

Volunteer Role Description

<p>Bracknell Forest Council Library and Information Service offer a wide range of activities and events in addition to a comprehensive information service. We want to increase use of our libraries. We want to reach many different users. We want to ensure that libraries continue to be a strong part of their local communities. Therefore, we welcome offers of voluntary help for all our regular and occasional activities. We appreciate interest in volunteering from anyone in Bracknell Forest and we offer opportunities for everyone to get involved.</p>	
Volunteer Role Title:	Home Library Organiser
Purpose of role:	<p>To help ensure that a library service is provided to people who cannot get to their local library due to age, illness or disability To organise and manage Home Library Service resources for the benefit of HLS volunteers, staff and customers</p>
Who is this role ideal for?	<ul style="list-style-type: none"> • If you are organised and can use computers to help organise and manage library resources/stock (training provided) • If you like using and developing your knowledge of books and reading • If you don't want a customer-facing role but prefer to support the library with your administrative and organisational skills • If you don't mind volunteering on your own, although regularly supported by library staff and other volunteers • If you have an interest in supporting customers who cannot visit libraries
What will I be doing?	<ul style="list-style-type: none"> • Researching HLS customers' preferences based on their past use of books and other library resources, guided by prepared lists of categories and availability • Using the Library Management System to gather and issue those resources from HLS and Bracknell library stock, to ensure that they are ready for HLS volunteers • Logging all returned items into the System • Ensuring the HLS stockroom is tidy and resources can be readily found • Informing library staff of any needs for HLS stock
What skills, experience, interests and knowledge do I need?	<ul style="list-style-type: none"> • Reliability and the ability to make a regular commitment to the library • Computer-literate and confident in use of such technology • Accuracy and good attention to detail from using your organisational skills • Ability to move and carry books and other library resources • Happy to work alone, although supported by library staff
What could I gain from my volunteering?	<ul style="list-style-type: none"> • Satisfaction of helping people who cannot get to libraries • Improved administrative knowledge & organisational skills • Understanding of library management systems • Evidence for your CV • Reference for future employment or other voluntary work
What times will I be needed?	A regular fixed day & time per week is essential; the exact day & times will be mutually agreed so as to be convenient for you

How long will I be needed in this role?	We would appreciate a commitment for at least twelve months.
Where is this role based?	The Home Library Service stockroom at Bracknell central library
Will I be expected to travel?	No
What training will I be given?	<ul style="list-style-type: none"> • Induction, safety, confidentiality, information about libraries • Computer-based Library Management System • Understanding of HLS lists and customers' preferences
What support will I be given?	<ul style="list-style-type: none"> • Regular contact with and support from library staff and Volunteer Coordinator • Opportunity to meet with HLS volunteers
What do I need to do in order to volunteer?	<ul style="list-style-type: none"> • Provide us with your contact information including email • Attendance at an informal interview/meeting • Details of two references, who can be friends or colleagues • Satisfactory completion of an Enhanced Disclosure and Barring Scheme check
How do I find out more?	library.volunteering@bracknell-forest.gov.uk
How do I apply?	<p>Express your interest online at bracknell-forest.gov.uk/libraries/volunteer-your-library</p> <p>If your interest fits with the needs of library customers and of the Library Service as outlined in this Role Description, we will ask you to complete an Application Form.</p>
What happens after I apply?	<p>After we receive your Application Form, you may be invited to meet with Library staff at Bracknell central library; this may take a few weeks to be arranged.</p> <p>If your volunteering application is successful, once we have your references and you provide us with the satisfactory DBS check, we will inform you of training and start dates/times for your role. You will be fully supported in learning the Library Management System and in understanding 'stock-picking' for HLS customers.</p>