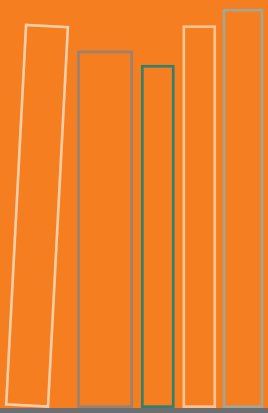
KEEP THE PAGES TURNING

VOLUNTEER AT YOUR LOCAL LIBRARY!



Please get in touch
info@craccl.org
www.craccl.org
01609 534580

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CATTERICK, RICHMOND AND COLBURN
craccl
COMMUNITY LIBRARIES

In partnership with

North Yorkshire County Council

We need volunteers

Who we are

Did you know that Catterick, Richmond and Colburn libraries are managed by the community? We are a group of volunteers who came together in 2016 to help keep our libraries open. We are a registered charity (No. 1171181) and are managed by a group of volunteer-trustees. We took over the running of the library in April 2017 in partnership with North Yorkshire County Council.

Library Volunteers

Volunteers work in teams of two for shifts of up to four hours, including a tea break. This means volunteers can work alongside friends or make new ones. A member of staff is often present to provide on-the-job training and support. We hope you will commit to weekly or fortnightly shifts, but there is a lot of flexibility. Don't worry if you have no IT experience because we can work around this.

Behind the Scenes

We also need people to help us in behind-the-scenes roles – people with skills in fund-raising, marketing, administration, social media, managing events, IT and more. If you have skills in these areas we would love to hear from you.

Make a difference in your community

Training for Volunteers

All our volunteers receive training and help from professional staff. We also encourage new volunteers to shadow experienced volunteers as nothing works better than learning on the job. Each library has a Volunteer Co-ordinator and Lead Trustee to look after volunteers. From time to time volunteers receive training in new developments to keep them up-to-date.

We also hold special events to thank volunteers for their support.

Interested in helping with events or management?

We have a group of trustees who manage the library and make decisions, as well as volunteers who plan events. We always need helpers – tea-makers, cake-makers, bunting makers, raffle-ticket sellers, meet-and-greeters – the list goes on.

Volunteer Enquiry Form

Your contact details

Name .....

Address .....

.....

.....

Email address .....

Preferred phone number .....

Your volunteering preferences

Where would you prefer to volunteer? Please tick all that apply

Catterick ☐ Richmond ☐ Colburn ☐

Please indicate which roles interest you.

Library volunteer

Tasks: meeting and greeting, joining new members, maintaining stock, using the library IT system, re-shelving books and tidying shelves, checking for requested items, answering enquiries.

YES ☐ NO ☐

IT support

Tasks: helping library members with use of email, internet, basic Microsoft Office, tablets etc.

YES ☐ NO ☐

Story-time or craft sessions

Tasks: organising or helping to run a 30-minute session for children, supporting craft sessions during the school holidays.

YES ☐ NO ☐

Displays

Tasks: making displays on special themes or library promotions – either in the library or other venues to promote the library service.

YES ☐ NO ☐

Event volunteer

Tasks: helping at fund-raising and social events, serving teas and coffees, running a second-hand book and bric-a-brac stall, meeting and greeting, selling raffle tickets.

YES ☐ NO ☐

Marketing and promotion

Tasks: designing marketing materials, writing newsletters, taking photos, putting up posters, leaflet delivery, managing databases.

YES ☐ NO ☐

Social media and website

Tasks: updating the website and social media pages e.g. Facebook and Twitter.

YES ☐ NO ☐

Trustees

We are always looking for energetic and committed people to help manage, fund-raise and make decisions about our three libraries.

YES ☐ NO ☐

Do you have any disabilities or medical conditions we should be aware of?

YES ☐ NO ☐

If you tick YES we will contact you for a confidential chat.

Data protection – privacy statement

We recognise your rights under General Data Protection Regulation 2018. All your information will be kept confidential. We will only use it for the safe and effective management of our libraries and to contact you about volunteering. Details will only be kept with your consent, and only what is relevant to your role.

Access to your personal data is restricted to CRACCL trustees and members of CRACCL responsible for the management and training of volunteers. We may share data with North Yorkshire County Council's Library Service to arrange training or in connection with your volunteering. We will not disclose information to third parties or use it for any other purpose.

Our full Privacy Notice is available in our libraries.

Are you willing for your information to be held by the CRACCL management group?

YES ☐ NO ☐

Signed: .....

Date: .....

Please send to CRACCL, Richmond Community Library, Queen's Road, Richmond, DL10 4AE, or drop it off in your local library or email to **info@craccl.org**

Thank you for your interest: we will be in touch soon to talk more about volunteering with CRACCL.

VOLUNTEER AND MAKE A DIFFERENCE IN YOUR COMMUNITY

What you can do

- Volunteer to work in the library
- Become a trustee
- Help with events and activities
- Get involved behind the scenes
- Tell your friends about CRACCL
- Like/share us on Facebook and Twitter

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