

Community Library Volunteer Roles

There are a number of specific roles that volunteers may be interested in addition to that of general library assistant role. There's something for everyone, whatever a person's interests and the time available. Volunteers can develop skills, meet new people and contribute to the local community

Some roles may require specific skills or knowledge (e.g. IT support) whilst others may not. However, all roles will require volunteers to have the following personal qualities:

- Have a courteous, calm approach to the public and enjoy dealing with people, especially children.
- Punctual and reliable.
- Supportive of the library in its commitment to making resources and events accessible and welcoming.

Key Tasks

There are a range of general library tasks including:

- Meeting and greeting library customers
- Joining people to the library
- Assisting library users with self-service
- Helping customers to find what they want
- Helping customers with computers
- Assisting with library events.
- Helping with library displays
- Re-shelving books and keeping the library safe and tidy
- Checking shelves for requested items/books moving to other libraries
- Helping to promote the library service in the community

Specific Volunteer Roles:

Some roles may be more directly related to specific tasks, and may require specific skills (see Skills section below) supporting the activities of a community library include:

- Activities Volunteer:
- Children's Activities Volunteer.
- Home Library Service Volunteer
- IT support volunteer.
- Local Studies Volunteer.
- Reading Group Volunteer.

Skills

The type of skill looked for is dependent on the role/task being undertaken and in some instances a willingness to learn is enough. The range of skills includes the following:

- Literate and numerate
- Comfortable with using IT
- Communication and interpersonal skills
- Organisational skills
- The ability to work as part of a team

In addition, all libraries would welcome support with marketing, promotion, general maintenance, cleaning and fund-raising and there are a number of roles necessary to form and operate a management group.

Training and support

The Library Team based at the Core Library offer on-going training and support for volunteers and there is also free access to on-line training available to help you develop your skills further. There is also support on hand from your fellow volunteers.