

## Home Library Service Volunteer Role Description

The Home Library Service (HLS) is an extension of the library service for people whose health prevents them from accessing branch libraries or the mobile library service. Volunteers take books into the homes of those whose physical, mental or emotional circumstances restrict their ability to go out.

### **Commitment:**

Ideally a minimum commitment of an afternoon or morning every month, is all we ask. In return, you will be part of a large team across the county, with opportunities to make new friends, undertake training and share your love of reading.

### **Key Elements of the Role:**

Working under the direction of the Library Manager (or key staff) and Volunteer Co-ordinator, roles can vary but certain tasks are commonly undertaken. These are:

- Finding out about customers reading preferences, interests and restrictions.
- Being aware of all reading media, including talking books and relevant organisations, such as RNIB.
- Collecting books from the library and taking them into peoples' homes.
- Encouraging people to read and helping them to choose new books.
- Talking to people about the books they've been reading.
- Keeping accurate records.
- Helping customers by referring enquiries to library staff.
- Representing and promoting the library service.

### **Person Specification:**

We are looking for volunteers who love reading and who are:

- Reliable, attending all arranged visits, notifying staff in good time if unable to attend.
- A good team worker, able to work with library staff and other volunteers.
- Enthusiastic about encouraging people to read.
- Friendly
- Well organised
- Committed to helping libraries and our customers.
- Have access to a car. (Travel expenses are paid)

If you are interested, please contact your local library manager for further details or complete the online application form [on our website](#).

### **Suffolk's Libraries Industrial & Provident Society Limited**