

connect

with Libraries & Archives



Become a Volunteer

Time2Give



The Government Standard



We appreciate and value the time and help our volunteers give to Kent Libraries & Archives. This benefits our customers, staff and the wider community.

Our volunteers extend and enrich the services we provide; many activities that we run would not be possible without their support.

Volunteering is a great way to help your community and make a real difference to people's lives. Take a look at the opportunities we offer, and if you're interested just fill out and send in the application form.

We look forward to welcoming you to our team.

Diane Chilmaid

Business Support Manager
Libraries & Archives





What will I be doing?

We offer you a wide range of opportunities to help enhance the library service. No specific experience is needed for most activities, and we work with you to match your free time with the needs of your local library.

Opportunities include:

- delivering books to our customers, including carers
- assisting customers with computer problems or internet queries
- helping staff with rhymes and songs for pre-school children
- supporting staff develop more information and resources about the people and history of Kent
- planting reading gardens
- helping create a better environment for libraries and archives
- assisting with homework queries
- acting as friends and advising the service
- discussing service development ideas with us



What we provide to you

- volunteering opportunities at over 100 libraries and archive centres in Kent
- some community-based opportunities
- flexible time commitments
- a large variety of volunteering activities
- something to suit people of all ages
- guidance and support from staff and other volunteers
- volunteer expenses
- free reservations and audiovisual hire

For the latest vacancy information:

- ask staff at your local library or archive centre
- log on to www.kent.gov.uk/libraries
- email libraryvolunteers@kent.gov.uk
- call 01622 696468

To apply, please complete and return the attached form to your nearest library or archive centre, or send to:

Time2Give
Kent Libraries & Archives HQ
Royal Engineers' Road
Maidstone, Kent ME14 2LH

Volunteer Application Form

Please write clearly in BLACK ink

1. Personal details

First name _____

Surname _____

Address _____

Postcode _____

Tel _____

Mobile _____

Email _____

Date of birth _____

2. Next of kin/emergency contact details

Name _____

Address _____

Postcode _____

Tel _____

Relationship to you _____

3. Young volunteers only

Are you using volunteering as part of your Duke of Edinburgh award or similar scheme?

Yes No

Scheme _____

4. Referees

Before we can place you as a volunteer, we must receive two references for you.

Please give names and addresses of your referees below.

*They should be someone with whom you have recent contact and could be a current or past employer, teacher, religious leader, neighbour, or family friend, **but not a relative.***

If you have a social worker, psychiatrist, probation officer or other professional working with you, please include them as a referee.

Name _____

Address _____

Postcode _____

Tel _____

Email _____

In what capacity do you know him/her?

Name _____

Address _____

Postcode _____

Tel _____

Email _____

In what capacity do you know him/her?

5. Other screening

Some activities will require additional screening, such as a Criminal Records Bureau disclosure, for working with children or vulnerable adults. We will tell you if this is required.

The disclosure will reveal spent and unspent convictions. It is important that you tell us about any convictions or cautions you have. Convictions and cautions do not prevent volunteering but may restrict the range of activities available to you.

6. Health and support

Is there anything you would like us to know so we can assist you in your placement? Please list any illnesses, disabilities (sensory, mental or physical) or allergies you would like us to know about.

7. Signatures

Your signature _____

Today's date _____

If you are under 18, or subject to guardianship, the signature of a parent/guardian is required

Parent/guardian signature

Print name _____

8. Your information

KCC will use personal information about Time2Give volunteers solely for this project, and will comply with all requirements of the Data Protection Act.

Please tick if you are happy for photos/quotes of your volunteering to be published.

Kent Libraries & Archives holds Public Liability, Employers', and Personal Accident Insurance (PAI) for Time2Give. PAI benefits may be reduced for under-16s and over-75s.

10. Optional

Please tick the box(es)

a) How did you hear about Time2Give?

- | | | | |
|---------------|--------------------------|---------------------|--------------------------|
| Press article | <input type="checkbox"/> | Volunteer Centre | <input type="checkbox"/> |
| Word of mouth | <input type="checkbox"/> | Library information | <input type="checkbox"/> |
| Radio | <input type="checkbox"/> | Community group | <input type="checkbox"/> |
| Leaflet | <input type="checkbox"/> | Internet | <input type="checkbox"/> |

Other, please specify _____

b) Equalities monitoring

We want to encourage applications from a diverse range of people. We ask you to give us the information below to check our progress. It will be treated as confidential.

