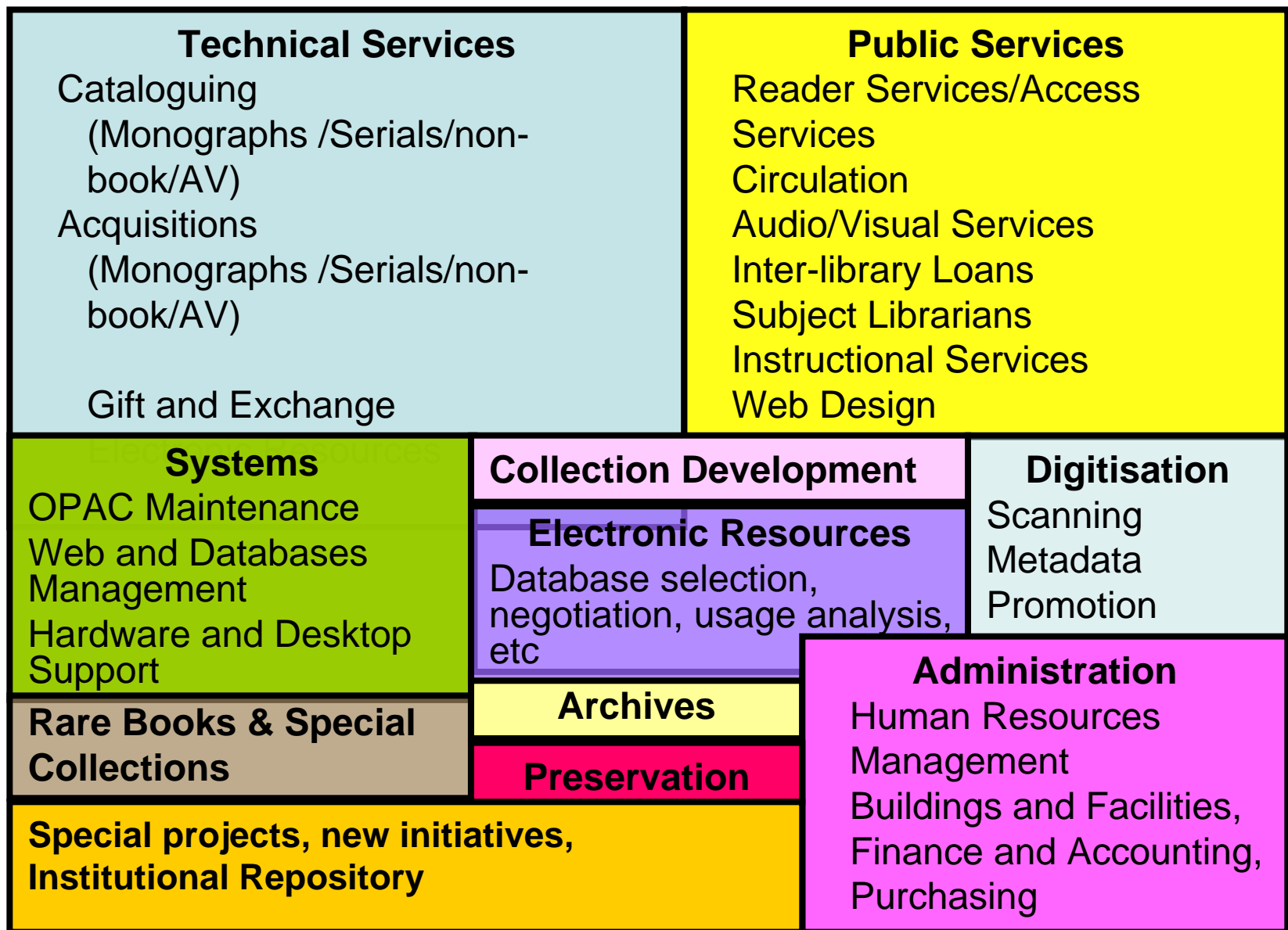
Junior Library Assistant
(≈Office Assistant)

Degree OR diploma in librarianship OR highly specialized library-related skills, with substantial post-qualification experience in a supervisory position

Degree OR diploma in librarianship with relevant post-qualification experience

5 passes in HKCEE OR recognized certificate for library assistants

Form 3 standard

Technical Services

Cataloguing
(Monographs /Serials/non-book/AV)
Acquisitions
(Monographs /Serials/non-book/AV)

Gift and Exchange

Public Services

Reader Services/Access Services
Circulation
Audio/Visual Services
Inter-library Loans
Subject Librarians
Instructional Services
Web Design

Systems

OPAC Maintenance
Web and Databases Management
Hardware and Desktop Support

Collection Development

Electronic Resources

Database selection, negotiation, usage analysis, etc

Digitisation

Scanning
Metadata
Promotion

Rare Books & Special Collections

Archives

Preservation

Administration

Human Resources Management
Buildings and Facilities, Finance and Accounting, Purchasing

Special projects, new initiatives, Institutional Repository

Typical Positions in Academic Libraries

More positions…

- Computer Officers/IT Managers
- Technicians (Computer and IT, AV)
- Public relations, marketing and fund raising
- Project Managers
- Building and facility managers/officers
- Administrators and Executive Officers

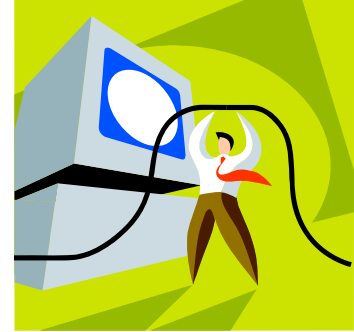# Today's academic librarian?

21st Century Academic Librarian Skills

- Ability to embrace change
- Comfort in the online medium
- Ability to troubleshoot new technologies
- Ability to easily learn new technologies
- Ability to keep up with new ideas in technology and librarianship (enthusiasm for learning)
- Critical of technologies and ability to compare technologies
  - From Meredith Farkas' Blog
  - http://me redith.wolfwater.com/wordpress/index.php/2006/07/

More
21st Century Academic Librarian Skills

- Project management skills
- Ability to question and evaluate library services
- Ability to evaluate the needs of all stakeholders
- Vision to translate traditional library services into the online medium
- Ability to sell ideas/library services
  - From Meredith Farkas' Blog
  - http://meredith.wolfwater.com/wordpress/index.php/2006/07/17/skills-for-the-21st-century-librarian/

Also essential

- High level communication and interpersonal skills
- Team spirit
- Leadership and facilitation
- Enthusiasm/passion to the profession
- Creative and critical thinking
- Problem solving skills and flexibility
- Commitment to professional development and life-long learning

Some recent academic library postings

- Data/GIS Librarian
- Digital Strategist
- Digital Technologist
- Emerging Technologies Librarian
- E-resources Manager
- Immersive Learning/Gaming Librarian
- Information Literacy Librarian
- Learning Commons Manager
- Marketing/Communications/Outreach
- Professional Development Coordinator
- Repository Services Coordinator
- Scholarly Communications Librarian
- Service Quality Librarian
- Teaching and Learning Librarian
- Virtual Services Coordinator

Applying for a job: some advice

- Two parts to the written application:
  - Cover letter. Keep it brief but informative. Explain why you want the job and how you match the job requirements.
  - Resume/CV. Should be up-to-date, systematic, error free.

- Look for information about the library from its webpage, annual reports, newsletters or ask somebody working there. Pay a visit if possible.

- Interview: Be punctual, prepared, confident and sincere. Show you are keen and interested.