

## VOLUNTEER PROFILE – Core

<b>Title:</b>	Foundation Volunteer Team	<b>Team:</b>	Reading Rooms
<b>Based at:</b>	Gladstone’s Library	<b>Date:</b>	Ongoing

### Why volunteer in this area?

Gladstone’s Library used to run a very successful Graduate Work Experience programme, where recent graduates lived and worked at the Library in order to gain the ‘significant work experience’ required when applying to a postgraduate qualification in Library and Information Studies, Archives Management, Museum Studies, etc. That scheme had to end in 2020 and we will not be restarting it.

In order to replace that opportunity, we have developed the Foundation Volunteer Team. Working front of house on the Enquiry Desk in our silent Reading Rooms, this offers the chance to gain experience in the core services in any library, archive, or museum. User services volunteers aren’t linked to any one project; instead they work in the Reading Rooms as a friendly first point of contact for Readers, including those joining for the first time and those using restricted items. Volunteers on this team are also offered the chance to learn the basics of catalogue use (circulation, etc) and collection handling (including condition checking and stock checking). Anyone considering libraries or archives as a possible career can use this opportunity as a chance to experience life in a busy working library and archive and see if it’s for you.

Volunteering Areas	Typical Tasks
Enquiry Desk	Helping new Readers to sign up
Reading Rooms	Using the computer to produce Reader cards
	Circulating and re-shelving books
	Helping with Reader enquiries (in-person and via email)

### Person specification

#### Knowledge, skills and experience:

- Volunteering roles do not require specific experience but this role is intended for anyone considering postgraduate qualifications in any GLAM area (Galleries, Libraries, Archives, Museums);
- We do ask that volunteers are comfortable using computers and programmes such as Word and Excel;
- We do ask that volunteers are reliable and able to commit to a regular weekly shift for a minimum of six months.

#### Personal attributes

- A friendly manner;
- Good eye for detail and accuracy;
- Methodical and able to self-organise;
- Ability to work as part of a team and maintain good relationships with staff, other volunteers and members of the public;
- Self- motivated and enthusiastic.

### Specialist Knowledge

No specialist knowledge is required for volunteering at Gladstone’s Library and full training will be given.