

Role Profile

Local Studies Stock Volunteer

Description

The Local Studies library based at Bedford Central Library is a well accessed collection of published local history materials, covering all towns and villages in Bedford Borough and the surrounding area.

This important volunteer role will contribute to the essential shelf-tidying and maintenance of the Local Studies library to ensure that materials are located within the correct shelving arrangements unique to the collection.

What will I be doing?

- Tidying shelves within all sections of Local Studies, ensuring local shelf arrangement guidelines are followed
 - Ensuring stock is shelved in the correct order with reference and lending copies arranged properly
 - Creating book displays on specific subjects, on occasion
 - Some shelving of returned materials.
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What skills do I need?

- Attention to detail, with a methodical and careful approach
 - Good level of literacy and numeracy
 - An understanding of dewey
 - The ability to carry out the role with minimal supervision
 - Good communication and listening skills
 - An interest in local history is desirable.
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When will I be needed?

A commitment of at least two hours each week however this is not mandatory.

Location

Bedford Central Library, Harpur Street, Bedford MK40 1PG. Tel: 01234 718178.

What will I gain from the role?

- Awareness of the Local Studies collection
 - Experience of working in a library setting.
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What support will I be given?

The Senior Officer (Stock and Digital) will provide training and follow-up support.

How do I apply?

Please email Rosie.Newbigging@bedford.gov.uk to request an information pack.
