



中華基督教會

公理高中書院

CCC Kung Lee College

**Library Development Review
&
3-year Plan
(2005-2008)**

September 2005

CCC Kung Lee College

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Chapter One

1. Mission Statement of the Library

1.1 Background information

1.1.1 Mission Statement of the school

The mission of the CCC Kung Lee College is to provide the students a challenging and supportive environment to develop into confident young persons, to prepare them to become life-long learners, and to instill in them basic Christian values and a strong sense of responsibility towards society.

1.1.2 School structure

CCC Kung Lee College is a vocational-oriented senior secondary school. It offers senior secondary programmes, which focus on three main vocational streams: (a) Commerce, (b) Art and Design, (c) Tourism and Hospitality. It also runs one-year vocational certificate and higher diploma programmes.

1.2 Library mission statement

The CCC Kung Lee College Library aims at supporting the College to achieve its mission and curriculum development. Through the provision of sufficient resources, effective delivery of information and reference service, and collaboration with teaching staff, the Library provides students with a supportive learning environment and initiates them to be a life-long learners.

Chapter Two

2. Statement of objectives

2.1 Library and information services objectives

- To support the school curriculum
The Library needs to maintain a collection that could support the school curriculum development by working closely with other teaching staff, to facilitate teaching and learning
- To assist students developing information seeking and critical thinking skills
The Library should be a platform for the students to acquire basic searching strategy and library knowledge, thus they are able to utilize the library resources and obtain relevant information from the Internet efficiently and effectively.
- To cultivate students' reading habits
Reading is a major strategy for learning in every aspect of education. By selecting appropriate and interesting books in the collection, it would arouse

students' interest in reading and gradually help them develop their reading habits.

- To initiate students to become life-long learners
To encourage students to form the habits of using the Library, Library should try every means to provide students with broad range of resources to cater individual learning needs and collaborate with teachers to stimulate students to become an active learner.

2.2 Objectives achieved 2003-2005

- Building up a collection that suits the user needs
The library worked collaboratively with the teachers in the selection of books and students were invited to recommend books for purchase. The library maintains a collection that is relevant, adequate and responsive to the college's curriculum development and the need of the students and teachers. The total no. of loans in 2003-2005 is 3501 (including both school staff and students).
- Providing easy access to library resources via Internet
The Library automation system and the establishment of online library allowed students to have easy access to library resources. Students can have remote access to the online catalogue to search for bibliographic information. They can check their borrowing record, reserve and renew materials at any computer stations.
- Enhancing students' self-learning abilities
Library conducted instruction and training programmes during the Life Wide Learning period to equip students with basic library skills to help them become effective self-directed learners. The Librarian also consulted subject teachers to design library courses to teach students how to acquire materials which are relevant to their academic studies effectively. Students were able to apply those skills practically during the Project Based Learning Programme. Library worked in collaboration with teachers to facilitate both teaching and learning of various subjects.
- Encouraging students to participate in reading schemes
The library introduced various reading award schemes and encouraged students to take part in these reading activities. The library also worked with Chinese and English teachers to cultivate students' reading habits. Students were requested to submit reading reports to Chinese teachers after long holidays.

Chapter Three

3. Collection Development

This chapter serves as a Collection Development Policy to provide guidelines on the development and maintenance of the library collection.

3.1 Policy objectives

The primary goal of the library collection is to support the curriculum and programmes of the College through a planned, systematic acquisition programme of print and non-print resources.

3.2 Formats and subjects of the collection

- The **Reference collection** contains material to be used within the Library, which includes atlases, dictionaries, directories, handbooks, yearbooks, encyclopedias and some special items recommended by teachers.
- The **Book collection** consists of monographs of diverse disciplines, with larger collection on materials in the subject of English, Chinese, Mathematics, Information Technology, Commerce, Tourism and Hospitality, Arts and Design, Music, Logistics. (Appendix1 shows total no. of holdings on each subjects)
- The **Periodicals** include journal, magazine, and newspaper subscriptions. Since the subscription of these materials involves a continuing commitment in terms of both finance and space, therefore, they would be added very selectively. Subscription would be made based on teachers' recommendations and their educational values.
- The **Fiction collection** includes a small collection of Chinese and English leisure reading for students.
- The **Electronic collection** includes small collection of VCD, CD ROMs for educational and self-learning purposes. There are ten computer workstations in the Library to provide access to electronic and online resources.

