**ROLE DESCRIPTION**

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| **Volunteer Role:** | Cathedral Library Volunteer |
| **Team:** | Cathedral Library |
| **Volunteer Team Leader:**  [if there is one] | Sub-Librarian |
| **Member of Staff responsible:** | Canon Residentiary and Treasurer |
| **Date of completion:** | August 2023 |

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| **1** | **Role Purpose** |
|  | The Cathedral Library acquires and preserves historic books and works of interest and makes them available to everyone who wishes to see them. It promotes their use for study and research.  The Library, as you see it today, was set up in 1969. It holds collections dating back to post Civil War. |
| **2** | **Tasks and activities to be undertaken** |
|  | Volunteers will assist the Sub-Librarian with various projects associated with the care and day to day running of the Library.  Duties will include:   * sorting books * cataloguing * book cleaning * minor restoration of books * following the Collections Policy * engaging with visitors when the Library is open to the public |
| **3** | **Contacts** |
|  | The Volunteer and HR Co-ordinator for general volunteering advice;  The Canon Residentiary and Treasurer;  The Head Verger and team;  The Sub-Librarian  Members of the Library Advisory Committee |
| **4** | **Special Requirements** |
|  | Training and guidance will be given on the following:   * introduction to the Library and its collections * cataloguing * best practice in handling old documents * advice on book preservation   A desire to understand and engage with the Cathedral’s Christian mission and in supporting its role as a living church is essential.  Requirement to undertake mandatory training, including basic safeguarding training. |
| **6** | **Skills** |
|  | The ideal candidate will have:   * excellent attention to detail * a methodical approach to their work * some IT skills * excellent literacy and numeracy skills * good organisation * ability to work as part of a dedicated team * reliability * an interest in historical books and the Cathedral   The Cathedral Library is located above the Treasury on the North side of the Cathedral and accessed by a steep stone spiral staircase. |