Volunteer Duties

Local Studies – Types of duties

The Local Studies Collection includes photos, maps, pamphlets, statistics and oral histories of the area. In addition to books on the history and families of the area, genealogical and registry information on CD-ROM and microfiche.

Duties include, indexing newspapers, cataloguing and digitising photographs, visiting members of the community to gather information and general clerical duties. There may also be specialised projects determined by the Local Studies Librarian.

Skills required:

To volunteer for the Local Studies section, the following skills are required:

- Interest and/or knowledge of local history or genealogy
- Computing skills
- Literacy and numeracy
- Good communication skills
- A current “C” class drivers licence
- Ability to relate to people of all ages
- Ability to work individually on specified projects
Library Services - Types of duties

There are many administrative, back-room duties performed in libraries that are associated with maintaining serviceable collections and providing add-on services for targeted groups.

Volunteers may perform duties such as covering and processing library items, assessing items for damage, cleaning video tapes and other audio-visual items, tidying and cleaning shelves and assisting with the preparation of displays or children’s activities.

Skills required:

The Library Service is looking for volunteers with the following skills and attributes:

- Familiarity with computers, especially word processing and spreadsheet programs
- Literacy and numeracy skills
- A friendly nature and able to work in a team environment
- Communication skills - written, verbal and aural
- Ability to relate to people of all ages
- Relevant “C” class driver’s licence and/or “LR” class (for a specific duty)
Housebound Service Volunteer - Types of duties

The library service provides materials to library clients who are unable to get to the library due to health or transportation issues. To assist these clients, many who have been long term customers of the library, the library supplies items directly to their home.

Housebound customers identify the types of materials they like to read, watch or listen to and any favourite authors or topics of interest. Library staff select material they have not previously had and deliver it to the customer. Staff may place reservations on new titles of interest to the client and monitors their borrowing and returns. Volunteers can assist in the provision of this worthwhile community service by assisting staff in item selection and delivery.

Skills required:

The Library Service is looking for volunteers with the following skills and attributes:

Specific to duties:

- Able to communicate with the housebound patron about types of materials required and encourage feedback on the materials provided. Communicate any concerns and feedback to the branch Housebound Coordinator.

- Arrange a mutually convenient, regular time with the housebound patron to visit the patron’s home to deliver and retrieve library materials.

- Select items from a branch library collection and have them issued to the patron's card. Reserve items of particular interest to the patron on the patron’s card when appropriate.

General skills:

- Familiarity with computers, especially word processing and spreadsheet programs

- Literacy and numeracy skills

- A friendly nature and able to work in a team environment

- Communication skills - written, verbal and aural

- Ability to relate to people of all ages

- Relevant “C” class driver's licence and/or “LR” class (for a specific duty)
Toy Library Volunteer - Types of duties

The library operates toy lending facilities within the library for library members. Toy and puzzle materials are heavily borrowed and popular items, often containing numerous pieces. Toy and puzzle pieces require checking and counting on return to ensure they are clean, safe and not in need of repair.

Checking and cleaning toys can be a time consuming task that busy counter staff often do not get around to. Volunteer assistance with this duty therefore enabling toys and puzzles to be back on the shelves quicker.

Skills required:

The Library Service is looking for volunteers with the following skills and attributes:

Specific to duties:

- Assist the Toy Librarian in setting up tables and equipment at the commencement of the session and replacing items and equipment into the toy cupboards at the conclusion of the session.
- Receive returned toys and puzzles and check condition and completeness of all returned items.
- Issue toys and puzzles in accordance with Toy Library procedures.
- Return toys to the storage cupboard and ensure toys are stored in an orderly and neat manner.
- Assist with general maintenance and repair of toys and puzzles.
- Assist with processing of new materials.

General skills:

- Familiarity with computers, especially word processing and spreadsheet programs
- Literacy and numeracy skills
- A friendly nature and able to work in a team environment
- Communication skills - written, verbal and aural
- Ability to relate to people of all ages
- Relevant “C” class driver’s licence and/or “LR” class (for a specific duty)