

## **Preserving Corporate Memory in Hong Kong: The Hong Kong Heritage Project Archive**

An Interview with Amelia Allsop, Collections and Research Manager,  
and Clement Cheung, Repository Manager and Librarian, of the HKHP

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### **Introduction**

Hong Kong is perhaps best known as an international centre for finance and trading, rather than for its cultural heritage or other artistic offerings. Once a tiny fishing village, Hong Kong has transformed itself into one of the freest economies in the world, creating a uniquely dynamic culture that embraces internationalism and diversity. The former 150 years of British colonization and the political separation from Communist China, combined with elements of traditional Chinese culture, have resulted in a 'multicultural identity' that is unparalleled elsewhere. It is an identity that has evolved into a local cultural heritage of specific characteristics that are based upon a varied recipient of people, languages, food, cultures, and religions. This unique historic legacy of Hong Kong is undeniable as well as irreplaceable, and is definitely worth studying and preserving. Unfortunately, it was not until recent years that the local Government, the citizens, and the media have begun to bring more attention to education about and devoting more resources to the conservation of the City's unique historic past. In fact, in addition to the local Government, many private and non-profit organizations in Hong Kong have also begun building their own museums, libraries, information centres or even archives, with the aim of contributing to the preservation of the City's overall legacy.

The Hong Kong Heritage Project (HKHP), established by a non-profit organization in 2007 for preserving and promoting the local heritage in Hong Kong, is a wonderful example of such heritage preservation initiatives. In the following interview, Amelia Allsop, Collections and Research Manager and Clement Cheung, Repository Manager and Librarian of the HKHP discuss the goals and mission of the HKHP Archive, as well as their joys out of their passions towards their careers as archivists.

***Patrick LO (PL): Please provide a brief introduction to the Hong Kong Heritage Project (HKHP) and the goals and mission of the HKHP Archive.***

Amelia Allsop (AA): The Hong Kong Heritage Project (HKHP)<sup>1</sup> is a non-profit organisation established in 2007 to preserve history and promote heritage awareness in Hong Kong. The project is sponsored by the Kadoorie Family<sup>2</sup> and

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<sup>1</sup> Hong Kong Heritage Project (HKHP) – Homepage. Available at: <https://www.hongkongheritage.org/html/eng/index.html>

<sup>2</sup> Kadoorie Family. Further information available at: [http://en.wikipedia.org/wiki/Kadoorie\\_family](http://en.wikipedia.org/wiki/Kadoorie_family)

two Kadoorie businesses: China Light & Power (CLP)<sup>3</sup> and The Hongkong and Shanghai Hotels, Limited (HSH).<sup>4</sup> The HKHP Archive was established with the mission to collect, interpret and make accessible the historic records of the Kadoorie family and their business and charitable endeavours and to record the wider history of Hong Kong through oral history. Opened to the public in 2009, the archive is the guardian of Kadoorie corporate memory and acts as a central research facility for the wider community. Since then, HKHP has released various publications and launched public exhibitions and other cultural and educational programmes to promote history. The HKHP Archive supports and provides a focal point for these activities.

***PL: Please provide an introduction to your education and training background.***

AA: I have a BA in History and an MA in International Relations, both from King's College London. Following graduation I worked as a researcher for a Minister of Parliament and on a Parliamentary Bill team before leaving London to work for the Hong Kong Heritage Project in 2007. From 2007 to 2012, I worked as a Project Manager, focusing mainly on collecting oral history interviews, writing archival publications, working on exhibitions and researching the collection for finding aid development. Last year my role changed to Manager – Collections and Research, and in view of this I applied to do a part-time MA in Archives and Records Management with the University of Dundee, which I am currently studying. I was elected as a Director of The Hong Kong Archives Society<sup>5</sup> in 2010 and am also the joint convener of the Hong Kong Oral History Group, through which I am in contact with Hong Kong's archive and heritage community, from whom I have learned a lot.

Clement Cheung (CC): I graduated from the Department of Law of the National Taiwan University. After returning to Hong Kong, I worked in several libraries and resource centres. I obtained a post-graduate diploma in Librarianship and Information Management whilst working for the Hong Kong Film Archive.<sup>6</sup> After joining the Hong Kong Heritage Project in 2007, I obtained certificates in Archives Management, Records Management and Conservation and Preservation of Books and Documents<sup>7</sup> from HKU-SPACE.<sup>8</sup> Besides academic training, I continuously develop my knowledge through visits to various archives and special libraries as well as attending professional talks.

