

VOLUNTEER ROLE DESCRIPTION

ROLE TITLE: Library Assistant

RESPONSIBLE TO: Volunteer Librarian

AIMS:

To assist the Volunteer Librarian with all aspects of the Gardens' library 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.

PRINCIPAL ACTIVITIES:

The volunteer will join a small team and can be asked to undertake any of the following activities after appropriate training and support. The Gardens would expect a commitment of 4/5 hours most weeks, for a minimum of 6 months. The Library's (searchable) catalogue of resources is available on the Library page of the Gardens' website.

- Dealing with incoming mail and email
- Assisting with selection of new books and donations
- Processing new books and journals
- Cataloguing and classifying
- Answering enquiries for information received by phone, letter, email or in person
- Assisting with any aspect of the promotion of Library services, including opening during specialist Plant Fairs/Shows
- Ensuring the Library and its equipment is safe and secure
- Assisting the Volunteer Librarian with any other duty deemed necessary

PERSON SPECIFICATION:

The volunteer needs to

- Be interested in gardening/horticulture/plants
- Be IT literate
- Enjoy/have experience of working with people
- Enjoy working flexibly and as part of a team
- Be willing to undertake training in any aspect of library activities

Previous experience of library work would be an advantage, but not essential. Enthusiasm and a sense of humour are just as important.

Patricia Turner
Volunteer Librarian
October 2015