1. Gender (please tick) Male Female

2. How old are you?

- | | | | | | |
|----------|--------------------------|-------|--------------------------|-------------|--------------------------|
| Under 16 | <input type="checkbox"/> | 16-24 | <input type="checkbox"/> | 25-34 | <input type="checkbox"/> |
| 35-40 | <input type="checkbox"/> | 41-59 | <input type="checkbox"/> | 60 and over | <input type="checkbox"/> |

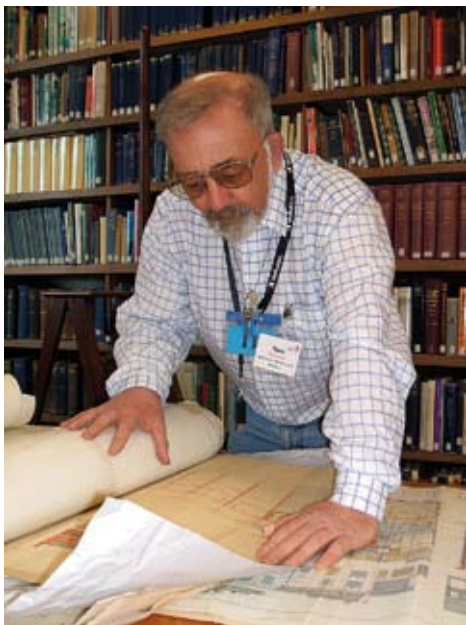
3. Do you consider yourself to be disabled?

- Yes No

4. What is your ethnic group? (choose one)

- | | | | |
|----------------------------------|--------------------------|-------------|--------------------------|
| White British | <input type="checkbox"/> | White Irish | <input type="checkbox"/> |
| Black or Black British: | | | |
| Caribbean | <input type="checkbox"/> | African | <input type="checkbox"/> |
| Asian or Asian British: | | Indian | <input type="checkbox"/> |
| Pakistani | <input type="checkbox"/> | Bangladeshi | <input type="checkbox"/> |
| Mixed: White and Black Caribbean | <input type="checkbox"/> | | |
| White and Black African | <input type="checkbox"/> | | |
| White and Asian | <input type="checkbox"/> | | |
| Chinese | <input type="checkbox"/> | | |

Other, please specify _____



Discover Kent's history

Our archive centres and local history collections in libraries give free access to a wealth of resources about Kent's past.

Help us to care for and develop these historic collections, for example, by indexing and compiling lists, measuring and repackaging items, or taking part in events and open days.

You may be surprised to know that we are looking for volunteers with a whole variety of skills, not just historical research! For example ICT, creative, or practical skills.

Come and share with us the excitement of discovering Kent's history and the satisfaction of both helping to preserve collections for future generations and making our treasures known to the wider community.

Be a computer buddy

Volunteers who have good IT skills act as Computer Buddies to help customers. They provide taster sessions, help with IT problems, or show people how to set up an email account. Computer Buddies patiently share their skills and experience 1-2-1, giving people confidence with computers.

Help with family events

You could help with a range of family events.

Our Baby Rhyme Time hosts welcome people to regular rhyme singing sessions, chatting with families and offering refreshments.

Homework helpers support lively homework clubs, enthusing and encouraging children to research their assignments. Homework clubs are popular service volunteering for young people taking the DoE award and other youth schemes.

You can give practical and occasional help

Volunteer gardeners help add colour to our library environment, creating reading gardens and outside facilities for storytime or poetry sessions.

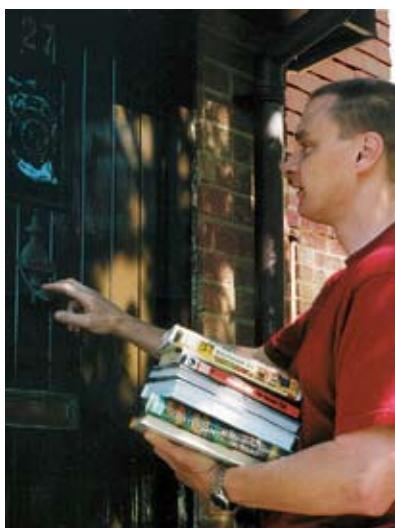
Some people help on an occasional basis, assisting with surveys or events, or providing cover.

Deliver books to people who cannot get to a library

We provide a free Home Library Service for anyone unable to visit the library due to ill health or disability, or because they are a carer.

We need volunteers to help us deliver this service. If you enjoy reading yourself and have a few hours to spare this may be for you!

You will be visiting people in their own homes and taking a variety of library materials including books, videos, and spoken word CDs, so you will need to be able to carry these materials.



Other information leaflets:

- Friends of Archives
- Home Library Service: Customer Information

For further information or alternative formats please contact 01622 696528



Shape your service

Be part of your Library User Group.
You can have a say in your local library. We welcome your help in developing our service.

- Be a friend and advise the service
- Discuss service development ideas with us
- Suggest improvements

If you are interested speak to staff at your local library.

Time2Give is a volunteering programme provided by Kent Libraries & Archives and managed by CSV



CSV (Community Service Volunteers) is one of the UK's leading volunteer charities, creating opportunities for people to take an active role in the life of their community. www.csv.org.uk

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