***PL: Clement, since you have a law degree, do you find your previous academic***

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<sup>3</sup> China Light & Power (CLP) – Homepage. Available at: <https://www.clpgroup.com/Pages/home.aspx>

<sup>4</sup> The Hongkong and Shanghai Hotels, Limited (HSH) – Homepage. Available at: <http://www.hshgroup.com/en/default.aspx>

<sup>5</sup> Hong Kong Archives Society – Homepage. Available at: <http://www.archives.org.hk/about.html>

<sup>6</sup> Hong Kong Film Archive – Homepage. Available: <http://www.lcsd.gov.hk/CE/CulturalService/HKFA/en/index.php>

<sup>7</sup> HKU-SPACE - Certificate in Conservation and Preservation of Books and Documents. Available at: <http://hkuspace.hku.hk/prog/cert-in-conservation-preservation-books-documents>

<sup>8</sup> HKU-SPACE (University of Hong Kong, School of Professional and Continuing Education) – Homepage. Available at: <http://hkuspace.hku.hk/>

***training [in law] contributes in any way to your current work as Repository Manager and Librarian. For example, being able to understand and process legal documents – is such a skill important to what you are doing?***

CC: The course taught me to think logically and my research skills were also developed during study, although there are not many legal documents in our collection. I would say the study of Law is useful for my work today.

***PL: As the 'Manager - Collections and Research' and 'Manager - Repository and Librarian' of HKHP, what are your specific duties?***

AA: As the Collections and Research manager, I am responsible for developing strategies and policies to manage the archive, collection development, and archives advocacy. I work on acquisition and liaise with donors both inside and out of the Kadoorie businesses to acquire and identify records that align with our collecting scope. I also spend time researching and writing finding aids to increase accessibility. The other part of my job is to promote the archive to our key stakeholders by organising seminars with partnership institutions, ensuring participation and representation with professional associations and contributing archive related literature.

CC: My job duties are more focused on the preservation and cataloguing side of the archive. I preserve the collection so that it can be used in the future. I manage the database and the online catalogue and arrange the collection physically and intellectually so that records and our reference materials can be retrieved efficiently. So I try to keep myself up-to-date with modern technology. I look after the day-to-day operations of the archive, ensuring the repository is kept secure and at a constant relative temperature and humidity level, helping researchers with their requests and managing our supply of conservation materials.

***PL: Clement, I understand you are skillfully trained in the art of classical European swordsmanship as a serious hobby. In addition to the practical or studio side, a lot of time, effort and patience are required for researching the history and development of different swordsmanship techniques or how swords were forged during different historical periods. Do you think training in this area somehow contributes to your work as a good Manager – Repository and Librarian? And how do you go about researching your hobby?***

CC: Yes it is true. You can also interpret it in the reverse way. The knowledge of information management helps me a lot in doing research for my hobby, which requires retrieval and study of historical records and documents. On the other hand, my experience of retrieving information also helps me understand the needs of end-users. To me, one of the challenges is that useful information is sometimes hidden here and there in bits and pieces. Unfortunately, they are not always reflected directly in the metadata. In fact this is not limited to the study of any specific subject. Bearing this in my mind does help in the enhancement of the online catalogue. I enjoy finding out more about my hobby by reading old manuscripts and

watching internet video demonstrations of European medieval swordsmanship practitioners.

***PL: Clement, as a solo librarian who works mostly on archival materials, do you perform most of your work independently, alone in solitude? If yes, do you enjoy this seclusion aspect of your work? To become a good Repository Manager and Librarian, do you think it is important that one has to be able to withstand working in isolation?***

CC: My job is very independent but I do not work in isolation. For example, I work closely with the Manager - Collections and Research as it is important for our work to be consistent. I have to communicate regularly with the Administration Department for proper storage space and with local and overseas suppliers for procurement of our archive materials. At times we have archive and conservation professionals visiting the archive for exchange and as the Repository Manager I also provide services to our customers (researchers or internal clients) such as locating and fetching materials.

***PL: How would you describe a typical day at work for you at HKHP?***

CC: My job is quite diversified. My day-to-day work depends on whether we have any researchers visiting the archive or any newly acquired records. Sometimes I spend half the day helping researchers locate the records they need. When a new collection arrives, I may spend a whole day browsing through 2 box files in order to arrange them properly. The following day, I might search the internet to look for suitable archival suppliers and assign storage space for the collection.

