

Home Library Service Volunteer	
Department	Libraries, Heritage and Archives
Supervised by	Library Manager
Purpose	To help choose and deliver books and talking books in to the homes of housebound readers. Transport expenses and support will be provided.
Location/Time	The service is based at Sidcup Library, but can be delivered from any Bexley Library.
Tasks	<p>With guidance from library staff to:</p> <ul style="list-style-type: none"> - Choose items of stock from Bexley Library Service. - Deliver stock to the housebound reader - Be prepared to have a brief chat with the housebound reader if this is appropriate. - Return items of stock to Bexley Library Service - Keep a record of the items - Provide feedback to library staff
Skills and experience	<ul style="list-style-type: none"> - Good communication skills - Polite, friendly and helpful manner - Good organisational skills - Commitment to equal opportunities and diversity - Reliable and dependable - Well-presented and able to positively represent the library service
Offer to volunteer	<ul style="list-style-type: none"> - Experience volunteering in the community and as part of a team - Gain confidence in dealing with members of the public - Improve your customer care skills - Experience to show on your CV - Reference provided
Training	<p>Volunteers will receive an induction to the library and appropriate training will be given. Volunteers in this role will need to be able to carry out tasks independently but with guidance from staff.</p> <p>This role is subject to a DBS disclosure.</p>