



STANNINGTON LIBRARY

Volunteer Application Form

Name							
Address							
Phone	Mobile			Landline			
Email							
Availability	<p>Front desk sessions require a commitment to regular attendance, usually weekly or fortnightly. Administration, finance and other tasks are more flexible and can be done during opening times or when we are closed. Events can run at any time. Our library opening times are: Mon & Fri 1pm to 6pm, Wed 9am to 6pm, Sat 9.30am to 12.30pm <i>Please indicate when you could be available by ticking the section/s below.</i></p>						
	Day	Mon	Tue	Wed	Thur	Fri	Sat
Morning							
Early Afternoon							
Late Afternoon							
Evening							
<p>Please indicate which role/s you are interested in by ticking the box/es.</p> <p>See the accompanying sheet for an explanation of the roles.</p>	Library Extension Project						
	Developing and Managing Events						
	Fund-raising						
	Publicity						
	IT and systems support						
	Front desk and people contact						
	Library Administration and Finance						
Cleaning and caring for the building							

please turn over

Please provide details of any relevant qualifications or special skills you have acquired through work, volunteering, sports or hobbies.

Is there anything else you think we should be aware of?

Please add a name and address of a referee to support your application.

Thank you for completing this application form, and for your interest in volunteering with Stannington Library.

Please hand the completed form in at the library or post it to:
Stannington Library, Uppergate Road, Stannington, Sheffield S6 6BX
Alternatively, email it to volunteers@stanningtonlibrary.com

Our Volunteer Coordinator will contact you to arrange a meeting.

It is the policy of STAND (Stannington & District Library Group) to provide volunteer opportunities without regard to race, colour, religion, national origin, gender, sexual preference or disability.

Stannington & District Library Group is registered as a charity in England
Registered office: 400 Wood Lane, Stannington, Sheffield S6 6AQ.
Registered number: 1158661

Stannington Library Volunteer Role Descriptions

Library Extension Project

We are hoping to extend Stannington Library and we need help with getting this project started and completed. Do you feel that you can help with this project?

Developing and Managing Events

We are always looking for new and varied ways to take the library out into the community. Could you help with new ideas and practical support with events?

Fundraising

We rely heavily on raising money to keep Stannington Library open so would welcome new ideas and practical support with fund-raising.

Publicity

We employ a few methods to publicise library events. This ranges from putting up posters on noticeboards around the village to posting on Facebook. Could you help with new ideas or support with existing publicity methods?

IT and systems support

This could be help with our KOHA library system, help with our website or help with developing computing lessons for our library users on our Public Computers.

Front desk and people contact

The front desk is the main role for most volunteers. You will be dealing with our library users directly. This includes many jobs, for example: checking books in and out using the Sheffield Libraries system and our KOHA library system; keeping shelves tidy; helping with preparing new books to be added to our Yellow Sticker collection; checking on the condition of books; being able to shelve books using the Dewey filing system.

Library Administration and Finance

This includes all the background work that keeps the library running successfully, for example: purchasing supplies and new books, managing the legalities, controlling and managing our finances.

Cleaning and caring for the building

This includes managing the regular maintenance and cleaning of the building inside and outside. All staff are asked to help with any small cleaning tasks during quiet times.