

FAQ Volunteer role

What do library volunteers do?

The main requirements are:

- Helping with general library duties, such as opening and closing the facility,
- Shelf tidying, helping customers with PCs and searching for / seeking information,
- Answering enquiries using available resources,
- Basic stock management (issuing and returning items from borrowers), and reserving stock for customers.

You do not have to have computer skills to be able to volunteer – volunteering can include, for example, tidying and sorting the stock, cleaning the building, or creating displays. At the same time, some volunteers are showing an interest in helping people with using computers, so it depends on what you feel comfortable with.

When, where, what times?

Some libraries managed by volunteers are in the same location they always were, and some have moved to new locations (see the list below). Opening times are dependent on the local community's ability to volunteer. The amount of time you give to volunteering is completely up to you – the library service and your local volunteer managed library are simply grateful for your support.

Will the role be suitable for me?

Specific qualifications are not required.

Volunteers do need:

- Good people skills
- To respect the principles of equality and diversity
- To understand confidentiality
- To be prepared to go undergo basic training

How will I be supported in this role?

Volunteers receive training for this role. As said, the library receives regular consignments of stock, paid for by the local authority, and provide ICT facilities such as computers, and the software used on public PCs such as Microsoft Office, as well as access to a limited form of the library database with which to issue and return stock. The library service will also provide outreach support in the form of, for example, events, story-times, summer reading challenge and local history resources.

Why volunteer – what is in it for me?

Relevant training will be given. We aim for volunteers to increase their skills and confidence, and, where appropriate, to gain experience to help them gain employment. It's obviously an excellent way to meet new people and contribute directly to your community. The library service is also working closely with other agencies to ensure that we offer the appropriate support and direction for volunteers.

Who do I contact and what do I do next?

Thank you for your interest. For further information and to register your interest please email or phone your local volunteer-managed library:

<u>Armthorpe Community Library</u>	<u>Askern Community Library</u>	<u>Bawtry Community Library</u>
<u>Balby Community Library</u>	<u>Bentley Area Community Library</u>	<u>Bessacarr Community Library</u>
<u>Cantley Community Library</u>	<u>Conisbrough Community Library</u>	<u>Denaby Community Library</u>
<u>Edenthorpe Community Library</u>	<u>Hatfield Community Library</u>	<u>Intake Community Library</u>
<u>Moorends Community Library</u>	<u>Rossington Community Library</u>	<u>Scawthorpe Community Library</u>
<u>Sprotbrough Community Library</u>	<u>Stainforth4ALL incorporating Stainforth Library</u>	<u>Tickhill Community Library</u>
<u>Warmsworth Community Library</u>	<u>Wheatley Community Library</u>	<u>Woodlands Community Library and Hub</u>