

Class Visits Volunteer

Library Service

Purpose of the Role:

To help library staff to host visits for school classes. These visits teach children how libraries work, what they offer and give children an opportunity to explore the books themselves. If possible, staff will 'theme' the visit around the current class topic.

Main tasks and activities may include:

- Help get the library ready for the class visit (move kinder boxes, tables and chairs etc.);
- Find books on a particular topic or by a certain author in preparation for the visit;
- Prepare additional materials for the visits e.g. activity sheets, quizzes;
- Support staff as they talk to children about libraries. You may be asked to lead a small group of children through an activity or run a story time session;
- Answer any questions that the children have about the library, referring to staff if you are unsure;
- Help children to find books that will help them with their homework; show them how to access the correct information using the Dewey Decimal Classification system and the contents and index pages;
- Help tidy up at the end of the session (return tables, chairs etc. to their usual place).

Volunteers will have these qualities, skills and experiences:

You do not need to have any previous experience of volunteering or working in a library. For this role you will need:

- An interest in libraries and desire to be an advocate for the service;
- To be comfortable talking to children and helping them learn;
- An interest in and an enthusiasm for libraries and reading;
- The confidence to stand in front of a small group of children and to engage and keep their attention;
- To be able to relate to children and their teachers / class helpers in a welcoming and friendly manner;

- Good communication skills;
- To be organised and motivated;
- To be reliable.

Types of training and resources available to support volunteers:

- An Induction which explains how the library service operates and outlines all the policies and procedures that you will need to know;
- A tour of the library at which you will be volunteering;
- Introductions to members of staff and other volunteers, alongside whom you will be volunteering;
- Details of all the relevant resources to help you carry out your role;
- Autism Friendly Libraries training;
- Out of pocket expenses can be paid;
- Accreditation may also be available.

How often does the volunteer activity tend to take place?

Class visits only take place during term time.

Where does the voluntary activity take place?

Activities take place at a number of North Somerset Libraries. Please see the Vacancies page of our website for more information: <http://www.n-somerset.gov.uk/nsc-library-volunteering> or call using the details below.

Name and contact details of the volunteer co-ordinator:

Name: The Library Volunteering Team

Email: library.volunteers@n-somerset.gov.uk

Phone: 01275 888 864

Other important information:

- If you are concerned that volunteering may affect any benefits you receive, please ask and we will do our best to assist you.
- This is a physically active role.
- All library volunteering roles involve dealing with the public and are customer focused.
- Volunteers are complementary to paid workers and volunteers should not be used to replace staff.

Help is also available for people who require Council information in different formats and languages other than English. Please contact the Library Volunteering Team via

email library.volunteers@n-somerset.gov.uk or phone 01275 888 864, for more information.

Document updated 16/03/2022