

Library Volunteer

Description: A Library Volunteer will collaborate with the Office Coordinator or designated Collective Coordinator, and the Library Committee, to figure out the best way to organize and maintain Pride's library, paying special attention to accessibility of material, organization, and upkeep of the library. Library volunteers will also help inventory and maintain a list of signed-out library materials and work closely with the Library Committee to help order new books and develop library resources.

Duties:

- Attend all Library Committee meetings and offer ideas and suggestions on the organization and access of the library
- Read through donated material to see whether or not there's any content (out-of-date medical information, triggering material, problematic language) which would require a "warning" label, and organize it within the LOC (Library of Congress) coding
- Organize and maintain library inventory and management software
- Develop and maintain a check-in / check-out process
- Assist in reorganizing the library, if required

Expected Time Commitment:

Approximately two hours a week maintaining the library and attending any Library Committee meetings. More time, if re-shelving, organization, or inventorying of new books is on the agenda.

Training Provided:

- Orientation to UVic Pride, the Library and Safer Spaces
- AOP Training

Accountability and Guidance: The Office Coordinator, or other designated Collective Coordinator, is the Library Volunteer's first point of contact, for guidance and access to any additional training if necessary. The Office Coordinator will check in with the Library Volunteer regularly to ensure that everything is going well, and to clarify any issues and questions. Library Volunteers will also receive guidance and tasks, as designated by the Library Committee.

Remuneration: This is an unpaid volunteer position. Volunteers will have access to training and professional development from UVic Pride and/or the Anti-Violence Project. Volunteer appreciation events will be held at least once per semester. Food will be supplied for all volunteers to meet and greet with each other and form connections.