3.3 Collection development from 2003-2005

3.3.1 Existing library holdings (2003 – 2005)

Academic year	Purchased items (cumulative)	Donations (cumulative)	Total (cumulative)
03 – 04	2000	2000	4000
04 – 05	3000	3000	6000

3.3.2 Existing library holdings by subjects (cumulative)

	2003-2004	2004-2005
Logistics	150	250
Chinese	1000	1500
English	1000	1500
Maths & Statistics	50	50
IT	100	150
Business	300	450
Personal Growth	300	400
Tourism and Hospitality	250	450
Putonghua	50	50
Music	50	50
Visual Arts	300	500
PE	50	50
Education & others	400	600
TOTAL	4000	6000

3.4 Budget

3.4.1 Budget allocation for 2003-2005

The library's total budget for 2003-2004 academic year is **\$250,000**. This will include the purchase of library equipment and acquiring resources to support the certificate and higher diploma programmes, S4-S5 curricula. The budget allocation for 2004-2005 was \$100,000.

3.4.2 Budget allocation for various subjects

Discipline	2003-2004	2004-2005
Logistics	20,000	5,000
Chinese	20,000	10,000
English	20,000	10,000
Maths & Statistics	10,000	500
IT	15,000	2,500
Business	30,000	10,000
Personal Growth	10,000	2,000
Tourism and Hospitality	15,000	10,000
Putonghua	3,000	1,000
Music	5,000	500

Visual Arts	20,000	5,000
PE	2,000	500
Education & others	20,000	10,000
Newspapers & periodicals	30,000	28,000
Library equipment	30,000	5,000
TOTAL	250,000	100,000

3.5 Selection criteria and procedures

The Librarian is required to work in collaboration with subject panels in building up and maintaining a collection that can support the teaching and research needs of the College. The Librarian liaises with teachers in the selection of materials. Teachers recommended items for purchase, and Librarian also utilized selection tools, such as review publications, bibliographies, and publisher catalogs to select materials. Recommendations from the students are also encouraged. In the future, all purchase requests are first checked in the catalogue to avoid unnecessary duplication. However, duplicate copies of some high demand items may be purchased. Purchase of new editions will depend on the significance of the revision, level of use, frequency of new editions, price, and subject matter.

3.6 Gift and Donation

Gift and donations will supplement part of the library collection. The Library would accept gifts of books, journals and other materials and equipment. In 2003-2005, the Library received over 3000 donations from local universities. The Library reserves the right to place donated items in the collection or dispose of them according to the Library's guidelines on weeding.

3.7 Arrangement on weeding

Some donated items with superseded editions, duplications or receiving little or no use, or in poor physical condition were discarded after the first year of annual stock-taking. Weeding in the future will be done at the discretion of the librarian in consultation with the appropriate subject teachers. Before being discarded, items will be stamped as withdrawn and dated, and will be removed from the catalogue.

3.8 Cooperation with other libraries

To enhance the collection, the Librarian sought resources outside the library by maintaining links and building up relations with other libraries through participation in professional organization, conference and seminars. Under our request and co-ordination, Hong Kong Central Library tailor-made courses

introducing e-resources in Public Library in August for our higher diploma year 3 students.

Chapter Four

4. Access to resources

4.1 Borrowing privileges

4.1.1 Circulating materials

Status	Type of materials	Loan Period	No. of items
S4-S7 Students	Books	14 days	5
	VCD & CD-ROM	14 days	
Cert & Dip Students	Books	14 days	10
	VCD & CD-ROM	14 days	
Teachers & Staff	Books	14 days 1 semester (upon request)	20
	VCD & CD-ROM	14 days	
	Reference materials	(upon request)	

4.1.2 Renewal & Fines

For S4-S5 students, all items can be renewed once. For certificate and higher diploma students, teachers and school staff, all items can be renewed twice. A fine of \$1 per day will be charged for overdue materials. Reference materials can only be used in the library.

