

## Library Volunteers: Aspull and The Grange

**Main purpose – To be part of a volunteer team offering assistance to customers using Wigan and Leigh Libraries’ volunteer run library in Aspull or The Grange (formerly Hope).**

<p><b>What would I be doing?</b></p>	<p>Supporting the Library service by:-</p> <ul style="list-style-type: none"> <li>• Meeting and greeting customers and signposting to activities and events across Wigan and Leigh Libraries</li> <li>• Using the Library Management System to issue books, renew and return</li> <li>• Shelving returned books in the correct place/following the processes</li> <li>• Having a good understanding of how to use emails, websites, apps and common software solutions (e.g. MS Office)</li> <li>• Providing patient, confidential digital support to Library customers when required</li> <li>• Encourage customers to use self serve options</li> <li>• Record statistics for library use</li> </ul>
<p><b>When can I do my volunteering?</b></p>	<p>During the libraries opening times:</p> <p><b>Aspull – current opening hours are</b>  Monday: 10am to 1pm  Tuesday: 10am to 12pm  Wednesday : Closed  Thursday: 9:45am to 12:15pm  Friday: 10am to 12pm</p> <p><b>The Grange – current opening hours are</b>  Monday to Thursday: 9:30 to 12:30</p>
<p><b>Where will I be volunteering?</b></p>	<p><b>Aspull Library:</b> Oakfield Crescent, Aspull, WN2 1XJ</p> <p><b>The Grange Community Library:</b> Highfield Grange Avenue, Winstanley, WN3 6GH</p>
<p><b>Who will be there with me?</b></p>	<p>Other volunteers from the Community.</p> <p>A library manager will always be contactable from other branches, and will regularly drop in to the library to keep in touch.</p>

<p><b>Support and review</b></p>	<p>Regular support and guidance will be given by a named volunteer and library manager. There will be 20 hour trial period. Another volunteer opportunity may be suggested if either party feels this is appropriate following the trial period</p>
<p><b>Am I right for this opportunity?</b></p>	<p>This opportunity would suit someone who:-</p> <ul style="list-style-type: none"> <li>• Is confident in communicating with a wide variety of users</li> <li>• Is confident with digital/web/computer use</li> <li>• Has a proactive approach</li> <li>• Gets along well with other people</li> <li>• Is patient</li> </ul> <p>While there is no formal dress code for volunteers, it is expected that volunteers will dress appropriately for the role and environment they are volunteering for. All volunteers are asked to wear 'Volunteer' ID badges.</p>
<p><b>What will I get from volunteering?</b></p>	<p>Some of the benefits are:</p> <ul style="list-style-type: none"> <li>• Meeting and working with new people</li> <li>• Giving something back to the Community</li> <li>• Developing your communication and organisational skills</li> <li>• Further enhance your digital skills</li> <li>• Being part of a team</li> <li>• Valuable training and experience that can be included in CVs and job applications</li> </ul>