

## HANDY GUIDELINES FOR LIBRARIES

Setting up a Code Club in a library is straight-forward and at relatively little or no cost to you.

Code Clubs are really flexible - designed to meet the needs of your library, the volunteer and the children who attend the club.

To help you set up, we have put together a few simple steps to ensure a Code Club will run smoothly in your library.

### 1 REGISTER

- ☐ REGISTER YOUR CLUB ON OUR WEBSITE  
[WWW.CODECLUB.ORG.UK/REGISTER](http://WWW.CODECLUB.ORG.UK/REGISTER)

### 2 FIND YOUR VOLUNTEER

- ☐ APPROACH POTENTIAL VOLUNTEERS VIA THE CODE CLUB WEBSITE
- ☐ ENGAGE YOUR COMMUNITY AND USERS

### 3 MEET YOUR VOLUNTEER

- ☐ CHECK DBS
- ☐ AGREE TIMES AND DATES
- ☐ SHARE SAFEGUARDING POLICY
- ☐ DISCUSS HEALTH AND SAFETY

### 4 PREPARATION

- ☐ AGREE EQUIPMENT NEEDED (NUMBER OF COMPUTERS, PRINTER ACCESS, INSTALLING SOFTWARE E.G. SCRATCH)
- ☐ WIFI CONNECTIVITY
- ☐ HOW TO SET UP ACCOUNTS FOR CHILDREN
- ☐ WHERE TO SAVE/STORE FILES

### 5 SUPPORT

- ☐ AGREE LIBRARY STAFF TO SUPPORT VOLUNTEER
- ☐ PRINT PROJECT MATERIALS WEEKLY
- ☐ AGREE NATURE OF STAFF INVOLVEMENT (HANDS ON/OFF)
- ☐ ANY ADDITIONAL STAFF TRAINING NEEDS?
- ☐ IS THERE IT SUPPORT AT YOUR VENUE?

### 6 ADDITIONAL ITEMS

- ☐ CODE CLUB PROMOTION IN YOUR COMMUNITY
- ☐ POSTERS AND SIGNAGE FOR LIBRARY
- ☐ ALLOW SETUP TIME FOR VOLUNTEER EACH WEEK

## GET IN TOUCH:

If you have any queries or issues, our team of Regional Coordinators are on hand to help support you at every stage. Don't hesitate to drop us a line!

email us: [hello@codeclub.org.uk](mailto:hello@codeclub.org.uk)  
web: [www.codeclub.org.uk](http://www.codeclub.org.uk)  
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