

EDUCATION BUREAU CIRCULAR MEMORANDUM NO. 107 / 2025

From : Permanent Secretary for Education

Ref : EDB (CR/SL)/300/3/1 (2025)

Date : 13 June 2025

To : Supervisors / Heads of all government, aided schools (including special schools with six classes or more) and schools under the Direct Subsidy Scheme

Diploma Course in Teacher Librarianship (2025-27) and Induction Course for Newly Appointed Teacher-librarians

SUMMARY

This circular memorandum aims to inform primary and secondary schools about the application details of the Diploma Course in Teacher Librarianship (2025-27) and to arrange newly appointed teacher-librarians to attend an Induction Course.

BACKGROUND

2. According to the Codes of Aid for schools, for appointment as a teacher-librarian^{1,2}, a teacher should have a minimum of two years' teaching experience. Upon appointment, a teacher-librarian is required, where appropriate, to complete a part-time day-release training course or other professional training course organised by the Education Bureau.

DETAILS

Diploma Course in Teacher Librarianship

3. Schools are now invited to nominate newly appointed teacher-librarians who have yet to receive professional training in Teacher Librarianship to apply for the captioned Diploma Course. Please read the application details at **Appendix I (for Primary Schools)** or **Appendix II (for Secondary / Special Schools)** and return the completed Nomination Form by fax at 2304 5258 to the Curriculum Resources Section **on or before 14 July 2025 (Monday)**. Schools will be informed of the application result of the Diploma Course by mail on or before 18 August 2025. Nominees who are accepted should attend a Briefing Session scheduled for late August 2025. Details will be provided later in the letters to the respective schools.

Induction Course for Newly Appointed Teacher-librarians

4. Furthermore, all newly appointed teacher-librarians are encouraged to enrol in the following 3-day Induction Course for Newly Appointed Teacher-librarians (Course IDs: CDI020250955 (Primary) / CDI020251283 (Secondary / Special Schools)) via the Training Calendar System (TCS). Registration details will be uploaded to the TCS in due course.

¹ Regarding the appointment of teacher-librarian in a primary school, please refer to paragraph C2(b) of Appendix 2A of the Code of Aid for Primary Schools.

² Regarding the appointment of teacher-librarian in a secondary school, please refer to the Replacement of paragraph 1(f) of Appendix 2 of the Code of Aid for Secondary Schools (2009).

Target Participants:	Newly appointed teacher-librarians in primary and secondary schools
Date:	For Primary (CDI020250955) : 10, 15 and 23 September 2025
	For Secondary / Special Schools : 10, 18 and 24 September 2025 (CDI020251283)
Venue:	EDB Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong

ENQUIRIES

5. For enquiries, please contact Dr Gloria W N CHAN of the Curriculum Resources Section, Curriculum Development Institute, the EDB at 3698 4432.

Ms Annie LEUNG
for Permanent Secretary for Education

cc: Heads of Sections – for information

Reply Slip (For Primary Schools)

(Please reply by fax on or before 14 July 2025 (Monday))

To: Curriculum Resources Section, Curriculum Development Institute, the EDB (Fax No.: 2304 5258)

Nomination Form for the 2025-27 Diploma Course in Teacher Librarianship (Primary)

Mr / Ms* _____ (English Name) _____ (Chinese Name) is nominated to apply for the two-year part-time day release “2025-27 Diploma Course in Teacher Librarianship for Newly Appointed Teacher-librarians (Primary)” which is fully sponsored by the Education Bureau.

I hereby confirm that the above-named teacher

- ☐ #1. is employed as a regular post (full-time) teacher in our school/ will be employed as a regular post (full-time) teacher in our school with effect from the 2025/26 school year*,
- ☐ #2. has at least 2 years’ teaching experience, and
- ☐ #3. is deployed as a teacher-librarian in our school/ will be deployed as a teacher-librarian in our school with effect from the 2025/26 school year*.

* Please delete as appropriate.

Please check ☒ the box(es) above as appropriate.

I have read and understood the application details below. If the application is accepted, our school would make necessary arrangements for the teacher to complete the course by granting day-release.

