

Bedale Community Library

**Help to keep
the doors open**

Help to keep the library open in Bedale

What you can do

- Volunteer to work in the Library
- Help with events and other activities
- Tell others about the project
- Like/share our Facebook and Twitter pages
- Join *Friends of Bedale Community Library*
- Join the email list and keep up-to-date

Become a Library Volunteer

- **Make new friends**
- **Learn new skills**
- **Support your community**

Get in touch

committee@bedalecommunitylibrary.org.uk
www.bedalecommunitylibrary.org.uk
01609 534573



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We need volunteers

Help to keep the doors open

www.bedalecommunitylibrary.org.uk

Our Story

Rejecting a petition of over 2,300 names to save the Bedale Library, the North Yorkshire County Council Executive decided in 2015 that the library would either have to close or be managed by the community from April 2017. Not wishing to lose such a valuable asset, a small group formed the Bedale Community Library Management Committee to work to keep the library open. In January 2017 Bedale Community Library became a registered charity (no. 1171085) and Trustees were appointed. The Charity took over the running of Bedale Library in partnership with NYCC in April 2017.

We need volunteers

Many volunteers with a variety of different skills are needed to make this project succeed in the long term.

Library Volunteers

To keep the library open for at least 20 hours each week, a pool of about 40 trained volunteers is needed. Volunteers work in three-hour shifts in teams of three. This means volunteers can work alongside friends, or make new ones. We hope volunteers will commit to weekly or fortnightly shifts, but there is lots of flexibility.

Volunteers with skills

Knowledgeable people in behind-the-scenes roles make all the difference to the success of Bedale Community Library. We need volunteers with experience in fund-raising, volunteer recruitment, social media, event management, IT and more.

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Training for Library Volunteers

From time to time NYCC Library Services provide training sessions for Library Volunteers. If you would like to be informed of future training dates, please complete this form and we will email you with details as and when any training becomes available.

Interested in helping with events?

Friends of Bedale Community Library always need helpers at events, from tea-makers to front-of-house staff and from cake-makers to raffle ticket sellers. Complete the volunteer form (especially Q10) or email us.

Interested in helping with management and administration?

Contact the Chair of Bedale Community Library, Bedale Community Library, Bedale Hall, Bedale, DL8 1AA or email committee@bedalecommunitylibrary.org.uk

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10. Volunteer at events

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

☐ Yes

☐ No

Comments:

11. Help with marketing and promotion

Tasks: designing marketing materials, writing newsletters, taking photos, putting up posters, delivering leaflets, managing databases etc.

☐ Yes

☐ No

Comments

12. Help with social media and website

Tasks: updating website and social media pages, eg. Facebook and Twitter

☐ Yes

☐ No

Comments:

13. Please list any other areas you can help with or give additional suggestions:

Please put this form into the Bedale Community Library box in the library or post to Bedale Community Library, Bedale Hall, Bedale, DL8 1AA or email to committee@bedalecommunitylibrary.org.uk

Thank you for your support.

Bedale Community Library Volunteer Enquiry Form

Mr/Mrs/Ms/.....

First name

Surname.....

Address

.....

Town.....

Postcode.....

Email address*

Telephone.....

* By providing us with your email address, you will receive updates about volunteer opportunities as well as the latest news about events and activities at the library. You can unsubscribe at any time.

All information provided on this form will be kept confidential. Access to your personal details is restricted to Trustees and those members of Bedale Community Library working groups who are responsible for the recruitment, training and support of volunteers. Your details will not be shared with any other organisation.

Please put this form into the Bedale Community Library box in the library, post to Bedale Community Library, Bedale Hall, Bedale, DL8 1AA or email to committee@bedalecommunitylibrary.org.uk

Please indicate which roles you are interested in:

1. Library Assistant

Tasks: checking books and other items in and out, making book and audio reservations, maintaining the stock. Training on the NYCC Library Services' IT System will be given.

☐ Yes ☐ No Comments:

2. Customer Services

Tasks: Meeting and greeting, answering enquiries about library services, helping library visitors to find items.

☐ Yes ☐ No Comments:

3. IT support

Tasks: helping visitors with logging on and using public access computers, including help with email, use of the Internet and basic use of Microsoft Office.

☐ Yes ☐ No Comments:

4. Storytime reading

Tasks: organising/running a 30-minute reading session for young children on Friday afternoons from 2.15 – 2.45pm, supporting the Summer Reading Challenge for children.

☐ Yes ☐ No Comments:

5. Creating displays

Tasks: making displays for the library and other venues to encourage interest and promote the library services.

☐ Yes ☐ No Comments:

6. Cleaning

Tasks: dusting shelves and books, keeping the library clean and tidy, vacuuming

☐ Yes ☐ No Comments:

7a. Availability for shifts

How often do you anticipate that you will be able to carry out a three-hour shift in the library? (You won't be held to this, but an indication at this stage would be helpful.)

- ☐ More than once a week
☐ Weekly
☐ Fortnightly

Comments (e.g. term-time only)

7b. Which shifts would you prefer? Tick all that apply.

(You won't be held to this, but an indication at this stage would be helpful.)

- ☐ Monday 2pm-5pm
☐ Tuesday 10am – 1pm ☐ Tuesday 1pm- 4pm
☐ Wednesday 2pm – 5pm
☐ Friday 10am – 1pm ☐ Friday 1pm – 4pm
☐ Saturday 10am – 12 noon

☐ Any of the above

Comments:

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

☐ Yes ☐ No Comments: