Post Specification

Library Assistant II (Cataloguing) (Ref. 120428-02)

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; and
(e) perform any other duties as assigned.

The appointee will 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 Hung Hom Bay and West Kowloon.

Qualifications

Applicants should have:

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

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

Remuneration

Salary offered will be commensurate with qualifications and experience.

April 2012