

# Stock Support

## Bedford Borough Libraries Role Profile

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### 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.

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### 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  - Preparing withdrawn books ready for booksale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.
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### What skills do I need?

- Methodical and organised
  - Good English and numeracy skills
  - Reliable.
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### When will I be needed?

Once or twice a week with a willingness to be flexible.

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### Location

This role is available at Bedford Central Library.

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### 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.
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### What support will I be given?

- Support and guidance in your role
  - An opportunity to attend a get-together once a year.
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### How do I apply?

Please e-mail [Antaya.Lendore@bedford.gov.uk](mailto:Antaya.Lendore@bedford.gov.uk) to request an application pack.