



Settle Community Library

Limestone View
Lower Greenfoot
Settle
BD24 9RB

Tel: 01609 534535
e-mail: settlelibrary@outlook.com

Registered Charity No: 1170977

Dear Potential Volunteer,

We would like to thank you for your offer to become a volunteer in the Community Library. Without volunteers this very important facility would face closure.

Not only do we need people to help in the library during opening hours with the issue and discharge of books, shelving, tidying, and all the other jobs associated with a library, we also need help in other areas.

Running children's activities; e.g. story times

Running activities for adults; e.g. reading groups, board games group

Helping people use the computers

Home Library Service (Deliveries)

Home Library Service (Selecting books)

Co-ordinating other volunteers, producing rotas

There are a number of roles that are vital to the running of the library that can be carried out at home at a time to suit you.

If this is for you, training will be given by staff from NYCC and our experienced volunteers.

We hope to make your volunteering experience a pleasant one, which will continue for a long time into the future.

Please complete the Volunteer Registration Form and either return it to the library **in a sealed envelope** marked 'For the Attention of the Volunteer Co-ordinators' or email it to us at the address above.



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Volunteers' charter

We really appreciate your help and want your volunteering role to be a pleasant and rewarding one. To make this a reality, we will:

- introduce you to the library and show you how it works and your role within it;
- provide any training you need for your chosen activity;
- provide a safe place in which to volunteer;
- respect your skills, experience, dignity and individual wishes;
- keep any personal information given confidential;
- provide regular meetings to ensure your needs are being met and you are happy with your role;
- deal with any complaints/problems you may have.

As a volunteer we ask you to:

- attend the relevant training sessions;
- carry out your voluntary work safely and to the best of your ability;
- maintain good relations with other volunteers and library users;
- keep any information about other volunteers confidential;
- familiarise yourself with policies relating to the role.