

## **Are you interested in playing a part in Suffolk Libraries' vision to enrich everyone's quality of life?**

### **Home Library Service Volunteer**

Suffolk Libraries is looking to redefine how the public see libraries. We want to develop an experience which expands our traditional audience, but which also engages new audiences. Volunteering is very much at the heart of our organisation and our ambition is to increase volunteer participation by offering a range of interesting opportunities to match with the skills and interests of as many potential volunteers as possible.

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:

- 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 people's homes
- Encouraging people to read and helping them 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.

We are looking for someone who:

- Loves reading
- Is reliable, attending all arranged visits, notifying staff in good time if unable to attend
- Is a good team worker, able to work with library staff and other volunteers
- Is enthusiastic about encouraging people to read
- Is friendly
- Is well organised
- Is committed to helping libraries and our customers
- Has access to a car (travel expenses are paid)

If you are interested, please contact your local library manager or email [volunteer@suffolklibraries.co.uk](mailto:volunteer@suffolklibraries.co.uk) outlining what you could bring to this position.