

Volunteer Role Profile

Role: Volunteer Resource Assistant

Supervised by: Schools Library Resource Service Manager

The School Libraries Resources Service (SLRS) is based at Hendon Library and works alongside the public library service to promote literacy and reading activities for children of all ages. The SLRS provides the following services to schools in Barnet

- Loans of books, artefacts, DVDs and other educational resources to schools to support delivery of the National Curriculum.
- Professional advice and support for schools in the development of their own library resource centres.
- Help to schools to buy new books for their own libraries.

The role of the volunteer

This is a supporting role, helping to develop strong relationships with schools, helping to discharge and return resources and maintain SLRS stock

- To empty returned crates of books and resources and scan barcodes to the library management system (LMS)
- To fill new crates with topic collections put together by SLRS staff, issuing resources to the LMS
- To restock library shelves as quickly as possible so that books can be found easily for the next loan.
- To identify stock to be weeded and replaced.
- To support the SLRS staff with the making up of new library cards in busy periods.

Skills required for this role

- Knowledge of the National Curriculum would be useful.
- A good general knowledge.
- A good knowledge of children's books.
- This role involves the lifting of a large number of crates of books, returning and shelving large quantities of books. Volunteers, therefore, need to be physically fit, able to lift and to be on their feet for lengthy periods of time.
- Volunteers need to be able to support the service for a minimum of one half day per week (Mon – Fri only)

Potential outcomes for the volunteer

- The volunteer will gain an understanding of how school library services work and the role they can play in supporting children's learning.
- Training in library services available to schools and the public.
- Experience of working with an enthusiastic and dedicated team.
- After an agreed period of volunteering, the library service will provide the volunteer with a reference.

