

## Job Description

Job title/Position: Chinese Books Cataloguer (Project-based) (Part-time)

School: Secondary School

Direct Supervisor: Secondary School Librarian

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### Position Overview

The primary role of the Chinese Books Cataloguer is to help the Secondary School Librarian with cataloguing Chinese-language donations, evaluate existing Chinese-language resources, develop a cost-effective system for ordering Chinese-language books with Chinese and English MARC records, and advise on collection development with a focus on Chinese authors' works in English and Chinese language works that will appeal to teen audiences.

The Chinese Cataloguer will find resource records and upload them to the catalogue so that the books are searchable both in English and Chinese. Additionally, the cataloguer will need to develop an ongoing system for ordering Chinese language books that already have MARC records in English and Chinese, including identifying cost-effective suppliers that the school can order from in future. Lastly, the cataloguer should identify ethnically Chinese authors from Chinese-speaking countries whose works have been translated into English and whose stories appeal to teenagers, and that are appropriate for Middle School and High School students. From this list create a top 100 list of books the library should order for its Chinese-speaking population. So that future order lists can be created, identify "go-to" sources to find recommendations on an ongoing basis.

See details below.

This is a project based position, to be paid upon completion of the tasks listed below.

### Qualifications and Experience

- Library experience
- Proficient ICT skills
- Strong organisational and communication skills and ability to prioritise and work
- Deep understanding of students at the Secondary School level
- Enthusiastic about the value of books and information

### Preferred Skills and Experience

- Library/ cataloguing qualifications
- Ability to catalogue in both English and Chinese
- Understanding of Follett Destiny Circulation System
- Collection development experience

## Project Tasks

Task	Weighting % (estimated hours)
Catalogue Chinese-language donations using Destiny Discover, OCLC Classify, Z files and other resources including: <ul style="list-style-type: none"><li>• find resource records and upload them to the catalogue so that the books are searchable both in English and Chinese;</li><li>• update Z files with sources that have Chinese MARC records for future cataloguing.</li></ul>	30%
Stocktake, evaluate and inventory existing Chinese-language resources and make recommendations including weeding outdated or unattractive titles.	20%
Identify cost-effective suppliers and develop a system for ordering Chinese-language books with Chinese and English MARC records.	10%
Advise on collection development with a focus on Chinese authors' works in English and Chinese language works that will appeal to teen audiences. This includes: <ul style="list-style-type: none"><li>• identify popular ethnically Chinese authors from Chinese-speaking countries whose works have been translated into English</li><li>• recommend stories that appeal to teenagers, and that are appropriate for Middle School and High School students</li><li>• create a top 100 list of titles the library should order for its Chinese-speaking population both in English and Chinese</li><li>• identify regular resources or sites to find future recommendations i.e. bloggers, review sites, fairs, catalogues, etc.</li></ul>	30%
Other duties such as conducting inventory or weeding other portions of the library as assigned by the Supervisor if time permits.	10%

## Project Scope

It is estimated that the project will take up to 160 hours.

Contact: [recruitment@hkacademy.edu.hk](mailto:recruitment@hkacademy.edu.hk)

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