



**COMMUNITY SERVICES DEPARTMENT
LIBRARY SERVICES DIVISION
HOMEBOUND LIBRARY SERVICE VOLUNTEER**

TITLE: Homebound Library Service Volunteer

LOCATION:

A Homebound Library Service volunteer will generally be assigned a Homebound Reader living in a geographic area of the volunteer's choice. A Reader's materials are able to be picked up at any of Winnipeg Public Library's 20 branches per below.

- Charleswood Library, 5014 Roblin Blvd
- Cornish Library, 20 West Gate
- Fort Garry Library, 1360 Pembina Hwy
- Henderson Library, 1-1050 Henderson Hwy
- Louis Riel Library, 1168 Dakota Street
- Millennium Library, 251 Donald Street
- Munroe Library, 489 London Street
- Osborne Library, 625 Osborne Street
- Pembina Trail Library, 2724 Pembina Highway
- River Heights Library, 1520 Corydon Avenue
- St. Boniface Library, 100 –131 Provencher Boulevard
- St. James - Assiniboia Library, 1910 Portage Avenue
- St. John's Library, 500 Salter Street
- St. Vital Library, 6 Fermor Avenue
- Sir William Stephenson Library, 765 Keewatin Street
- Transcona Library, 111 Victoria Avenue West
- West End Library, 823 Ellice Avenue (scheduled to move to 999 Sargent Avenue in 2009)
- West Kildonan Library, 365 Jefferson Avenue
- Westwood Library, 66 Allard Avenue
- Windsor Park Library, 955 Cottonwood Road

RESPONSIBLE TO:

Direct: Library Branch Selector & Outreach Services Librarian

Indirect: Community Support and Volunteer Services staff

RESPONSIBILITY: To deliver library materials to citizens living in Winnipeg who are unable to visit the Library.

TYPICAL DUTIES:

- Delivers library material approximately every 4 weeks to the Homebound Reader's personal residence at a mutually convenient time. The previously borrowed library material is picked up at this time and returned promptly to any Winnipeg Public Library branch.
- Must wear a City of Winnipeg Homebound identification badge when deliveries are made to a Homebound Reader.
- Report any problems concerning the delivery of materials as soon as possible to the Outreach Services Librarian at 986-6475 or to the Library Branch Selector.

TIME COMMITMENT:

- Deliveries are arranged approximately every four weeks.
- The volunteer is contacted by the branch selector when it is time to make a new delivery. The volunteer picks up the items from the branch and contacts the reader to arrange a mutually convenient time for delivery.
- A minimum of one year's commitment to the service is requested.
- Volunteers who cannot perform their assigned duties for an extended period due to personal illness, vacation, etc. should notify Outreach Services (986-6475) as far in advance as possible so that other arrangements can be made.

REQUIREMENTS:

- Mature, reliable, and able to work independently
- Must be physically able to deliver library materials
- Good communication skills
- Commitment and genuine interest in serving the reading needs of older adults and/or persons with disabilities in their own home are essential.
- Able to provide own transportation.
- Agree to a criminal record check conducted by the Winnipeg Police Service and be approved by the Bureau of Police Records.

ORIENTATION AND SUPPORT:

- Orientation to the Service and a Volunteer Orientation Guide will be provided.
- The Outreach Services Librarian and Library Branch Selector are available as regular contacts.

EVALUATION:

- Volunteers and Homebound Readers will be asked for an evaluation of the Service periodically. Comments and suggestions for improvement are always welcome.

BENEFITS:

- Enrich homebound citizens' lives through access to library material
- Share a love of reading
- Recognition of efforts