

Severn Hospice

Audio Library Support Volunteer Guidelines

Reporting to: Audio Library Team Leader

Purpose: To support the librarians through the general maintenance of equipment and stock associated with the Hospice's audio library service.

- Process and clean any donations of tape cassettes; CDs and DVDs given for the audio library and place into the appropriate category.
- Reunite any cassette; CD or DVD with its respective outer case. Replace any damaged casing as necessary.
- Discard any old or damaged cassette; CD or DVD and record such action for the library administrator to adjust on the stock data base.
- Process any returned loans from patients:
 1. Complete paperwork – as per the administration system
 2. Reconcile returned equipment and stock against loan documentation
 3. Rewind tapes fully if necessary
 4. Clean equipment and check for any maintenance needs
 5. Check equipment is recharged and sample play quality in preparation for next ward round
 6. Return cassette; CD or DVD to its appropriate category
- Tidy trolley checking the stock within each category is in alphabetical order
- Prepare loans baskets ready for use to include a CD player or Walkman with earphones attached (together with an extra set of batteries)
- Tidy the library shelves and boxes checking that stock within each category is in alphabetical order

The above is intended as a guide only, duties may be amended or adopted as and when they are identified