

Post-secondary Student Summer Internship Programme 2026
Leisure and Cultural Services Department - Hong Kong Public Libraries

Appendix

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 2026; ◇ 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 set up internal databases for Library Programmes and Statistical Returns and assist in set up an online platform; ◇ To take part in the library systems design and development; 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 2026; ◇ 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 data conversion work, such as editing and organising authority records of Digital Collection; ◇ To assist in testing and maintaining library systems; ◇ To assist in inputting and updating bibliographic information for Digital Collection, including editing and verifying speech-to-text and OCR content; and ◇ To perform other duties as assigned by supervisors.
B.1	<ul style="list-style-type: none"> ◇ Undergraduate who will enter the final year of his/her studies after the summer of 2026; ◇ 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.
C.1	<ul style="list-style-type: none"> ◇ Undergraduate who will enter the final year of his/her studies after the summer of 2026; ◇ Major in Chinese Language / History; and ◇ Proficient in MS Office and Chinese input method. 	<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.
D.1	<ul style="list-style-type: none"> ◇ Undergraduate who will enter the final year of his/her studies after the summer of 2026; ◇ 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 2026; ◇ Major in Major in Arts / Art History / Cultural Studies, or Arts related subject, excluding Music; and ◇ Proficient in MS Office and Chinese input method. 	<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