AA: As with Clement, my work also differs on a day-to-day basis. I could be fine-tuning our archive policies, visiting offices to conduct record appraisal, conducting research or editing the HKHP newsletter. From time to time, we also receive internal requests for information on the history of Kadoorie businesses or charities and opportunities to feature the archive in publications, which in turn requires a lot of research and writing.

***PL: What best prepared you for your current job as the "Manager - Collections and Research" and "Manager - Repository and Librarian" at HKHP?***

CC: In general, my academic training provides the foundation of my knowledge whilst my previous work experience helps with the details of my work. It is good practice to obtain knowledge inside the classroom but the knowledge acquired is usually limited to general situations. For example, the experience of using different integrated systems is more important for when I am looking for one specifically for my organisation. With regards to cataloguing work, the course provides me with basic concepts but I have to build up my skills using day-to-day practice. My previous work experience in various libraries, especially the Hong Kong Film Archive, equipped me with practical knowledge of handling audio-visual materials, which is important as we have a major audio-visual collection (our oral history

interviews) in the HKHP Archive.

AA: My training in history provides a good basis for the skills required to describe and interpret the collection, as well as a foundation from which to understand the collection more deeply. I worked with archives for my undergrad and postgrad [studies] and so I have been exposed to archives for quite a while. My previous work experience was research and writing based, and this required the ability to absorb and analyse a lot of information quickly and efficiently, an important skill for processing records. Undoubtedly, the Archives and Records Management MA has been invaluable. The course has taught me the theory behind archives management and the history of the discipline. It helps keep me up-to-date with current debates in the archive field and also provides a forum for discussions with fellow students and professors. CPD [Continuing Professional Development] is important in the archives sector and it's nice to be continually learning and developing through talks, seminars and contact with other archivists in Hong Kong.

***PL: What part(s) of the job do you enjoy most?***

CC: In the process of cataloguing I have to go through the historic records. Of course not all of them are interesting, but I do enjoy reading some of them, especially those related to public policy. Like other citizens, I am curious about what has been discussed and how decisions were made by government committees. I also enjoy reading records about significant projects, such as the development of LRT in Tuen Mun and Yuen Long.

AA: One of the most satisfying parts of the job is investigating the provenance of a new collection, discovering new treasures and identifying links between collections. I enjoy the research aspect of my job, and since the Kadoories were involved in a wide range of public affairs and had varied business interests, the collection touches on all aspects of Hong Kong's history. I also enjoy meeting researchers, working with donors and liaising with archive professionals from other institutions. Knowing that we are helping to preserve the Kadoorie businesses' corporate memory provides a great deal of job satisfaction too!

***PL: As the Manager – Collections and Research, how do you acquire and appraise records?***

AA: Any new acquisitions must fall under the scope of our Collection Policy, which outlines the type of records we are looking to acquire, including subject area, geographic scope, media and chronological period. Our policy was written with reference to TNA's *Archive Collection Policy Statements: Checklist of Suggested Contents* (2004).<sup>9</sup> The bulk of our collection comes from in-house transfers but we are also a collecting body in that we collect historic photographs of Hong Kong as well as reference materials for our library, which I usually purchase from Amazon or

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<sup>9</sup> *Archive Collection Policy Statements: Checklist of Suggested Contents* (2004). Available at: <http://www.nationalarchives.gov.uk/documents/information-management/archive-collection-policy.pdf>

in local bookshops whilst photographs are acquired from external donations. When appraising materials, informed decisions can only be made once the context in which the organisation operated is understood. We have painstakingly built up a large amount of data and knowledge about the history, structure and management of Sir Elly Kadoorie & Sons and other Kadoorie businesses, which we use as a basis to inform our appraisal decisions. In particular, I am looking for records that fulfill our acquisition strategy, that are complete, have informational and evidential value, fulfill possible future research needs and that have minimal conservation and preservation requirements. Also, like most archives, we tend not to accept materials on loan. During the appraisal and acquisition process, I begin by listing all items in a box list and photographing the collection. Following this I will write an acquisition report which lists the acquisition background, contact details of the donor and documents the appraisal decisions taken as well as general information on the collection such as date range and urgent preservation requirements. We then update the Accessioning Register database, which provides us with a reference list of our acquisitions. I keep documentation (including email correspondence) relating to our acquisitions in a folder which will help account for our decisions in the future.

***PL: As the Manager – Repository and Librarian, how do you catalogue and provide accessioning for the records?***

CC: I describe and arrange the archive collection based on the hierarchy system of the General International Standard Archival Description.<sup>10</sup> Records of the same creator are grouped together to form a record group. I assign the title, date and extent of the record and create a reference code. I transfer the papers from their original folders to archival acid-free folders and boxes. All the metadata is put onto the catalogue which is partially accessible to the public via the online catalogue on the HKHP website.

