NEUK

Access Librarian Role Guide

Information and guidance for Access Library volunteers

Contents

Volunteer Access Librarian Role Guide 3
- Welcome 3
- About the role 3
- Where and when 3
- What you will do 4
- What you are not expected to do 4
- Working safely 5
- Support 5

Contact Information 6
- Emergency Contact 6
- Neuk Volunteer Coordinator 6
- General email contacts 6
- Other Staff 7
- Safeguarding Contacts 7

Volunteer Access Librarian Role Guide

Welcome

Thank you for volunteering with Neuk.

Please read this guide alongside the **Volunteer Onboarding Pack** or the **Easy Read volunteer information.**

This guide explains the Access Librarian role.

About the role

Access Librarians help look after Neuk's access equipment.

The Access Library lends equipment to artists and organisations to help make creative work and events more accessible.

Where and when

This is an **in-person role** at our Hypha Studio space in Saltire Court, Edinburgh.

You will work one-to-one with a Neuk staff member.

We will agree a suitable day and time with you.

Shifts can be different lengths, depending on your availability and the work that needs done.

All shifts must be arranged in advance because we need to tell Saltire Court when visitors are coming.

What you will do

At first, you will mainly help us:

- sort and organise equipment
- catalogue what equipment we have
- check that items are complete and in good condition
- label and store equipment
- put equipment packs together for people to borrow
- tell staff if anything is missing, damaged or unsafe

We will show you how to do each task.

We will also show you how to catalogue items on MyTurn when you need to.

What you are not expected to do

You are not expected to:

- know how to repair equipment
- give specialist access advice
- decide by yourself what equipment someone needs
- spend your own money
- deal with difficult situations alone

Ask the staff member working with you if you are unsure about anything.

Working safely

We will give you a fire safety induction when you start working in the studio.

Handle equipment carefully.

Do not use or lend anything that looks damaged or unsafe.

Tell the staff member if something is broken, missing or unsafe.

Support

A Neuk staff member will work with you during each shift.

You can also contact the Volunteer Coordinator if:

- you have a question
- you need support
- you cannot attend
- you want to change or stop your role

Contact Information

Emergency Contact

(Please save this in your phone)

Tzipporah Johnston

07305 853884

tzipporah@doorinthewall.co.uk

Neuk Volunteer Coordinator

(Please save this in your phone)

Joanna Young

07585822616

volunteers@doorinthewall.co.uk

General email contacts

hello@doorinthewall.co.uk

neuk@doorinthewall.co.uk

Other Staff

- Neuk Local Coordinator (Anna Whealing)
  anna@doorinthewall.co.uk
- Participant Liaison (Amy Milner)
  edi-neuk@doorinthewall.co.uk

Safeguarding Contacts

- **Primary Safeguarding Officer**
  Tzipporah Johnston
  tzipporah@doorinthewall.co.uk
  07305 853884

- **Secondary Safeguarding Officer**
  Catriona Stewart
  cas.stewart.101@gmail.com

- **Online reporting form**