

Shelver and stock assistant

WHERE?

This opportunity is available at all of our libraries.

WHAT WILL I BE DOING?

This is an excellent opportunity to gain some practical experience of working in a library. It's important that books are shelved correctly so our customers can find them, as well as being correctly catalogued and in good condition. You will be assisting us in keeping the library catalogue up to date. Books should also be attractively displayed to encourage customers to take them away and discover new favourite authors.

HOW WILL I BE HELPING YOU?

You will be supporting library staff by shelving returned books and other items, and helping to keep the stock on the shelves in order, in good borrowable condition and correctly catalogued. You will also be helping to keep our displays topped up, making sure our customers have a good selection of books to browse and perhaps share your own reading knowledge.

TASKS

- Support staff by sorting the items on the returns trolley prior to returning them to the shelves.
- Unpacking and sorting the daily deliveries, checking items by scanning them through the self issue machines.
- Check the condition of stock and put aside any items that may require further attention for these to be then dealt with later.
- Work closely with staff members to create attractive displays. Share your own ideas for stock displays and make these happen.

- Return books to shelves in the correct order and maintain tidy and accessible shelves.
- When required, pull off and process stock from booklists for customer requests and to be passed on to other libraries.
- Help customers borrowing or returning books using the RFID self service machines
- Add donated items into stock (at Tang Hall, Acomb, Clifton and York libraries only)
- Removing tatty or old items, using guidelines set out by Explore stock guidelines.
- Run stock reports using a pre set template (at larger libraries only).

WHAT WILL I LEARN AND WHAT SKILLS DO I NEED?

- Confidence to welcome people from all backgrounds, respecting the values and reputation of Explore.
- To have a friendly nature and enjoy helping people.
- Be able to put books away in alphabetical and numerical order.
- You need to have an ability to communicate and interact with staff to provide library customers with the best possible service
- To know when to refer a customer to a member of staff.
- This is a physically demanding role which requires the lifting and carrying of books as well of lots of bending to put books back on low shelves.
- Good IT skills, although training will be given on how to use the library management computer system and self issue machines.

- Basic stock work training will be provided in line with Explores stock policy.
- How to recognise the different types of stock and where to shelve them.

HOW MUCH TIME DO I NEED TO COMMIT?

Help with shelving and stock work is flexible as it is required throughout library opening hours. Exact hours of work will be agreed to suit both the volunteer and the requirements of the service. This may include some evening and weekend working.

You will be invited to one of our organisational induction sessions which happen twice a year.