

# **Brighton & Hove Libraries - Stock Assistant**

## **Purpose of the role**

Stock Assistants make a real difference to our customers - enabling them to find book and other items easily on library shelves. You can support the library by helping to tidy books and other items and put back items which have been returned to the library, on to library shelves in the correct order. Use your creativity to create displays which encourage customers to borrow more items.

## **Main tasks**

- Help with library stock, mainly putting returned items back on the shelves
- Put items into alphabetical or numerical order
- Ensure that posters, leaflets and fliers are up to date and display boards look attractive
- Record receipt of magazines and newspapers and make them available to customers
- Create eye-catching displays of books, posters and other materials on themes/initiatives in liaison with library staff
- Assist customers who may ask you for help finding books or other library stock
- Refer customers who need further assistance to library staff on site or to the phone helpline

## **What do I need to get involved?**

- Be flexible, reliable and able to help on a regular basis
- An ability to lift and handle library materials
- An ability to put items into alphabetical or numerical order
- An interest in books and reading
- Be confident to talk to library staff and customers (where appropriate)
- An ability to work without supervision

## **What's in it for me?**

- Appropriate training will be provided – see examples below
- Meet new people and work as part of the library team
- Support your local library
- Increase your knowledge of libraries and the services they offer
- Develop organisational skills
- Volunteering is known to have a positive impact on both physical and mental health
- You will be entitled to a reference from the Library Manager after six months

## **Dates and times**

Regular sessions will be agreed with the Learning and Volunteer Co-ordinator. Sessions to take place alongside library staff and during Libraries Extra hours

**Locations**

This opportunity is available in all community libraries

**Health & Safety**

- Able and willing to co-operate and adhere to Health and Safety Policy, practices and instructions
- To ensure that walkways and fire exits are free from obstacles
- To be responsible for any library equipment supplied to a volunteer

**Training**

General group introductions to Brighton & Hove Council and the library service

Induction session by the regular Library Officer in the library where the volunteer will be based, to include:

- A tour of the building, tea/coffee facilities, toilets and evacuation procedures. Volunteer to complete a Fire Induction Evaluation checklist
- Use of the library catalogue

Other training sessions to cover:

- Manual handling
- Personal safety