**Hastings Library of Things Role Descriptions**

**Role:** Librarian

**Frequency:** At Least 1 regular 2 or 4 hour slot per week

**Overview**:
When members come to borrow things you will check their reservation and locate their things for them. You will usually work with another Librarian and can share the tasks between you.

You might also help members use our “reference” items (badgemaker/ overlocker, .- if you feel comfortable to).
It's not always busy, but it's esse

ntial to keep the library going. You might have time to
chat, read, or craft in between lending things. There's always time to drink tea.

**The Role, Librarians:**

- Welcome borrowers
- Check items in and out, including collecting items from our stores (some of the things will be heavy or bulky)
- Check returned things in
- Offer support and advice to borrowers
- Support our health and safety management
- Process membership payments and add new members

**Essential Requirements:**

- To be over 18 (it's an insurance thing)
- Basic IT skills and willing to learn to use our online booking system
- Able to handle the things (some things are heavy)
- Able to leave handwritten notes and follow written instructions
- Willing to follow Health and Safety, Data Protection and Equality, Diversity, and Inclusion policies
- Willing to sign a Volunteer Agreement

**Support:**

- Travel expenses and meal allowance for shifts over 3 hours
- Endless hot drinks and sometimes biscuits
- References if you want one