4.1.3 Periodicals

Periodicals and newspapers can only be used in the Library.

4.2 Remote access to library resources

The Library uses SLS automated library system. The web-based version allows users to have remote access to the library catalogue. Users can search the library catalogue to obtain bibliographic information at home through the school website. Multiple searching capabilities are provided. Besides, users can also view the circulation status of the items, check their own circulation record, request and renew materials online.

4.3 Access to resources outside the library

There are ten computer workstations in the library. All the computers can access to the internet, so users can obtain internet resources in the library. Users will also be encouraged to use resources in the public libraries by providing hyperlink to the public library website and introducing the electronic resources/ e-database of the public library to the students.

Chapter Five

5. Reference and information Service

5.1 Personal reference service

Librarian provides assistance to the users in locating relevant information resources in the Library, searching library cataloguing, formulating search strategies and answers enquires regarding library services.

5.2 Electronic reference service

Users can send their enquiries about library services and search strategy to the Librarian via e-mail.

5.3 Library programmes

5.3.1 Library orientation

It aims at giving students a comprehensive idea about basic library facilities, services, rules and regulations. Users will also be introduced how to search bibliographic information in the online catalogue and how to use some online services.

5.3.2 Instructional programmes

It will teach students on some basic information searching skills and introduces them some reference tools that could help them search information more efficiently and effectively. The programme will be conducted in small groups. Tailor-made courses for specific subjects would be organized in collaboration with teachers upon request.

Chapter Six

6. Staff

6.1 Library staff

In 2003-2004, the Library had one Librarian and a part-time library assistant. Starting from 2005, the library assistant changed to full-time staff in the Library to deal with the increasing job duties in the library.

6.2 Students helpers

There will be recruitment on student helpers to assist in general library duties including circulation, shelving and the promotion of library activities. Training programme for the student helpers has been given to increase students' understanding of the library operation and help develop their leadership skills

Chapter Seven

7. Implementation Plan 2005 - 2008

7.1 Development of holdings

7.1.1 Plan for the development of library holdings from 2005-2008 (Fig. 1)

Date	Estimated no. of holdings (culmulative)
Existing (2003-2005)	6000
2006 – 2007	8500
2007 – 2008	11000
2008 – 2009	13500

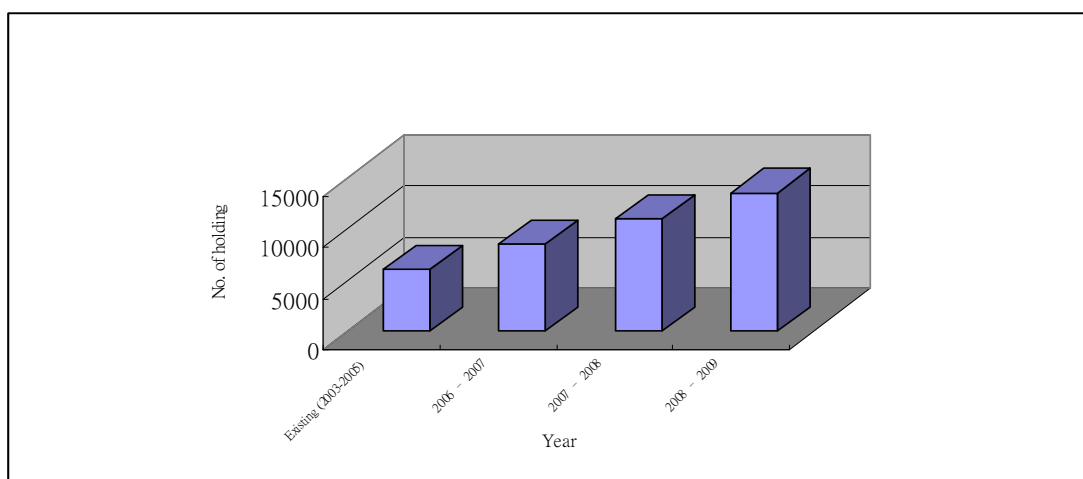


Fig. 1 Plan for the development of library holdings from 2005 – 2008

7.1.2 Plan for the development of library holdings by subjects (cumulative) (Fig. 2)

	Existing 2003-2005	2005-2006	2006-2007	2007-2008
Logistics	250	350	450	550
Chinese	1500	2000	2500	3000
English	1500	2000	2500	3000
Maths	50	100	150	200
IT	150	250	350	450
Business	450	650	850	1050

