Stock Support
Bedford Borough Libraries Role Profile

Description
This role is required to help staff with the preparation of new and old stock, and keeping stock on the shelves tidy and in order.

What will I be doing?
• Preparing new books ready to be added to stock
• Preparing withdrawn books ready for booksale
• Putting the stock in order and keeping the shelves tidy and presentable.

What skills do I need?
• Methodical and organised
• Good English and numeracy skills
• Reliable.

When will I be needed?
Once or twice a week with a willingness to be flexible.

Location
This role is available at Bedford Central Library.

What will I gain from the role?
• An opportunity to learn more about books and the library service
• Experience in a library setting and working with people
• A chance to meet new people.

What support will I be given?
• Support and guidance in your role
• An opportunity to attend a get-together once a year.

How do I apply?
Please e-mail Antaya.Lendore@bedford.gov.uk to request an application pack.