



Volunteer Role - Library Volunteer

Purpose

The O'Donovan Library is a unique collection of over 7,000 titles, offering a very special Irish cultural experience to lovers of literature. The library is an excellent community resource and is used for lots of classes and workshops. To learn more about the library visit <https://londonirishcentre.org/our-services/odonovan-library/>

Role

The library volunteer will assist the volunteer librarian in managing the day-to-day running of the O'Donovan Library.

Key tasks

- Facilitate appointments and assist the public when searching for books/materials.
- Catalogue books on our library database.
- Organise the books into relevant sections.
- Label and shelve books accordingly.
- Sign-up new library members.
- Check out/in books.
- Organise new donations to the library.
- Work with other volunteers to manage the day-to-day running of the library.

Do you have?

- A sociable nature and enjoy speaking with the public.
- Good IT skills, and willingness to learn how to use new IT systems.
- Enthusiasm for Irish literature, writing or culture.
- Reliability and ability to commit to this role.
- Excellent timekeeping.
- Have an excellent command of English.

Time commitment

The library is currently open three days a week (Tuesday, Wednesday, and Friday from 11am to 4pm) for visitors and operates on an appointment basis.

The library volunteer will be required for a minimum three hours per week to be booked in advance with the Volunteer Librarian.

Location

London Irish Centre, 50--52 Camden Square, London, NW1 9XB

Supported by

Volunteer Manager > Education Officer (Culture & Heritage team)

How to apply

Registration completed via Better Impact. <http://btrr.im/6hva5>

Further Information

- Out of pocket expenses' will be covered to pre agreed limits.
- If you would like to discuss this role further, please email **volunteer@londonirishcentre.org**

WHAT HAPPENS AFTER YOU SUBMITT YOUR REGISTRATION FORM?

Registration completed via Better Impact. <http://btrr.im/6hva5>

1. Registration reviewed by the team.
2. Induction Session / Training Session attended.
3. DBS check carried out if applicable.
4. Full access given to view available shifts via 'Better Impact' rota system.
5. Shadow shift

You are now ready to Volunteer!

Note: Please do tell a friend about us...

If this role is not for you, but you have a friend, family member or past/present colleague who may be interested in this volunteer role, please do forward this volunteer role description to them. THANK YOU!