

Library Volunteer

Department Name: Library

Volunteer Supervisor: Collections Librarian

Why join us?

The Shakespeare Birthplace Trust is an independent charity which cares for the world's greatest Shakespeare heritage sites in Stratford upon Avon, and promotes the enjoyment and understanding of his works, life and times all over the world. Celebrating Shakespeare is at the heart of everything we do. Our volunteer team help us achieve these goals, so join us and help create a wonderful experience for our global audiences.

What will you be up to?

- Shelving books in the correct location.
- Catalogue checking.
- Helping with stock withdrawal.
- Potentially some editing of online catalogue records.
- Potentially researching certain library items and writing blogs.
- Making archival enclosures for rare books.
- Cleaning early printed books.

Do you have the skills we are looking for?

- Excellent interpersonal and teamwork skills.
- High level of IT literacy.
- Accuracy, attention to detail and a methodical approach to work.
- Willingness to undertake routine tasks.
- Ability to work well on your own as well as part of a small team A certain amount of physical fitness is required as the role involves some heavy lifting, standing on ladders and using kick steps.
- This voluntary role provides invaluable pre-library course experience and people wishing to pursue a career in libraries are particularly welcome to apply.
- A keen interest in undertaking a postgraduate course in librarianship would be ideal.

How often would we like you to volunteer?

1 day a week

Length of the volunteering role?

Four months

Good to know

- Volunteers to wear own smart clothing in branded colours (red, black, white or grey).
- Volunteer badges will be provided.
- Smoking is not allowed on site.
- Food is not allowed on site.
- Training will be provided as necessary.

Benefits of joining us

- On completion of 20 hours volunteering for the Trust, all volunteers receive a volunteer card giving free entry to SBT properties and a range of discounts.
- Annual service award each February for volunteers who have achieved 200 hours or more of volunteering in the previous year.
- Volunteer celebration days and coffee morning chats will be programmed throughout the year.
- We can provide references.
- We can provide reimbursement of travel expenses only. Maximum of £10 per day.
- You can be involved in our Volunteer Forum; Volunteer Voices.



Have any questions...

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