

Hello!

Thank you for getting in touch about doing your Duke of Edinburgh volunteer placement at the Richmond-upon-Thames libraries. It's really nice to hear that you're interested in helping your local library!

As part of your placement at the library you would:

- Learn more about how the library works, including learning about the DEWEY system
- Help with shelving and generally keeping the library tidy
- Help customers find books and use the self-service machines
- Create a top 10 teen book display

You would also take part in two other library activities such as helping with a special event, assisting with Story Time or taking part in Chatterbooks a children's reading group. You could even come up with your own event or activity to take place in the library. We send you a complete list of volunteering options before you start so you can have a think about what you would like to do.

If you are interested in applying, please complete the attached application form. You will also need to supply a letter of permission from your school or group. If your application form is successful you will then have a chat with your prospective Library Supervisor either on the phone or in person. *Please note that in order to be eligible for a placement you must live or study in the London Borough of Richmond-upon-Thames.*

We try and take on as many DofE students as possible, however this always depends on how many students we currently have volunteering and staff availability. Please try and put more than one choice of library on your application form.

Thanks again and please get in touch if you have any questions.

Kind Regards,

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Library Volunteer Coordinator

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