

Shelver and stock volunteer

WHERE?

This opportunity is available at The Community Stadium

WHAT WILL I BE DOING?

This is an excellent opportunity to gain some practical experience of working in a library. The role involves working as part of a team of volunteers, independently supporting a self-service 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 shelving returned books and other items, including books requested by customers, and keeping the stock on the shelves in order, in good borrowable condition and correctly catalogued. You will also keep displays topped up, making sure our customers have a good selection of books to browse and perhaps share your own reading knowledge.

TASKS

- 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-service machines.
- Checking the condition of stock and putting aside any items that may require further attention for these to be then dealt with later.
- Working to create attractive displays. Sharing and using your own ideas for stock displays and making these happen.

- Returning books to shelves in the correct order and maintaining tidy and accessible shelves.
- When required, pulling off and process stock from booklists for customer requests and to be passed on to other libraries.
- Helping customers borrowing or returning books using the RFID self-service machines
- Removing tatty or old items, using guidelines set out by Explore stock guidelines.
- Processing customer requests when they arrive and making them available for them to borrow

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 the manager 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-service machines.
- Basic training in stock work will be provided in line with Explore's stock policy.

- How to recognise the different types of stock and where to shelve them.
- Feel confident to work independently

HOW MUCH TIME DO I NEED TO COMMIT?

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. You will be required to have contact with the manager on a regular basis.

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