Role Description

Role Title: Books On Wheels Volunteer

Service: Libraries

Responsible to: Service Support Officer

Torbay libraries main purpose is to deliver a service where everyone may exercise their right to have access to reading and books, information and knowledge and opportunities for learning and education. More than ever before the use of library services is changing. Our vision is to develop our library service so that it is fit to serve, and be responsive to the needs, of Torbay in the 21st century.

**Purpose of the role**

Housebound readers can continue to enjoy library materials.

**Our volunteers will:**

Select books and spoken word material from a list of individual preferences and previously borrowed material;

Use the library PC to check the catalogue for the availability of books and spoken word material;

Issue books and spoken word material through self serve kiosks within the library;

Place selected books into a bag and place onto a trolley;

Keep paperwork in order;

Enjoy the experience and make a positive contribution to library activity;

Be friendly and enthusiastic!

**Environment**

Your volunteering will take place in lively and friendly library environments.

**People our volunteers will meet:**

Library customers – Adults and children

Library Staff

Other volunteers

**Physical Demands of the role**

You should be comfortable bending and stretching to reach books on lower and higher shelves.

Be comfortable lifting a book bag which may contain numerous books.

**How often would you be required to volunteer?**

One morning or afternoon each month

**Torbay Libraries will provide:**

Repayment of expenses in relation to your volunteering role; We don’t want you to be out of pocket as a result of your volunteering for us;

Friendly staff who are available to advise and support you.

# Other Information

# All volunteers must commit to Equal Opportunities and Anti-Discriminatory Practice.

1. The Council operates a Smoke-Free Policy and volunteers are prohibited from smoking in any of the Council's buildings (including Council owned and Council leased buildings, but excluding designated areas in residential schemes), enclosed spaces within the curtilage of buildings, and Council vehicles.
2. Volunteers are expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.
3. Volunteers must comply with the Council’s Health and Safety requirements as outlined in the H&S policy appropriate to the role

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# Torbay Council is committed to safeguarding and promoting the welfare of children and volunteers must be willing to undergo checks (DBS) appropriate to the role.

1. Volunteers will receive relevant induction training (including training on relevant policies, manual handling, safeguarding, health and safety and library services for children and families) and ongoing support from library staff.

# Volunteers are able to claim for expenses incurred whilst volunteering e.g. travel costs. Volunteers must be registered prior to undertaking any voluntary work for which they will claim expenses. A registration form must be completed and submitted to the Payments Section.