

# Volunteer Role Description

## Shelver

### The Role

Purpose of the Role      To shelve all returned library materials and to keep the Library tidy

### Duties

- To ensure shelved materials are in the correct order on the shelves
- To help with any questions or enquiries people may have in the library and if you don't know the answer to direct to them to the right person
- To help direct the public to any materials they may be looking for

### Skills and Experience required/desired

- A basic understanding of how the library services operates
- Ability to communicate effectively with people of all ages, races, cultures and abilities
- Ability to file alphabetically and numerically
- Ability to reach, bend, stretch, stoop and lift materials
- Reliable, confident enthusiastic and responsible individual
- The ability to cope with duties and responsibilities of the post and associated environment, including an understanding of health and safety

### Training available

- An induction to and introduction to the vision and values of the library and an overview of the service as a whole
- Explanations of the tasks to be undertaken
- Regular safeguarding training