

## **VOLUNTEER ROLE DESCRIPTION**

**ROLE TITLE:** Volunteer Librarian/Information Officer

**RESPONSIBLE TO:** Chief Executive

### **AIMS:**

To provide and develop the Gardens' library and information services. The Library serves the Gardens' horticultural staff and onsite students and is also open to keen gardeners. There are plans afoot to lend some resources to Members of the Gardens. The Library's (searchable) catalogue of resources is available on the Library page of the Gardens' website.

### **PRINCIPAL ACTIVITIES:**

The volunteer will head a small team of volunteers who each currently work one session of 4/5 hours per week on Wednesdays or Thursdays (and other times by appointment). The current Volunteer Librarian is looking for someone to take over her job after a suitable handover period. Duties would include

- Dealing with enquiries, whether online, by phone or in person
- Promotion of Library services, including updating website pages and involvement in the Gardens' activities or publications
- Selection of acquisitions and donations
- Cataloguing of new stock and developing the lending system to Members
- Management of the Library's finances
- Management of the volunteer team, including training and rotas
- Ensuring the Library and its equipment are safe and secure

### **PERSON SPECIFICATION:**

The volunteer needs to

- Have experience of library/information work and, preferably, be qualified
- Be IT literate
- Enjoy working with people
- Enjoy working flexibly and as part of a team

An interest in gardening/horticulture/plants would be an advantage, as would experience in a specialised library.

Patricia Turner  
Volunteer Librarian  
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