

**Union Library Volunteer Description**

Who: Union Library Volunteer, reporting to the Librarian

Where: Union Library, Bryntirion House, Bridged

Why: Volunteer tasks contribute to the ongoing maintenance of the library’s collection and are an important part of its development and care.

**What:**

Caring for the print collection may involve—

* Dusting
* Stock checking
* Shelving
* Labeling
* Book jacketing
* Book cleaning
* Making scans

**Policies to be aware of when volunteering in the library**

[Library Collection Management Policy.docx](https://ustwest-my.sharepoint.com/%3Aw%3A/g/personal/mthurm_ust_ac_uk/EeSYgcUB2YZKp4itDGKkeBUB0RPK6MO9XbtRENf7OGvCfA?e=cbxkVW)

[Policies & Procedures — Union School of Theology (ust.ac.uk)](https://www.ust.ac.uk/admissions/procedures)

* Volunteer Policy, Health and Safety, IT guidelines, Safeguarding