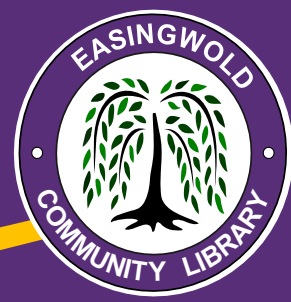


Volunteering with the Library



About the library

Easingwold Community Library is a registered charity run by volunteers committed to keeping a thriving public library in Easingwold. It has been in community ownership since 2017.

The library's website gives you a good summary of the things we offer the community:

www.easingwoldcommunitylibrary.com

Why volunteer with us?

Volunteering with the library is good for your community and for you. You will:

- learn new, transferable skills working as part of a friendly and supportive team;
- meet people – both volunteers and library customers - and make new friends; and
- help to keep the library open as a valuable and much-appreciated resource in the heart of your community.

What will I be doing?

You'll be involved in helping members of the public visiting the library, assisting with library routines, offering good customer service and promoting a pleasant and welcoming environment.

Volunteers also serve as trustees of the library registered charity, help with day-to-day operational and building management, organise events, plan displays and run the Home Library and Information Service for housebound customers.

A detailed description of the volunteer role and the skills and personal qualities we're looking for is overleaf.

What training will I get?

You'll receive a full induction and be provided with the training you'll need. This usually happens at the library and some will be in the form of simple online modules that you can complete on your computer or tablet at home.

You'll then be supported by experienced volunteers as you learn the ropes.

Do I have to use IT?

The library's customer and stock management systems are computer-based. Being able to use the library staff computers - or at least being willing to give it a try - is a definite advantage.

How much time do I have to give?

Generally a rota volunteer can choose which shift they wish to work each week and you can vary this. Each shift lasts around three hours and you'll usually be working with at least two other volunteers.

You can give as much time to the library as you wish. You'll be able to tailor your contribution to fit in with your other interests and commitments.

What happens next?

Your next step is to complete the volunteer application form. We'll then arrange to meet you, introduce you to the library and talk about your induction and training. That's also a great chance for you to ask us questions about being a library volunteer.



Community Library Volunteer

General Description of Role

The main volunteer role is helping members of the public visiting the library, assisting with library routines, offering good service and promoting a pleasant and welcoming environment.

Volunteers can also serve as trustees of the library registered charity, be involved in day-to-day operational and building management, event and display organisation and delivering the Home Library and Information Service to housebound customers.

Key Tasks

Carrying out general library duties including:

- meeting and greeting library customers;
- enrolling new library members;
- assisting library users with self-service;
- helping customers to find the resources they want;
- helping customers with computers;
- assisting with library events;
- helping to maintain the book stock;
- helping with library displays;
- re-shelving books and keeping the library safe and tidy;
- checking shelves for items being transferred to other libraries; and
- helping to promote the library in the community.

Skills Required

You should:

- be literate and numerate;
- feel comfortable using IT;
- have good communication and interpersonal skills; and
- be able to work as an active member of a team.

Personal Qualities

Volunteers must:

- have a courteous, calm approach to dealing with members of the public and other volunteers;
- enjoy dealing with people, especially children;
- be punctual, reliable and trustworthy;
- be supportive of the library and its commitment to making its resources and events accessible and welcoming; and
- be fully committed to the principles of equality and diversity and opposed to discrimination on the grounds of age, disability, gender, race, religion and sexual orientation.