***PL: What finding aids exist for the collection?***

AA: We started writing finding aids in early 2011 once most of the Sir Elly Kadoorie & Sons collection had been catalogued. This work was undertaken as part of our collection development programme, so as to increase accessibility to the collection for both researchers and business stakeholders. The bulk of this work involves describing the content and context of the file (we write our descriptions at the file, series and fonds level respectively) in the 'scope and content note' field. This is a research intensive process that involves building up a body of knowledge about the creator and discovering inter-relationships between records. We've also started indexing key collections and creating authority files thanks to the work of our in-house researchers; a lengthy and time-consuming endeavour but one that pays dividends by providing valuable access points to researchers and anyone looking for information internally. We use ISAD(G)<sup>11</sup> as our framework and we've also

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<sup>10</sup> *General International Standard Archival Description*. Available at: <http://www.ica.org/?lid=10207>

<sup>11</sup> *ISAD(G): General International Standard Archival Description*. Available at: [http://www.icacds.org.uk/eng/ISAD\(G\).pdf](http://www.icacds.org.uk/eng/ISAD(G).pdf)

developed our own in-house description rules using *International Standard Archival Authority Record for Corporate Bodies, Persons and Families* (2004)<sup>12</sup> and TNA's *Cataloguing Guidelines* (2007).

***PL: Amelia, why are strategies and policies so important for the setup of an archive? How did you go about establishing the strategies and policies for a completely new archive project (HKHP) from scratch?***

AA: Both strategies and policies are important to ensure the success of an archive. Policies and standards govern the way records are used, acquired and accessed. They are important in ensuring standardisation and consistency in terms of our cataloguing, finding aid and indexing work. This is important as last year we hired an in-house researcher to help develop our finding aids, and this year our Cataloguing Assistant is cataloguing the 20,000 Kadoorie Agricultural Aid Association records. We need to ensure that everyone is working towards the same descriptive standards; otherwise access to the collection will be compromised and researchers will have difficulty finding what they are looking for. Similarly, policies are important as they ensure we receive the 'right' type of records, as governed by our Collection Policy, and that these are then managed in accordance with the donor's wishes, as governed by the Deed of Gift. Our Access Policy, Reprographics Policy and general Rules and Regulations ensure the records are protected for the long-term, and they also regulate the wider use of the archive. Strategies are important as these govern long-term goals in line with the archive's mission statement and aims, which sets out our objectives internally and externally as well as our identity. Strategies should govern everything from cataloguing schedules to outreach, advocacy and digitization programmes. Many standards and policies are already in place within the archive community, although these may differ from region to region. In general, we look to the UK for our policies and standards, and a useful resource has been The National Archive. For issues such as copyright we look to Hong Kong legislation. We then tailor these standards and policies to our own needs and requirements. I also subscribe to the NRA Listserv and am a member of the UK Archives and Records Association, which helps keep me up-to-date with changes and developments in the field.

***PL: What cataloguing system do you use and how was this chosen?***

CC: At first I looked for an integrated library system readily available on the market, but these were not compatible with the International Standard Archival Description we were looking to follow. I also looked for an archives management system but found that there was no supplier or agency in Hong Kong. Knowing that other archives in Hong Kong were having their own systems specially designed, I decided to create one according to our own requirements and worked with a local web design company to put our cataloguing system together. You can view our online catalogue by searching for [www.hongkongheritage.org](http://www.hongkongheritage.org) and clicking on the 'archives' tab.

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<sup>12</sup> *International Standard Archival Authority Record for Corporate Bodies, Persons and Families* (2004)  
Available at: [http://www.icacds.org.uk/eng/isaar2ndedn-e\\_3\\_1.pdf](http://www.icacds.org.uk/eng/isaar2ndedn-e_3_1.pdf)

***PL: What measures do you take to preserve the collection? What archival supplies are used by HKHP?***

CC: We try to provide a suitable storage environment for our collection. We have an independent, self-contained repository with temperature, relative humidity, lighting and security control. We use a data-logger to monitor and keep track of the level of temperature and relative humidity inside the repository. When a new collection arrives, I remove dust and replace rusty paper clips and box files with archival acid-free products. Suspected infected records are examined before entering the storage area and are separated when necessary. We store our collection in archival quality containers: archival paper folders and boxes are used for our paper-based collection, and negatives, slides and photos are stored in archival sleeves and bags. Researchers must wear cotton gloves when handling the records. To lower the possibility of harm from frequent handling, we are digitizing some of our more vulnerable collections, such as historic negatives, maps and plans.