Personal Growth	400	550	700	850
Tourism	450	650	850	1050
Putonghua	50	100	150	200
Music	50	100	150	200
Visual Arts	500	700	900	1050
PE	50	50	50	100
Others	600	1000	1400	1800
TOTAL	6000	8500	11000	13500

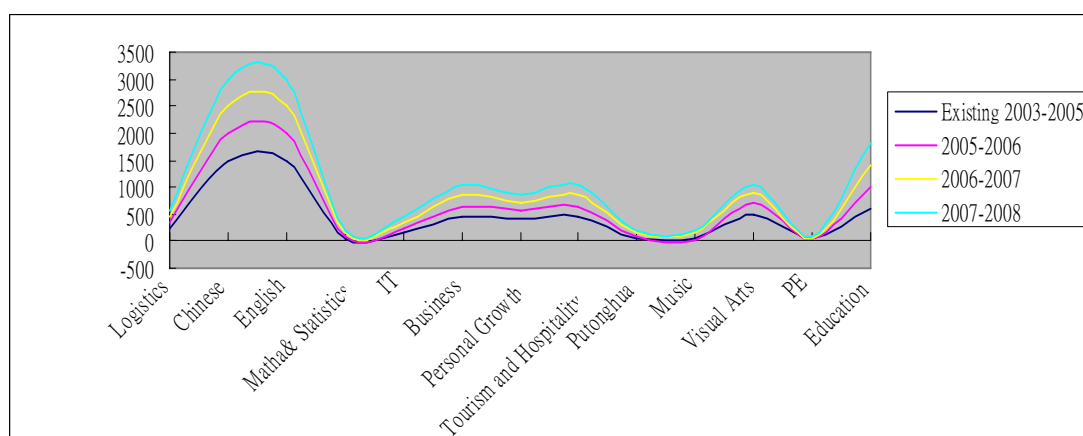


Fig. 2 Plan for the development of library holdings by subject

7.2 Development of Reference Library for post-secondary students

A new Reference Library will be set up in the 2005 academic year. The new library will be part of the main library. The Reference Library mainly serves certificate and higher diploma students. The facilities of the new library will include 1 computer work station with the possibility of viewing audio-visual materials. The Library can locate 1000 items of reference materials.

7.3 Budget planning

Discipline	2006-2007	2007-2008	2008-2009
Logistics	5,000	5,000	5,000
Chinese	10,000	10,000	10,000
English	10,000	10,000	10,000
Maths & Statistics	500	500	500
IT	2,500	2,500	2,500
Business	10,000	10,000	10,000

Personal Growth	2,000	2,000	2,000
Tourism and Hospitality	15,000	10,000	10,000
Putonghua	1,000	1,000	1,000
Music	500	500	500
Visual Arts	5,000	5,000	5,000
PE	500	500	500
Education & others	10,000	10,000	10,000
Newspapers & periodicals	28,000	28,000	28,000
Library equipment	20,000	5,000	5,000
TOTAL	120,000	100,000	100,000

7.4 Promotion of Reading

The Library will work together with the Chinese and English teachers to promote different kinds of reading activities. In the coming 2005-2006 academic year, all students would participate the Reading Award Schemes organized by the Public Libraries. Students would also request to do Book Report during the long holidays. In the year 2006 -2007 academic year, it is proposed that there would be a 15-minute reading time every day for all the students and teachers to cultivate the reading culture at school.

7.5 Library website

The Library will continue to develop and flourish the online library. English version of the website will be completed at the end of 2005 – 2006 academic year. Research reference areas will be developed especially for certificate and higher diploma students to allow easy access to book catalogues and materials they required in doing their assignments.