Signature of Supervisor /

Principal of School: _____

Name of Supervisor /

Principal of School: _____

Name of School: _____

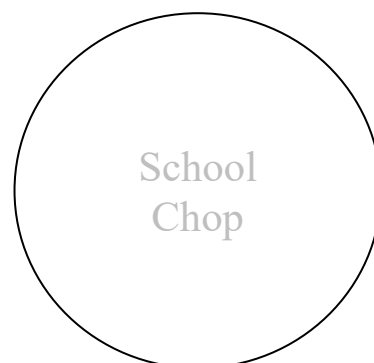
Name of Contact Person: _____

Contact No.: _____

EDB e-services account

username of the
nominated teacher: _____

Date: _____



Application details:

- 2025-27 Diploma Course in Teacher Librarianship (Primary) will be provided by The University of Hong Kong School of Professional and Continuing Education (HKU SPACE). For details, please refer to the website: <https://hkuspace.hku.hk/prog/dip-in-teacher-librarianship>.
- The Diploma Course is a 2-year programme which involves 225 contact hours. The classes will be conducted on weekday evenings and in the daytime on Saturdays. Classes of some modules will be scheduled in the afternoon of Tuesdays (about 75 hours in total within two years).
- There are 11 modules in this Diploma Course. Participants are **required to attend all modules in the programme. Attendance of each module must reach 80% or above.** Schools should make necessary arrangements for the above-named teacher to complete the programme by granting day-release.
- Sponsorship will only be available to teachers who **have not** attended any Certificate / Diploma Course in teacher librarianship fully sponsored by the EDB.
- School can only nominate **one** newly appointed teacher-librarian to study the Diploma Course in Teacher Librarianship (Primary). The EDB would accept school’s nomination for another succeeding qualified teacher to study the captioned course fully sponsored by the EDB, only if there is a change of post of the existing teacher-librarian.
- If the nominee no longer serves in the post as a teacher-librarian or ceases to serve in the nominating school during the course period, school is required to notify the EDB of the changes immediately within one month in writing.

Reply Slip (For Secondary / Special Schools)

(Please reply by fax on or before 14 July 2025 (Monday))

To: Curriculum Resources Section, Curriculum Development Institute, the EDB (Fax No.: 2304 5258)

Nomination Form for the 2025-27 Diploma Course in Teacher Librarianship (Secondary)

Mr / Ms* _____ (English Name) _____ (Chinese Name) is nominated to apply for the two-year part-time day release “2025-27 Diploma Course in Teacher Librarianship for Newly Appointed Teacher-librarians (Secondary)” which is fully sponsored by the Education Bureau.

I hereby confirm that the above-named teacher

- ☐ #1. is employed as a regular post (full-time) teacher in our school/ will be employed as a regular post (full-time) teacher in our school with effect from the 2025/26 school year*,
- ☐ #2. has at least 2 years’ teaching experience, and
- ☐ #3. is deployed as a teacher-librarian in our school/ will be deployed as a teacher-librarian in our school with effect from the 2025/26 school year*.

* Please delete as appropriate.

Please check ☒ the box(es) above as appropriate.

I have read and understood the application details below. If the application is approved, our school would make necessary arrangements for the teacher to complete the course by granting day-release.

Signature of Supervisor /
Principal of School:

Name of Supervisor /
Principal of School:

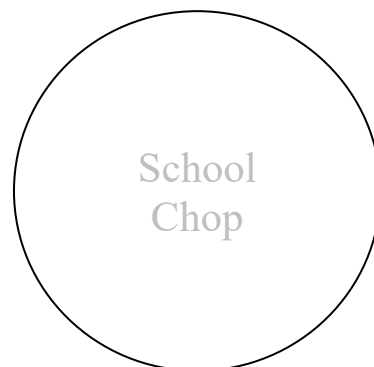
Name of School:

Name of Contact Person:

Contact No.:

EDB e-services account
username of the
nominated teacher:

Date:



Application details:

- 2025-27 Diploma Course in Teacher Librarianship (Secondary) will be provided by The University of Hong Kong School of Professional and Continuing Education (HKU SPACE). For details, please refer to the website: <https://hkuspace.hku.hk/prog/dip-in-teacher-librarianship>.
- The Diploma Course is a 2-year programme which involves 225 contact hours. The classes will be conducted on weekday evenings and in the daytime on Saturdays. Classes of some modules will be scheduled in the afternoon of Tuesdays (about 75 hours in total within two years).
- There are 12 modules in this Diploma Course. Participants are **required to attend all modules in the programme. Attendance of each module must reach 80% or above.** Schools should make necessary arrangements for the above-named teacher to complete the programme by granting day-release.
- Sponsorship will only be available to teachers who **have not** attended any Certificate / Diploma Course in teacher librarianship fully sponsored by the EDB.
- School can only nominate **one** newly appointed teacher-librarian to study the Diploma Course in Teacher Librarianship (Secondary). The EDB would accept school’s nomination for another succeeding qualified teacher to study the captioned course fully sponsored by the EDB, only if there is a change of post of the existing teacher-librarian.
- If the nominee no longer serves in the post as a teacher-librarian or ceases to serve in the nominating school during the course period, school is required to notify the EDB of the changes immediately within one month in writing.