HKUSPACE
香 港 大 學 專 業 進 修 學 院
HKU School of Professional and Continuing Education

Application Form for Admission

Diploma in Teacher Librarianship *(Primary) / (Secondary)

1. PERSONAL INFORMATION

a. Name: (*Mr./Mrs./Miss/Ms) _____
              (in block letters) (Surname)   (Other names in full)

b. Name: (in Chinese) _____ c. Tel. No. (*Mobile/ Day time)_____

d. Email: _____ e. Home Tel. No. _____

f. Name of Serving School / Library:

   f1. (In English)_____

   f2. (In Chinese): _____

g. School Level: *Primary /Secondary /Special (Pri/Sec)

h. School Type: *Govt /Aided /DSS /Private

i. District: _____   j. School Tel. No. _____   k. Fax No. _____
     (e.g. Tai Po)

2. ACADEMIC QUALIFICATIONS (In reverse chronological order)(e.g. University, College, School)

Institution	Level reached / Award	Period of Attendance		Full-time / Part-time	Major / Main Subjects (with grades if applicable)
		From	To		

Delete as appropriate

3. PROFESSIONAL AND RELEVANT QUALIFICATIONS

a. Did you attend any training/study in Librarianship and/or Information Science?   (*Yes / No)

b. If Yes, please specify the name of the program studied in full:

_____

c. Institution/program attended:

_____

d. Period : From_____ To_____   e. Study Mode: *Full-time / Part-time / In-service

f. Qualification achieved: _____

g. Have you joined any international professional associations of librarians as member?

(*Yes /No)

h. If Yes, please specify the name of the organization / association:

_____

4. WORK EXPERIENCE (In reverse chronological order)

a. Total years of teaching: _____years   b. Major Subject(s) taught: _____

Company / School	Position Held	Period of Service		Full-time / Part-time	Subjects Taught
		From	To		

Delete as appropriate

5. LIBRARY EXPERIENCE

5A. Teacher Librarian Information

a. In 20__/__ school year, I am a Teacher-librarian.   (*Yes / No) *(If No, please skip to Part 5C.)*

b. Starting from ___(mm) / 20__ (yy), I am a newly appointed Teacher-librarian.   (*Yes / No)

c. Other library experience: *School / Public / Academic / Special / Others: _____

d. I began working in the existing library from: _____
                                                                                (DD/MM/YYY)

e. The library I am serving has a history of _____ years.

f. I agree to be a mentor to other fellow teacher-librarian(s), if being invited. (*Yes / No)

5B. School Library Information

g. Status of the library I am serving: *(Please " ✓" in the appropriate box)*

☐ Is an established central library （學校中央圖書館）

☐ Is a central library under construction that will be in service starting from _____
                                                                                                                (DD/MM/YYYY)

☐ Is a library corner（圖書角）

☐ Is a classroom library （課室圖書館）

h. Personnel support to the library: *(Please fill in the total numbers)*

　　(i)　　　Number of Library Assistant: _____

　　(ii)　　Number of Student Helpers: _____

　　(iii)　　Number of Parent Helpers: _____

　　(iv)　　Others (Please specify): _____

i. Use of Library Management System (LMS) :   (e.g. V-LIB, Library Master, SLS, Library CEO)

☐ Our library is using a LMS. Please specify the name: _____

☐ No LMS is using. A new LMS will be in place by _____
                                                                                            (DD/MM/YYYY)

☐ No LMS is using. We planned to procure a new LMS by _____
                                                                                            (DD/MM/YYYY)

☐ We do not use a LMS. Reason: _____

j. Collection Management:（館藏）

　　(i)　　　Total number of items: _____

　　(ii)　　Ratio of Collection: Chinese: _____ / English: _____

　　(iii)　　Ratio of Collection: Fiction: _____ / Non-fiction: _____

5C. Library tasks or library-related Projects / Activities

Identify the library tasks or library-related project(s) that you have led / participated in the following table and mark a "✓" under the Column "For Q5C":

Tasks	For Q. 5C				For Q. 6a(i)	
	Often Led	Never Led	Often Participated	Never Participated	Want to Know More	Consider Not Applicable
I. Teaching and Collaboration						
1. Map curriculum and design instruction in information literacy across all grade levels of the school aimed at students' learning to access, evaluate, use, create and communicate information through inquiry and critical thinking.						
2. Are involved in curriculum planning and school curriculum committees.						
3. Plan and implement strategies for raising staff awareness of the need for students to acquire information skills and the importance of resource-based learning in developing these skills.						
4. Plan, teach and evaluate collaboratively with teachers to ensure the effective integration of information resources and technologies in student learning.						
5. Interpret information systems and technologies for students and teachers in the context of curriculum programmes.						
6. Promote the use of the information process for the development of information skills and instruct students the legal and ethical use of information resources including plagiarism and intellectual property rights.						
7. Assess student performance in information literacy competencies.						
8. Book talks to classes based on student interest or curricular connections, literature lessons.						
9. Reading recommendations and programmes for family participation in literacy support.						
10. Promote reading and literacy through small-group reader advisory by directing students to age-appropriated resources and information need that are at their accessible levels of difficulty.						

Tasks	For Q. 5C				For Q. 6a(i)	
	Often Led	Never Led	Often Participated	Never Participated	Want to Know More	Consider Not Applicable
II. Library Management						
11. Develop, in cooperation with school leadership, policies for selection and reconsideration of school library materials.						
12. Locate sources for collection development and acquisition.						
13. Evaluate information from different sources for authority, bias, currency, and relevancy.						
14. Select and acquire library resources (print and digital) appropriate to the needs of students and teachers; and collected resources meet the formulated selection criteria of the school.						
15. Set priority and plan library budget in cooperation with the school administrators to ensure that teaching and learning requirements are met.						
16. Maintain collection by weeding resources according to professional criteria and guidelines						
17. Set and implement policy for circulation and use of library resources						
18. Catalogue and classify of library resources						
19. Set up and / or maintain library system						
20. Plan and design physical library space						
21. Plan and design virtual library space						
22. Promote and provide training and assistance to students and staff in the effective use of information sources, systems, and services both within and beyond the school.						
23. Provide additional assistance to students with particular learning needs or abilities in the use of library and information resources for students' learning and projects.						
24. Provide statistics to school administrators to support library usage.						
25. Involve students in the operation of the library to contribute to their understanding of the role of information services in lifelong learning and reading						
26. Develop and implement workflow for library staff.						

6. OTHER INFORMATION

    a. Please list your expectations from this Course:

        (i) Please mark against the tasks listed above in the Table at Part 5C and mark a "✓" against the tasks where appropriate under the Column "For Q6a(i)".

        (ii) Others: *(Please "✓" where appropriate)*

- ☐ Set up and maintain an electronic library
- ☐ Mobile technology in library services
- ☐ Data security in library system
- ☐ E-books ordering and set up
- ☐ Inquiry and project-based learning
- ☐ Learn the modern trends to operate a library such as _____
- ☐ Specify below: _____

_____

    b. Explain why you want to learn from the Diploma in Teacher Librarianship:

_____

_____

    c. Additional information, if any:

_____

_____

7. DECLARATION

    I declare that all information given in this application form and the attached documents are, to the best of my knowledge, accurate and complete. I consent that if registered, I will conform to the Statutes and Regulations of the University and the School.

Name: _____

Signature: _____   Date: _____

* Delete as appropriate