Small library, BIG IDEAS







HATHERN COMMUNITY LIBRARY

VOLUNTEERING WITH HCL

What will I be doing?

You will be helping to keep the library running smoothly. At it's simplest, this involves dealing with customers returning books and issuing the new books they have chosen. Sometimes you will have to sign up new members, deal with placing a "hold" on a book for a customer, pay in any "hold" fees they may owe or fines they may have incurred.

Occasionally there may be a more complicated problem to resolve, but if you are unsure what to do, help is always available on the end of a phone from the professional librarians at Loughborough Hub. You will have training from an experienced volunteer before you do your first session in the library. It is HCL policy to always work in pairs, so at no point will you be left alone to cope with a problem.

How often will I do library duty?

Starting from when the library was first set up as a CML (Community Managed Library), the year was divided up into 3-week segments. So if you are on duty on Tuesday afternoon of Week 2 for example, you won't be on duty again until the same time 3 weeks later.

You can choose to do 1 or 2 duties over that 3 week period, e.g. Tuesday afternoon of Week 2 and Wednesday morning of Week 3. The more often you are on duty, the faster you will get familiar with the library working system.

How long is each duty?

The afternoon sessions are 2 hours long, either 2-4 pm or 4-6 pm on Tuesdays and Thursdays. Saturday morning is 10-12, but the Wednesday and Friday morning sessions areslightly longer from 10.00 -12.30 .

What if I can't do one of my duties?

When you join us, your name and contact details will be added to the list of volunteers. If for any reason you can't do your duty, simply email or Whatsapp the other volunteers and ask for someone to cover you or swap duties. We usually manage to cope, even if it's a last-minute emergency.

If you would like to know more, please get in touch via our website or call into the library and speak to one of our volunteers.

HCL

How to get in touch:

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www.hatherncommunitylibrary.org