

Operations team - terms of reference

The Operations team manages the day to day running of the library. It reports to the Library Management Committee. It liaises with Leicestershire County Council on any aspect of the work covered by these terms of reference.

Membership of the team comprises the Coordinator of Volunteers together with other of the volunteers actively involved in the day to day running of the library.

Members of the team are all key-holders and trainers, have administrator rights for Three Rings and carry out regular shifts on the library rota.

The team's particular areas of responsibility are as shown below.

Supporting volunteers

Ensure that the volunteers who assist in the library are friendly and approachable and that their level of training matches their responsibilities.

Coordinator of Volunteers' Annual Leave

Ensure that the library remains open and continues to run smoothly when the Coordinator of Volunteers is on annual leave. This includes organising a rota of key-holders to lock and unlock the library, offering support to volunteers, and arranging cover for any unfilled slots in the rota for the period of the Coordinator of Volunteers' annual leave.

Library users

Promote engagement and involvement with the residents of Barrow upon Soar and surrounding area.

Encourage membership and use.

Place a particular emphasis on providing a library facility for young people.

Books

Ensure that Leicestershire County Council provides an up-to-date stock of high quality books and other resources that cater for different abilities and age groups, including local history/ heritage, conservation and the environment.

Lead on anything concerning book stock, including but not limited to: stock edits, acquisition of new titles (including using S106 funds for this), operating inter-library loans.

Interior of the library

Ensure that there is an attractive environment within the library.

Lead on library layout and shelving arrangements.

Provision of other services

Provide initial training to new volunteers, and ongoing training to all volunteers as needed

Oversee computing (including downloading of e-books) printing and photocopying facilities

Oversee the dissemination of information and publicity about the library's services.
Provide a venue for the display of local activities and developing a focal hub for information.

Oversee the shop elements of the library's operations.

Contribute to fund-raising activities and other events and activities consistent with the library's role and purpose.

Approved by LMC 14 April 2025

Due for review April 2026