

Volunteer Role Description

Volunteer Library Assistant: 3 months fixed term - part-time

Department: ICC Reference Library

About the Role:

This is an opportunity for those who would like to acquire skills and hands on experience in the Library and Information Science field, particularly those studying at degree level in the same field and have strong knowledge of the Arabic language. The role involves providing assistance to the Librarian to manage the day-to-day running of the ICC library and undertaking small library projects allocated by the Librarian. In addition, there will be ongoing tasks of sorting, weeding out and cataloguing of books. Help visitors and deal with requests to retrieve books and to use OPAC catalogue. The volunteer may work along with others on the same day and thus teamwork skills are essential.

Hourly schedules will be part-time within the ICC Library on selected days from Monday to Friday 10-5 pm. As a volunteer you will be reimbursed for the travel expenses provided you submit a receipt of your travel cost.

Skills and Knowledge:

You will need:

- A minimum of 2 years of library experience or administrative role.
- University degree, or a good level of education; preferably working towards Library Science degree studies.
- The ability to work well with others.
- To be thorough and pay attention to detail.
- To be able to work without supervision.
- Knowledge of Arabic is necessary with typing skills.
- To be flexible and open to change.
- You must have attention to detail, and demonstrable IT skills (including the use of Excel).
- Knowledge of information classification systems is desirable, e.g. Dewey decimal classification.

Volunteer Responsibilities:

The Volunteer Library Assistant will occasionally serve on the front desk, and to cover the Librarian when need be. Providing services to visitors and answering their enquiries within the limits of the ICC Library Rules and Guidelines. To write short reviews and manage the ICC library social media platforms. In addition to that, the volunteer is expected to catalogue monographs on the library system, and working on the library floor to sort books in alphabetical order, and tidy the shelves. Expect to carry books from one place to another, packing and unpacking of boxes and using the portable ladder to reach top shelves. To print labels and barcodes (training provided). Assist the Librarian to run library events such as the Book Club ...etc. To carry out small projects as part of the Library inventory process. Ability to manoeuvre book trolleys, shelve books overhead height.

Person Specifications:

- passion for reading, literature and use of technology in education and learning.
- excellent communication skills both written and oral.
- flexible and responsive to the needs of the ICC Library.
- highly motivated individual with a strong 'can-do' attitude.
- awareness of library ethical work (library ethical philosophy) and good practice and good conduct.

If you feel you have the right skills and requirements mentioned above to volunteer in such a learning environment and you are interested in the voluntary position, then please send your CV along with a covering letter to the email library@iccuk.org.

When working in a library environment, the person among us needs to be equipped with the necessary 'P' traits of: Patience, Prudence, and Principle.