



Shakespeare Birthplace Trust Volunteer Role Description

Collections Department

Role Title: Library volunteer

Reports to: Collections Librarian, Mareike Doleschal

Purpose of role: The Shakespeare Birthplace Trust Library is looking for a library volunteer to help with day-to-day library tasks.

Responsibilities: Responsibilities include shelving books in the correct location, catalogue checking, helping with stock withdrawal and possibly some editing of online catalogue records.

Requirements / skills:

- 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 applicants wishing to pursue a career in libraries are particularly welcome to apply. Previous library volunteers have moved on to paid positions in book related careers such as academic and specialist libraries as well as publishing.
- A keen interest in undertaking a postgraduate course in librarianship would be ideal

Training and information folder will be provided.

Commitment: The voluntary role is for 1 day per week for four months.

Length of project or placement:

Four months

Administration points:

- Volunteer badge will be provided
- Smoking is not allowed on site
- Food or drink should only be consumed within set areas of the site. Eating and drinking is not allowed in the strong rooms or whilst handling books.

Benefits of volunteering:

- On completion of 20 hours volunteering for the Trust, all volunteers receive an updated volunteer card giving free entry to SBT properties and a range of discounts.
- There will be an annual service award for volunteers who have achieved 200 hours or more of volunteering in the previous year. This will be acknowledged by a lapel pin and certificate.
- Volunteer celebrations days will be programmed throughout the year.

For any questions about this voluntary role please contact: Mareike Doleschal, Collections Librarian at mareike.doleschal@shakespeare.org.uk

Authorised by: Emma King

Title: Volunteer and Community Outreach Officer

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