***PL: Please describe the collections and range of services provided by the HKHP Archive.***

CC: As a private archive our major collection consists of business and family historical records which were collected from the Kadoorie office and Kadoorie businesses. Most of them are paper based, but we also hold different media such as negatives, slides, film and audio recordings. The quantity is around 150 linear meters. Apart from historical records we also have a major collection of oral history interviews recorded by our project and a small reference library about Hong Kong history.

AA: We provide a range of services to researchers such as access to the collection, fetching, photocopying and scanning, etc. We also provide basic research services to help answer overseas enquiries and those who can't physically access the collection (free of charge). However this is limited due to time constraints and the pressures of other projects. We also provide group tours for students and share sessions with professional bodies. Internally, the archive is used in HKHP's exhibitions and education programmes and we also conduct research on behalf of our business stakeholders too.

***PL: Please describe the highlights of the collection.***

AA: The collection is very varied due to the prolific business and charitable work of the Kadoorie brothers, Lawrence and Horace, during the 20<sup>th</sup> century. Our collection strengths include 'charitable' materials relating to the Jewish communities of Hong Kong and Shanghai, thanks to Lawrence Kadoorie's role as President of the Ohel Leah Synagogue in Hong Kong and Horace Kadoorie's Shanghai Jewish Youth Association papers and his position as Honourary Treasurer of the Joint Distribution Committee. We also have extensive material on the rural community of Hong Kong thanks to the 20,000 Kadoorie Agricultural Aid Association<sup>13</sup> case files donated by the Kadoorie Farm in 2012, which provides a wealth of raw data on rural communities in the 1950s to 1980s. The archive also houses Lawrence Kadoorie's

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<sup>13</sup> Kadoorie Agricultural Aid Association – Homepage. Available at: <http://kaaabgn.org/>



1950s Legislative Council papers and his 1980s House of Lords papers that provide evidence of the issues surrounding the impending handover of Hong Kong. In terms of our business records, our strengths lie with industry, manufacturing, and tourism, and these records also chronicle Hong Kong's post-war development. We're also very lucky to have near-complete administrative records including the earliest minute books and ledgers of the Hongkong Hotel Company (later to merge and become the Hongkong and Shanghai Hotels) from 1880 onwards. When the archive was first founded in 2007, it was part of our collecting mission to record interviews with employees of the Kadoorie businesses and ordinary Hong Kongers. We now have the largest oral history collection in Hong Kong (at 440 interviews), and we are very proud of that fact.

***PL: Who are the major users of the HKHP Archive?***

CC: The major users include authors, researchers, students, stakeholders and staff of the Kadoorie businesses and related organisations.

***PL: What kind of research enquiries do you usually receive?***

CC: We receive enquiries from all over the world. Some request access to our collection or a visit to our archive whilst others ask for copies and permission to publish materials. Some have enquired about the history of Hong Kong and we also get a fair amount of genealogical enquiries too.

***PL: What kind of access is provided and how is this decided?***

AA: Our archive policy was written based on the UK's *PSQG Standard for Access to Archives*<sup>14</sup> which outlines our commitment to access based on four key principles: equity, communication, responsiveness and efficiency. We must also ensure that we comply with legislation that governs data protection and copyright in Hong Kong. Although we are committed to access, as a business archive, we also need to be stringent and exert a certain amount of control. Only those records up to 1969 are made available whilst other series are not open to the public. For those that are accessible, potential researchers must send their research scope for review and sign and complete the Research Registration form and our Access Policy. Use of the collection is controlled by our Reprographics Policy and Publication Policy. I think there will always be a fundamental dichotomy between access and preservation. Although we favour access, we try to protect our records from excessive handling via the digitization of fragile or oversized materials, by limiting the number of photocopies made (and encouraging people to use digital cameras when possible) and limiting access to our Special Collection, unless the need is very valid. We file and keep all documentation relating to researchers and also record every visit and enquiry in our researcher's database. We are also mindful of our ethical duty towards our oral history interviewees. Transcripts and full videos are available to bona-fide researchers within the archive environment only.

