

Volunteer Role Description



Cathedral Library

Description of Activity:

To act as a steward in the Wren and Medieval Libraries during normal opening hours (April to October).

Representing the Cathedral and the Church of England to the public.

Location:

Lincoln Cathedral Library

Supervision and Support:

Day to day supervision - Cathedral Librarian

Cathedral staff contact - Volunteer & HR Officer

Benefits of the Role:

You will be working as part of an enthusiastic team of people committed to a love of history and books, based in the Cathedral's two historic libraries, often considered as hidden gems, giving you the opportunity to meet and enthuse a wide range of visitors and gain the satisfaction of being able to answer their questions and make the libraries more accessible.

Key Tasks:

- To provide a friendly welcome to visitors to the library.
- To inform visitors about the libraries and their history.
- To answer where possible visitors' questions, or if not, to know where to find the answers.
- To ensure the security of the library's collections of manuscripts and rare books.
 - ensuring that visitors stay within the designated areas in the library
 - discouraging photography and video recording within the library
- To be aware of matters of health and safety and to help ensure a safe environment for visitors.
- To be aware of and to correctly follow evacuation procedures when necessary.
- To be aware of what to do in case of an accident in the library.
- To attend refresher training sessions each year.
- To keep accurate records of visitor numbers and sales of booklets and postcards.
- To let the Librarian know if you have to cancel one of your library duties.
- Be an Ambassador for Lincoln Cathedral Library as a World Host destination.

Personal qualities and requirements:

You will need good interpersonal skills and must be able to communicate enthusiastically and knowledgeably with visitors about the library.

All volunteers, when on duty, are Cathedral ambassadors and as such should behave and dress accordingly.

There are no requirements for a Disclosure and Barring Service Check for this role.

Support and training required (if any):

Full Induction and training are provided.

Undertake Basic Safeguarding Awareness Training, including refresher training as required.

Files of notes for volunteers are available in each library for reference.

Refresher sessions take place each year before the libraries open to the public.

Undertake other training courses as and when appropriate.

Availability:

Volunteers sign up for as many or as few sessions as they wish on dates to suit them.

The Cathedral Librarian is responsible for finding replacements if volunteers have to cancel their allotted sessions.