

## Booksale Volunteer

### WHERE

This opportunity is available at Explore Libraries

### WHAT WILL I BE DOING?

This is an excellent opportunity to gain some practical experience of working in a library. Our libraries have regular booksales as a way of managing unloved library books and this role involves the setting up and delivery of the sale. This may involve promotion of booksales using social media and your community contacts. You may also have the opportunity to process old library stock in preparation for a booksale, identifying appropriate items for the sale (training will be given should this be something you'd enjoy, but is not essential for the role).

### HOW WILL I BE HELPING YOU?

You will be preparing for and setting up regular book sales. Our book sales support our overall income, displaying the books in genre, and category helps the customers find what they are looking for and choose more! Helping to promote the booksales will help the library service maximise sales.

### TASKS

- Sorting books on to tables to set up the booksale.
- Before the book sale, check the condition of stock and put aside any items that may require further attention for these to be then looked at by library staff.
- Work closely with staff members to create attractive displays of books within the book sale itself.
- Label each section so it's clear for the customer to browse.
- Actively promote the booksales via social media, library and community.
- Remove old stock from the library catalogue using a computer (non essential part of role).

- Be aware of other Explore booksales and Explore events and activities.
- Take money from customers and deal with any change/paying into a till as needed

#### WHAT SKILLS DO I NEED?

- Be confident to welcome people from all backgrounds, respecting the values and reputation of Explore
- To have a friendly nature and enjoy helping people.
- This is a physically demanding role which requires the lifting and carrying of books and boxes as well of lots of bending to put books out on display for the Booksale.
- Basic IT skills – training will be provided in the use of the library management system which is used to remove our books from the catalogue.

#### WHAT WILL I LEARN?

- Increase your IT skills as you become confident in using our Library Management System software and social media platforms (mostly Twitter)
- Cash handling skills
- Increased confidence as you meet new people and encourage people to buy!

#### HOW MUCH TIME DO I NEED TO COMMIT?

Many of our booksales are monthly depending on the individual library. These usually happen on weekends. Occasionally we hold mid-week sales. The booksales themselves usually happen over the course of a day, or half a day, so its likely you will be one of a team of volunteers.

The work to actually remove the stock from the system ready to sell could be a 2 hour a week role.

You will be invited to one of our Explore induction sessions which happen twice a year