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<sup>14</sup> *PSQG Standard for Access to Archives*. Available at:  
[http://www.archives.org.uk/images/documents/access\\_standard\\_2008.pdf](http://www.archives.org.uk/images/documents/access_standard_2008.pdf)

***PL: How is the HKHP Archive important to the Kadoorie businesses and what role does it serve within the businesses? How is the HKHP Archive important to the community?***

AA: The HKHP Archive provides value to the Kadoorie businesses by preserving corporate memory. The archive is an excellent source of ideas and innovation. Our material has been used in corporate branding and for corporate films and books over the years. People react favourably to a business that can demonstrate a long history. China Light & Power was established in 1901 whilst The Hongkong Hotel Company (later merged to become The Hongkong & Shanghai Hotels, Limited) was registered in 1866. It's our job to preserve that history whilst keeping an eye to the future, creating a porthole into the past. In a wider sense, good record keeping contributes to accountability and serves an important legal function too. Culturally, I think the HKHP Archive is very valuable to the Hong Kong community. It provides evidence and information about the social and economic development of the city, and we also champion archives in a place where only two business archives are fully open to the public (the other being HSBC Asia Pacific Archives<sup>15</sup>). The wider HKHP programmes, which include education initiatives and public exhibitions, have been very successful in promoting heritage and history to a wider audience at a time when people are showing more and more interest in preserving their local history.

***PL: Do you have any plans for the development of the HKHP Archive for the next 2 to 5 years?***

AA: We have some exciting plans and as with every archive there is a long list of things we would like to do! This year, we would like to finish the finding aids for the Sir Elly Kadoorie & Sons fonds and release a print catalogue in 2014. We are also aiming to finish cataloguing the 20,000 Kadoorie Agricultural Aid Association<sup>16</sup> case files received last year and to make these available to researchers in the near future. In the long-term, we would like to improve accessibility by digitizing collections that are heavily utilized by researchers and uploading more archival film footage and photographs online using existing social media channels. We hope to fill gaps in the collection and continue our research development so the archive can be utilised by a wider audience. In terms of our positioning, we would like to see more direct contact and partnerships with university departments and students and for HKHP to continue to organise archive and oral history related seminars, placing us at the very heart of the debate on archives and records management in Hong Kong.

CC: We are looking forward to moving to our permanent home in a few years' time, when we'll be housed in CLP's<sup>17</sup> old Head Office on Argyle Street in Mong Kok. The new facility will provide us with a purpose-built repository, more storage space and better archival facilities. In this new home we'll be able to more effectively share

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<sup>15</sup> HSBC Asia Pacific Archives – Homepage. Available at: <http://www.hsbc.com.hk/1/2/cr/community/artsculture/bankhistory>

<sup>16</sup> Kadoorie Agricultural Aid Association – Homepage. Available at: <http://kaaabgn.org/>

<sup>17</sup> CLP Power Hong Kong, Ltd. – Homepage. Available at: <https://www.clp.com.hk/Pages/home.aspx>

our resources with the public and launch more structured and frequent activities such as lectures, seminars and exhibitions for the benefit of the wider community.

***PL: What advice would you give to young people who wish to work for any heritage or archival projects like HKHP?***

AA: If you want to work in the archive sector I think first and foremost it's important to get an archive qualification. There are a number of good short courses available here in Hong Kong or you can look into distance learning for accredited post-graduate programmes based overseas. The archive community is very small and friendly in Hong Kong, and so networking and meeting archivists face-to-face is a good way for young people to ask questions directly and to understand more about the skills and training required, as well as to find out about any openings or opportunities! In this capacity I think it is worth joining the Hong Kong Archives Society, the only professional archive association in Hong Kong, which updates its website with details of job openings from time to time. You can also find out more about the profession online from the Archives and Records Association (UK)<sup>18</sup> and Society of American Archivists (US)<sup>19</sup> websites. I would recommend finding work experience in an archive so as to understand the diversity of the work involved and the skills required, such as communication and analytical skills and the ability to use rapidly evolving technology.

CC: Those who wish to start a career in the heritage preservation industry must understand the diverse nature of the sector. The job nature of private archives can be very different, and this depends on the scale, resources, target-users and scope of the collection. In other words, chances are you will have to learn everything as a beginner when moving from one archive to another, especially when you are facing different systems, managing different types of collections and serving different groups of users. Other than academic training in archives management, a degree and knowledge of fields such as history and document preservation would be an advantage when working in private archives.

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<sup>18</sup> Archives and Records Association – Homepage. Available at: <http://www.archives.org.uk/>

<sup>19</sup> Society of American Archivists – Homepage. Available at: <http://www2.archivists.org/>

**Image 1. Lord Lawrence and Sir Horace Kadoorie**

