



## Troop 306 Troop Librarian

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- 1. Enter your name and the date that you started this position.***
- 2. Read and understand the enclosed material.***
- 3. Photocopy and use enclosed forms where appropriate.***
- 4. Bring this binder with you when you have a job review or board of review.***
- 5. At the end of your term, return this binder to your Leadership Position Coordinator.***

<b>Name</b>	<b>Start Date</b>	<b>End Date</b>

# Troop Librarian Leadership Card

**Name:** \_\_\_\_\_

**Patrol:** \_\_\_\_\_

**Job Description:** The librarian takes care of troop literature

**Leadership Position Coordinator:** Assistant Senior Patrol Leader

## **Duties of Senior Troop Librarian:**

- Must attend Troop Leadership Training.
- Keep a library of merit badge pamphlets and other Troop materials available for check out and used by Troop members and leaders. Keep track of who has what and be responsible for getting materials returned. Keep an inventory of all library materials.
- Adds new or replacement items as needed
- Ensures that merit badge pamphlets in the Troop library have current requirements listed. This information can be verified at: <http://www.usscouts.org/usscouts/mb/mbindex.asp>. If a pamphlet has out-of-date requirements, print and attach current requirements to the inside of the merit badge pamphlet.
- Follows up on late returns
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives the Scout Oath and Law
- Shows Scout Spirit

Position Coordinator

Date/Initials

- \_\_\_\_\_ Briefed on duties and responsibilities
- \_\_\_\_\_ Complete an accurate inventory of the troop library and have the list available at each troop meeting for interested scouts and bring the materials the next week
- \_\_\_\_\_ Maintain a sign-out log for materials and follow-up to ensure material is returned.
- \_\_\_\_\_ Complete all other Troop Librarian duties during term in office

## ***Librarian's Report to ASPL***

**(Due to the ASPL by the meeting before the PLC)**

Is there a current log for the Troop Library of Merit Badge books?

Do the Merit Badge books that are out-of-date have the current requirements attached?

Does the troop need to purchase any Merit Badge books this month?