

Post-secondary Student Summer Internship Programme 2024
Leisure and Cultural Services Department - Hong Kong Public Libraries

Appendix 1

Vacancy No.	Qualification requirements	Duties
A.1	<ul style="list-style-type: none"> ◇ Undergraduate who will enter the final year of his/her studies after the summer of 2024; ◇ Major in Computer Science or related subjects; ◇ Proficient in MS Office and Chinese input method; and ◇ Knowledge of the following software is preferable: Access, Structured Query Language (SQL), Visual Basic, Flash, Photoshop, Dreamweaver, JAVA, JavaScript, html and internet search. 	<ul style="list-style-type: none"> ◇ To set up internal databases/online platform for Library Programmes and Statistical Returns; and ◇ Any other duties assigned by supervisors.
A.2	<ul style="list-style-type: none"> ◇ Undergraduate who will enter the final year of his/her studies after the summer of 2024; ◇ Major in Computer Science or related subjects; ◇ Proficient in MS Office and Chinese input method; and ◇ Knowledge is preferable: Access, Structured Query Language (SQL), Visual Basic, Flash, Photoshop, Dreamweaver, JAVA, JavaScript, html and internet search. 	<ul style="list-style-type: none"> ◇ To assist in preparing Carl Smith Index Cards Collection of Royal Asiatic Society Hong Kong for conversion from printed into electronic format; ◇ To assist in organising databases for printed catalogues; ◇ To assist in relabeling the Depository Collections; and ◇ To assist in archiving of library resources, including images, photos, and diagrams, etc.
A.3	<ul style="list-style-type: none"> ◇ Undergraduate who will enter the final year of his/her studies after the summer of 2024; ◇ Major in Computer Science or related subjects; ◇ Proficient in MS Office, particularly Excel, and Chinese input method; and ◇ Knowledge of the following software is preferable: Python, Structured Query Language (SQL), Visual Basic, JAVA, JavaScript, HTML and online searches. 	<ul style="list-style-type: none"> ◇ To assist in editing and organising authority records of Digital Collection; ◇ To assist in inputting and updating bibliographic information for Digital Collection, including editing and verifying speech-to-text and OCR content; ◇ To assist in data conversion work, such as data preparation and verification; ◇ To assist in testing and maintaining library systems; and ◇ To perform other duties as assigned by supervisors.

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Vacancy No.	Qualification requirements	Duties
B.1	<ul style="list-style-type: none"> ◇ Undergraduate who will enter the final year of his/her studies after the summer of 2024; ◇ Proficient in MS Office and Chinese input method; ◇ Major in Chinese Language and Literature, Humanities; and ◇ Fluency in Putonghau is preferred. 	<ul style="list-style-type: none"> ◇ To assist in editorial work of the publicities of literary programmes; ◇ To assist in research for literary programmes; ◇ To assist in organizing literary programmes; ◇ To assist in handling enquires from the public; and ◇ To assist in clerical and administrative duties.
B.2	<ul style="list-style-type: none"> ◇ Undergraduate who will enter the final year of his/her studies after the summer of 2024; ◇ Major in Chinese Language & Literature; and ◇ Proficient in MS Office and Chinese input method. 	<ul style="list-style-type: none"> ◇ To assist in processing donated items for the Documents Collection Campaign; ◇ To create, check and update records for the Documents Collection Campaign Collection; ◇ To assist in preparing the exhibitions in the Rare Book Reading Room; and ◇ To assist in compilation and publication of catalogues.
B.3	<ul style="list-style-type: none"> ◇ Undergraduate who will enter the final year of his/her studies after the summer of 2024; ◇ Proficient in MS Office and Chinese input method; and ◇ Major in Chinese Language or History. 	<ul style="list-style-type: none"> ◇ To assist in preparing exhibitions and other extension activities, as well as corresponding publicity materials; ◇ To assist in checking and updating the records of newspapers, periodicals, and microform collections; and ◇ To assist in stock verification of the microform stock.
C.1	<ul style="list-style-type: none"> ◇ Undergraduate who will enter the final year of his/her studies after the summer of 2024; ◇ Major in Languages, Translation or Literature; ◇ Good Chinese and English writing skills; ◇ Proficient in MS Office, particularly Excel, and Chinese input method; and ◇ Familiar with conducting research and online searching. 	<ul style="list-style-type: none"> ◇ To assist in editing and organising authority records of Digital Collection; ◇ To assist in inputting and updating bibliographic information for Digital Collection, including editing and verifying speech-to-text and OCR content; ◇ To assist in data conversion work, such as data preparation and verification; ◇ To assist in testing and maintaining library systems; and ◇ To perform other duties as assigned by supervisors.
C.2	<ul style="list-style-type: none"> ◇ Undergraduate who will enter the final year of his/her studies after the summer of 2024; ◇ Proficient in MS Office and Chinese input method; and ◇ Major in Languages, Literature, History or Social Sciences. 	<ul style="list-style-type: none"> ◇ To assist in Newspapers and Periodicals Item Conversion Project; ◇ To assist in preparing exhibitions and publicity materials for the Back Issues of Newspapers and Periodicals Reading Area; and ◇ To assist in stock verification.

