

The Library's new future is starting! This is an invitation to get involved in shaping that future.

Developing a Training Programme for Volunteers

We are beginning the process of training volunteers to work in Highgate Library.

As this is uncharted waters for us and for the Camden's Library services, we have decided that we all – volunteers and library staff - need to work together to draw up the best possible training programme.

How this initial stage will work

To ensure that the volunteer training scheme is as good as possible we are asking 4 people to act as "guinea pigs".

The volunteer "guinea pigs" will each do two (2) 90 minute sessions working with Library staff. Each session will be on a one-to-one basis with the Library staff, so as to allow maximum time and space for questions and discussion.

Training Sessions in the library

The dates available for the "guinea pig" training sessions are:

September	Tuesday 23
	Friday 26
	Monday 29
	Tuesday 30
October	Wednesday 1
	Friday 3
	Wednesday 8

The 90 minute session can be between 10am and 5pm, and will be need to be agreed in advance with the volunteer, FOHL and the library staff.

Feedback Meeting

At the end of this process there will be a feedback/discussion session with some FOHL committee members and the Camden library staff. All the volunteers who have been involved as "guinea pigs" must attend as its their thoughts and ideas which will lay the foundations for the training programme.

We have 3 possible dates for this key meeting. Please indicate all of the dates/times that you could be available.

Monday 13 October 2.30 - 3.30
Friday 17th October 2.30-3.30
Monday 20th October 2.30-3.30.

Rolling out the Volunteer Training Programme

The information and ideas emerging from the feedback session will provide us (FOHL and the Camden library staff) with the information and understanding to draw up the training programme.

This will then be rolled out to all our volunteers wanting to work in the Library.

Would you like to be one of the "guinea pigs"

You need no special qualifications to become one of the guinea pigs – just to love the Library and want to be one of these pioneering volunteers!

And to be available to do the 90 minute training sessions (possible dates set out above), and to attend the feedback meeting.

If you would like to consider becoming one of the four "guinea pigs" and be involved in shaping the training of volunteers, please do email me giving:

1. Your name and contact phone number
2. the dates that you would be available to do the two 90 minute sessions
3. The dates that you would be available for the feedback meeting

Hope to hear from you soon.

We will contact those expressing an interest in becoming a "guinea pig" about arrangements as quickly as possible.

Sarah Harrison