

LIBRARIAN

Statement of purpose:

All volunteer roles must actively support the museum’s mission in the interpretation and care of Egyptian Archaeological material and related documentation for the education and entertainment of the public. They will do this by actively practising the three core roles of the museum in any role they undertake: **Preservation of the collection; Education and Widening participation.**

Responsible to: The Volunteer Manager

Role Purpose: To ensure the safety and security of the library, the good care and maintenance of the library system for use by all, whilst making visitors and members of the public feel welcome.

Criteria to be completed prior to role being attained:

- **20 hour induction –to include the completion of the following:**
- Health, safety and safeguarding training (induction)
- Basic Library induction
- Modes and Endnote training completed
- Customer Care 1 (30 min staff workshop)
- Gallery Tour 1 (staff or designated peer)
- Completion of all tasks in workbook for this role

Key duties and Responsibilities	Outcome Expected
<i>Visitor and customer care (core job)</i>	<i>Visitors have a stimulating and enjoyable experience</i>
<i>Gallery Maintenance (core job)</i>	<i>Aid gallery assistants and supervisors in ensuring the museum, collection and staff are safe and secure.</i>
Security of the library and key	The museum, library collection, and key are safe and secure.
Keeping libraries, photocopies and magazines in a working order	Libraries, photocopies, magazines are keep neat, in order and regularly checked.
Advising library users	Library users find information they need from the library, meeting specific needs of library user.
Helping people use modes and endnote	
Keeping visitor catalogue up to date (with supervisor)	Online visitor catalogue up to date and accurate
Cleaning/basic book maintenance	Basic tasks to keep library clean tidy and safe

Skills Required

- Communication Skills
- Organisation
- Customer Relations
- Understand and follow procedures
- Reliable
- Positive manner