



**Librarian**

**Job Description:**

The **Librarian** takes care of all Troop literature, Merit Badge books, training material, and supports the Troop Historian and Scribe in record and information management during his service period. The Librarian provides appropriate material, Merit Badge information and books, and training material for all Troop activities. The Librarian, with the assistance of the Troop Historian and Scribe, also prepares and sets up displays at Troop activities, such as, meetings, dinners, open house, public education events, campouts, etc. The Librarian is appointed by the SPL and approved by the Scoutmaster immediately after a new SPL is elected. By Troop Committee decision, he must be at least **First Class** rank and have **JLT Training**. The Librarian, at the direction of the Scoutmaster, is responsible for writing a summary of accomplishments at the end of each term of office. At all times the Librarian must be aware that he is a role model for the Scout Troop and he should demonstrate leadership and provide a living example by following the ideals and principles of Scouting.

**Reports to:** The Assistant Senior Patrol Leader

**Adult Mentor:** Troop Librarian, Merit Badge Coordinator, or designee

**Librarian Qualifications:**

- 1st Class Scout
- JLT Training
- Regular access to computer and printer
- Ability to file, store and retrieve requested or required educational materials

**Counts toward rank:** Star, Life, Eagle

**Length of term:** 4 months (March-June, July-October, November-February)

**Librarian duties:**

- Regularly attend Troop meetings, Troop campouts, and Troop events during his service period.
- Establish and take care of the Troop Library.
- Keep records on literature owned by the Troop.
- Add new or replacement items as needed (requires authority from the CLM or Troop Treasurer).
- Keep books and pamphlets available for borrowing at Troop meetings, outings, and campouts.
- Develop and maintain a system for checking Library material in and out.
- Follow up on late returns with the Scout who borrowed the material, their Patrol Leader.
- Check each Merit Badge book to ensure that the requirements match the criteria of the “Boy Scouts Requirements” latest edition.
- All Merit Badge books or other issued material is to be returned to the Librarian prior to the end of his service period.
- Sign out Junior Leadership Handbooks and material to the newly elected SPL, ASPL, and to each Patrol Leader at the first meeting following election.
- Have access to a computer and printer, and enter the data of the Library materials into a workable inventory control system.
- Make regular reports at the monthly PLC meetings.
- Attend 2/3<sup>rds</sup>, or more, of all Troop meetings during his service period.
- Attend 2/3<sup>rds</sup>, or more, of all PLC meetings during his service period.
- Attend 1/2, or more, of all Troop campouts during his service period.
- Set a good example and be a positive role model to the Troop membership through cheerful service and following the ideals and principles of Scouting.
- Wear the full class “A” Scout Uniform correctly to all Scout meetings, outings, activities and functions during his service period.
- Live by the Scout Law and Scout Oath.
- Demonstrate Scout spirit.