

Recruitment of Volunteer

The LC at THEi (Chai Wan Campus), which is in service in January 2018, houses collections that are unique to the requirements of the Institute's programmes. In addition, students have access to the entire library collection of the VTC Library, consisting of 542,576 print volumes, 33,507 non-print items, 321,330 e-book titles, 62,538 e-/printed journals and 90+ electronic databases (as of March 2021).

LC is now seeking volunteers to assist the services of LC during the following period.

Date: 24 January – 28 May 2022
Time: 9:00 am – 9:00 pm (Monday - Friday); 9:00 am – 5:00 pm (Saturday)
(At least 4 hours but not more than 18 hours per week in the above time slots)
Venue: Learning Commons (Chai Wan Campus)

What you will do:

1. provide Circulation Counter Services
2. answering enquiries if necessary
3. assist in developing online learning materials, subject guides
4. assist in organising and promoting exhibitions, seminars and workshops
5. assist in copy cataloguing
6. assist in acquisition and collection development project
7. assist in managing library systems to improve user experience

You will receive comprehensive training for all library services aspects.

Requirements:

1. All are welcome (included retirees, librarianship students, any volunteers)
2. Can take up Monday to Friday evening duties will be advantageous
3. Be polite and with the good service attitude
4. Responsible, reliable and punctual in reporting duty
5. Priority will be given to candidates with the service experience
6. Abided by LC Rules and Regulations

A certificate will be issued for those who can complete voluntary work.

Please complete the online application form [[click here](#)] for any interested party.
Suitable candidates will be contacted for an interview after the closing of the application.

For enquiry, please contact Miss Vinnie Kwok via email thei-lc@thei.edu.hk or by phone 3890-8026.