

Rhose Community Library Volunteer Review

Volunteer Name:

Reviewer's Name:

Date:

Date of Last Review:

Offering regular Review Sessions emphasises the importance of what a volunteer is doing. It can be viewed as an informal 'catch up', but allocating time for these sessions is most important to help RCL and its volunteers have the best relationship possible.

Part One

This part looks at your general volunteering experience.

1. How are you finding your volunteering?

.....
.....
.....

2. What do you think has gone well?

.....
.....

3. Is there anything you feel proud of?

.....
.....

4. What talents do you bring to the role?

.....
.....

5. What do you think has not gone well?
How do you think it could have been done differently?

.....
.....

6. What would make your volunteering experience more rewarding?
Or what can RCL do/provide to enrich your volunteering?

.....
.....

7. Is there anything which you feel is impairing your volunteering experience? Or can you identify any particular needs which may affect your ability to fulfil your volunteering role?

.....
.....
.....

8. Any other comments or observations about your general volunteering experience?

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Part Two

This part looks at the tasks which constitute the Library Assistant role.

Volunteers can confirm if they are confident in each task and, if not, we can consider ways of improving the situation if it is dependent on training or opportunity.

Are you confident in the following tasks?

1. Act as the public face of the RCL? Yes/No

Comments:

2. Issuing, retuning and renewing books for customers? Yes/No

Comments:

3. Checking on computer for reservation requests from other libraries? Yes/No

Comments:

4. Use of till when taking fines, & monies for purchases? Yes/No

Comments:

5. Checking till float & monies taken correct & signed for? Yes/No

Comments:

6. Opening & closing the library and use of keysafe? Yes/No

Comments:

7. Assisting customers in use of computer to make reservations on the catalogue for themselves? Yes/No

Comments:

8. Shelving books etc in their correct places? Yes/No

Comments:

9. Answering the phone to customers and notifying them when reservations have arrived? Yes/No

Comments:

10. Photocopying for the public when required? Yes/No

Comments:

11. Taking delivery of new stock and reserved items? Yes/No

Comments:

12. Processing new stock ready for shelving? Yes/No

Comments:

13. Serving class visits from Rhws Primary School? Yes/No

Comments:

14. Creating interesting displays for all ages? Yes/No

Comments:

15. Encouraging new memberships? Yes/No

Comments:

16. Any other comments or observations?

Comments:

.....
.....
.....
.....
.....
.....

Signature of Volunteer

Signature of Reviewer