

**EDB Circular No. 30/2001**  
**(Formerly referred as EMB Circular No. 30/2001)**  
**(Formerly referred as Administration Circular No.30/2001)**  
**Provision of Teacher-Librarians**  
**in Aided Primary Schools**

[Note: This circular should be read by --

- (a) Supervisors/Heads of aided primary ordinary schools – for necessary action; and
- (b) Heads of sections, aided primary special and government primary schools and primary schools under the Direct Subsidy Scheme – for information]

**Summary**

This circular announces the full implementation of the provision of an additional teaching post in aided primary ordinary schools for undertaking the duties of a teacher-librarian effective from the 2001/02 school year.

**Details**

**(a) Provision**

2. To enhance library service in primary schools, this Department has been providing aided primary ordinary schools by phases with an additional teaching post in the rank of Certificated Master/Mistress (CM) since September 1998. The provision aims to support school library service and to co-ordinate reading schemes. Full implementation of the provision will take place in the 2001/02 school year. Effective from 1 September 2001, an aided primary ordinary school meeting one of the following conditions is entitled to the provision of one additional CM post for undertaking the duties of a teacher-librarian -

- each whole-day primary school with three or more ordinary classes
- each bi-sessional primary school with 12 or more ordinary classes
- two bi-sessional primary schools housed in the same premises with a total of 12 or more ordinary classes (i.e. the number of a.m. ordinary classes plus the number of p.m. ordinary classes)

Schools are requested to note that this teacher-librarian post is a regular post in addition to the normal teaching establishment of a school and that the service of a teacher-librarian is counted as teaching experience for promotion purposes in aided primary schools.

***(b) Appointment***

3. For appointment as a teacher-librarian, a teacher should have a minimum of two years' teaching experience and preferably the relevant professional qualification in librarianship. Upon appointment, he/she is required, where appropriate, to complete a part-time day-release training course or other professional training course organised by the Education Department. Schools are requested to release teacher-librarians for this training.

4. The School Management Committee of an aided primary school, upon the provision of an additional teacher to undertake the duties of a teacher-librarian, may deploy a teacher at the AM/PSM rank to fill the teacher-librarian post in accordance with paragraph 5 of [Administration Circular No. 30/2000 dated 23 June 2000](#).

***(c) Duties***

5. Under the general supervision of the school head, a teacher-librarian is required to perform the following duties -

- (i) To plan, co-ordinate and manage all matters relating to library resources such as:
- supporting the implementation of all sorts of reading schemes and organizing library programmes to support and enrich the school curriculum
  - supporting and developing resource-based learning and teaching activities of the school curriculum in collaboration with teachers
  - coordinating library periods and other related activities to stimulate students' interest in reading and enhance students' self-learning ability and attitude in project learning
  - developing and managing reading and learning materials
  - supporting school on the development of curriculum, teaching and learning resources
  - advising the school head and other teachers on matters concerning the development of the school library

and

- (ii) Any other appropriate duties as required by the school head

6. Relevant parts of the Code of Aid for Primary Schools will be amended in due course.

**Enquiry**

7. Enquiries relating to this circular should be directed to the respective Senior School Development Officers.

M Y CHENG  
for Director of Education