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Vacancy No.	Qualification requirements	Duties
D.1	<ul style="list-style-type: none"> ◇ Undergraduate who will enter the final year of his/her studies after the summer of 2024; ◇ Major in Music; and ◇ Proficient in MS Office and Chinese input method. 	<ul style="list-style-type: none"> ◇ To assist in processing donated items for the Hong Kong Music Collection Campaign; ◇ To assist in updating and polishing the database for public's use; ◇ To assist in preparing the exhibitions of the Hong Kong Music Collection Campaign; and ◇ To assist in the preparation of music documents for public's research use.
E.1	<ul style="list-style-type: none"> ◇ Undergraduate who will enter the final year of his/her studies after the summer of 2024; ◇ Proficient in MS Office and Chinese input method; and ◇ Major in Arts, or arts related subject, excluding graphic design and music. 	<ul style="list-style-type: none"> ◇ To assist in stock verification of Arts Resource Centre's collections; ◇ To assist in checking and updating data for Arts Resource Centre's databases; and ◇ To assist in preparing exhibitions in the Arts Resource Centre.
F.1	<ul style="list-style-type: none"> ◇ Undergraduate who will enter the final year of his/her studies after the summer of 2024; ◇ Proficient in Photoshop and Chinese input method; and ◇ Major in Fine Arts or Design related subject. 	<ul style="list-style-type: none"> ◇ To assist in preparing exhibitions and other extension activities, as well as corresponding publicity materials; ◇ To assist in designing poster and leaflet promoting library materials and signage for the Current and Newspaper Periodical Section; and ◇ To assist in stock verification of the microform stock.
G.1	<ul style="list-style-type: none"> ◇ Undergraduate who will enter the final year of his/her studies after the summer of 2024; ◇ Proficient in MS Office and Chinese input method (Cangjie/ Quick); ◇ Major in Education, Marketing, Event Management or Social Science; ◇ Good knowledge in MS Access, database/internet searching is preferable; and ◇ Fond of reading on diverse topics. 	<ul style="list-style-type: none"> ◇ To perform data entry and compilation of daily statistics and outreach programme details; ◇ To assist in compiling Thematic Block Loan booklist; ◇ To assist in transportation and delivery arrangement for block loan services; ◇ To assist in vetting school applications for outreach programmes; ◇ To conduct data searching or market research; ◇ To assist in organising / delivering activities (e.g. tie-in activities on Library-On-Wheels) such as venue application, material preparation, onsite duty, etc.; and ◇ To perform any other duties assigned by supervisors. <p>(Note: May be required to work in different public libraries and outdoors)</p>