

Library Volunteer

Libraries are vibrant community spaces where volunteers' can express their passions and interests.

Library Volunteer tasks will vary and may include the following:

- Ensuring a high standard of presentation of the library and its stock by returning books and other items to the shelves and displaying to best effect.
- Handling payments from the public.
- Answering face to face, telephone and email enquiries from the public.



Assisting customers with enquiries by signposting people to a range of relevant organisations and information.

- Assisting the public in the use of ICT and e-government services, including signposting people to the online portal for older persons and disabled persons bus pass applications.
- Assistance and promotion with library events and activities.
- Dealing with requests, new stock and other procedures to ensure the effective day to day operation of the library.
- To work effectively alongside other volunteers.
- Using an IT based Library Management system to carry out routine procedures associated with the day to day operation of the library including checking books and other items in and out and registering new library users.

You could change your life and the lives of those in your community, by helping to make your library a great place to be for future generations.

IT Buddy Volunteer

Libraries are vibrant community spaces where volunteers' can express their passions and interests.

IT Buddy tasks will vary and may include the following:

- To pass on IT Skills to users of the 'People's Network', on a one to one basis within a Library.
- Assisting with IT on a 1:1 basis in order to help work club members/ users of the 'People's Network'/job seekers search for jobs on line, complete online application forms etc.

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Library Volunteer Coordinator

Libraries are vibrant community spaces where volunteers' can express their passions and interests.

Library Volunteer Coordinator tasks will vary and may include the following:

- Co-ordinating rotas and cover for a team of Library Volunteers
- Involvement in the recruitment of volunteers
- Ensuring a high standard of presentation of the library and its stock by returning books and other items to the shelves and displaying to best effect.



- Handling payments from the public.
- Answering face to face, telephone and email enquiries from the public.
- Assisting customers with enquiries by signposting people to a range of relevant organisations and information.
- Assisting the public in the use of ICT and e-government services, including signposting people to the online portal for older persons and disabled persons bus pass applications.
- Assistance and promotion with library events and activities.
- Dealing with requests, new stock and other procedures to ensure the effective day to day operation of the library.
- To work effectively alongside other volunteers.

Using an IT based Library Management system to carry out routine procedures associated with the day to day operation of the library including checking books and other items in and out and registering new library users.

Event Supporter

Libraries are vibrant community spaces where volunteers' can express their passions and interests.

Event Supporter tasks will vary and may include the following:

- Assisting with events, activities and promotions
- Helping to set up performance space
- Meeting and greeting customers
- Taking monies for tickets
- Assisting with refreshments
- Assisting with clearing away and washing up

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Home Book Volunteer

Libraries are vibrant community spaces where volunteers' can express their passions and interests.

Home Book Volunteer tasks will vary and may include the following:



- Visit housebound customers in their own homes to find out their reading likes and dislikes

- Select books for them from the library and deliver them to their home

- Return books to the library

- To act as a communication link between the library and the customer

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