

## Library Volunteer Role Description

The library service has used volunteers for many years but recently the new independent and community model has increased the opportunity for volunteers to become involved in many aspects of the library service. Every library now has its own community or 'Friends' group which include members of the community giving up their time on a voluntary basis to support their local library.

Community groups and volunteers have not replaced staff, but have helped to develop new services and activities, increase library use and have helped to provide longer opening hours or to change the times a library is open to better meet the needs of local people.

### **Commitment:**

Ideally a commitment of 2–8 hours per week.

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

Working under the direction of the Library Manager or key staff, roles can vary but certain tasks are commonly undertaken. These are:

- Putting books on library shelves in order
- Finding books that are needed by customers using the library service
- Tidying books, leaflets and displays
- Removing old /damaged stock from shelves
- Talking to people about the books they've been reading
- Helping visitors to the library to enjoy their visit
- Keeping accurate records
- Helping with other library duties when time allows.
- Helping customers by referring enquiries to library staff
- Helping to create exciting and engaging library displays.

### **Person Specification:**

We are looking for volunteers who are:

- Reliable, attending all booked sessions, 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 use of the library
- Friendly
- Well organised
- Committed to helping libraries and our customers.

If you are interested, please contact your local library manager for further details or complete the online application form at [www.suffolklibraries.co.uk/about/jobs-volunteering/volunteering](http://www.suffolklibraries.co.uk/about/jobs-volunteering/volunteering) or [click here](#).