

Somersham Community Library (FOSL)

Volunteer Registration Form.

We ask all volunteers to complete this form so that good contact can be established. The information given here will be used for library purposes only and will not be shared with any other organisations. We will ask your permission to share your details with other volunteers and Cambridgeshire Library Services.

Please complete this form and return to Somersham Community Library, either paper copy or email to info@somershamlibrary.org.uk

Title (Mr, Mrs, Ms Miss etc.)	First (or preferred name)	
Last Name	Telephone No/s:	
Address: Postcode:	E-mail: address	

I give my permission for my contact details to be shared with other volunteers and Cambridgeshire Library Services, once you have become a volunteer.

Signed.....Date.....

Information regarding FOSL including Volunteers is kept up to date for the duration of their membership and is retained for a minimum period of two years following resignation, or longer if legally required to do so. Basic information such as names, addresses and contact details may be retained for longer periods under the discretion of the FOSL Board of Trustees. The reason for this is to facilitate the organisation of reunion or celebratory events from time to time as has been done in the past.

Volunteering in the Community Library

Which days / times would you prefer to help and when are you unable to help?

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Do you have any particular skills you could put to use in the library?

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How did you find out about the library?

Thank you for completing this form to register as a volunteer at Somersham Community Library. We are delighted you would like to help.

FOSL welcomes everyone as a volunteer.

There is one formality for all of us and that is to check that we are suitable to work with the public and deal discreetly with the private information of our users. As part of our contract with Cambridgeshire Library Services we need to follow up written references. All potential volunteers will go through this process.

Thank you again for your interest and we look forward to working with you in the future.

Please do not hesitate to contact the library should you have any queries

07522 149352 or info@somershamlibrary.org.uk or in person at the library and our

Volunteer Liaison will be in contact with you.

We accept references via email.

Please provide details of two referees:

References should be from an independent person not related to you, who has known you for at least 2 years.

Reference 1	Reference 2
Title:	Title:
Name:	Name:
Address:	Address:
Telephone:	Telephone:
Email:	Email:

We are a “proper” library but run by volunteers just like you, for the benefit of the community. We are expected to uphold the standards and rules as dictated by Cambridgeshire Library Services. All volunteers will be expected to have a good understanding of basic literacy and numeracy.

The main purpose of the volunteer role is to enable the Community Library to maintain and develop its services to all potential users in a professional manner. Volunteers will work in pairs supported by more experienced volunteers at first. All volunteers will be expected to undertake training to enable them to perform the following basic tasks:

1. To supervise library premises and be responsible with colleagues for the quality of the service we offer.
2. To be aware of H&S requirements and fire safety procedure.
3. To prepare the library ready for use on opening as per the relevant procedures.
4. To ensure the library is ‘closed down’ at the end of the last session am/pm as per the relevant procedures.
5. To shelve books correctly.
6. To use the till and handle basic transactions in cash.
7. To respond to customer enquiries.
8. To answer the telephone and deal with accordingly and use of the answerphone.
9. To make phone calls to help fill in spaces on the rota.
10. Understand the steps required to arrange cover for the rota when you cannot fulfil your commitment in an emergency.
11. To use the photocopier, laminator, shredder and printer
12. To deal with posters, publications and information for display and removal.
13. To keep the library neat and tidy: in particular the children’s library.
14. To use the message books and diary.
15. To be able to provide the relevant forms for registering at the library and for volunteering.
16. To be aware of the filing cabinet and its use.
17. To help administer the Summer Reading Challenge.

We hope that most volunteers will be able to offer at least two hours of their time each week on a very flexible rota.

Once you are an established volunteer, you may wish to undertake further training in other roles such as:

1. Use of the library computer system known as Spydus.
2. Become a book Champion and help look after a section of the library that interests you most.
3. Help promote the library.
4. Preparing the books for the shelves.
5. Help with fundraising.

There are lots of ways you can become further involved and full training will be given should you wish to do so.

Further information or comments you may wish to add:

We very much look forward to you working with us in the near future.

Somersham Community Library is in Church Street

Tel; 07522 149352

Email: info@somershamlibrary.org.uk

Monday	2-6 pm
Tuesday	10-12 noon 2-6 pm
Wednesday	CLOSED
Thursday	2-7 pm
Friday	2-6 pm
Saturday	10-12.30 pm