

JOB DESCRIPTION: The troop librarian oversees the care and use of troop books, pamphlets, magazines, audiovisuals, and merit badge counselor lists. He checks out these materials to Scouts and leaders and maintains records to ensure that everything is returned. He may also suggest the acquisition of new literature and report the need to repair or replace any current holdings.

INTRODUCTION: Upon accepting the position of Troop Librarian, you have agreed to provide a **service** to your Troop. The responsibility should be fun and rewarding. This job description will provide you with some of the things which we hold you responsible for, while serving in this position. The Librarian is appointed by the Senior Patrol Leader with the approval of the Scoutmaster. If you have any questions, difficulties or suggestions, bring them to the attention of the Assistant Senior Patrol Leader, Scoutmaster or another adult leader.

RESPONSIBLE TO: The Assistant Senior Patrol Leader

PREREQUISITES:

- None

GENERAL DUTIES:

- Establish and maintain a Troop library.
- Keep records on literature owned by the Troop.
- Add new or replace items needed.
- Have library information available for checking out at Troop meetings.
- Keep a system to check literature in and out.
- Follow up on late returns.
- Set a positive example for all other Scouts by following the Scout Oath, Law, Motto, and proudly wearing the correct uniform to all meetings and activities.

SPECIFIC DUTIES:

- The Troop library is maintained together in a large wooden box, and kept at the Troop meeting place. Every piece of literature in the Troop library should be labeled with black marker "Troop 216.
- Every piece of literature needs to be catalogued if it has not already been done. To make sure all Troop literature is catalogued, you, as the Librarian, should contact all Scouts and ask to see what Troop literature they have checked out at the present time.

Weekly

- Be available to check in/out materials during allotted time of the Troop meeting. This is your Troop job.
- Using the check out card method, you, as the Librarian, should be able to locate any piece of Troop library information at any time. Using the Library Checkout/Checkin Sheets also will back up the check out card system. Every time a Scout or adult checks out literature from the library, do the following:
 - List the literature being checked out, the date, and the Scout's name on your Check-out/Check-in Sheet.
 - Be sure to file the check out card in the box.
- When the Scout returns said material, do the following:
 - Mark the date returned on your Checkout/Check-in Sheet and on the check out card.
 - Place the check out card back in the literature and refile in the library.
 - By keeping the Checkout/Check-in Sheet, you can easily glance through to see if any Scout is delinquent in returning borrowed literature. This will make it easier to keep tabs on checked out materials.

Monthly

- Encourage Scouts to return any literature they have with which they are finished. A 4 week check out time should be sufficient. At that time if a Scout needs additional time he should bring the literature in and recheck it out again. This is to assist in keeping current check out logs and the library intact.
- Each piece of literature in the Troop library is to have a "Check out card". In the piece of literature, it will be kept in a pocket holder inside the cover. When the literature is "checked out", the "Check out card" will be maintained in a file box specifically for checked out literature. Thus the librarian should be able to locate any piece of literature of the Troop library at any time.
- When new literature is added to the library it must be catalogued and check out card and pocket holders put in each piece of new literature. If this new literature has been donated to the Troop, be sure to thank the giver/givers on behalf of the Troop. If materials have been donated by someone or some organization be sure that a written Thank You is sent on behalf of the Troop.
- When literature has been damaged, bring it to the attention of the Troop leaders. It can then be determined if such items can be repaired or if the items need to be replaced. If a Scout is responsible for the damage he should be held accountable for the replacement of the damaged materials.

Once during your term

- Conduct a complete inventory of the Troop Library using the Library Inventory sheets or similar. Librarian Leadership Smart Book
- Report this inventory to the ASPL, Scoutmaster, and Troop Committee for possible purchases of new items.

RESOURCES:

- As a Troop junior leader, there are many resources available to you to help you do your job. These resources include people such as your Scoutmaster, Assistant Scoutmasters, Troop Committee members and fellow Troop junior leaders.

AT THE END OF YOUR TENURE IN THIS POSITION:

- Make sure you read the *Lessons Learned Feedback Sheet* contained in this book and provide the Scoutmaster any comments you may have at least 2 weeks before the new elections.
- Plan to spend some time during the next Troop meeting with the Scout who was appointed to replace you. We want you to review with him what you did during your tenure and what worked, didn't work, and could have been done better. Give him a good turnover to make sure there's a smooth transfer of duties from you to him.

To help you better understand your role within the Troop, here is the Organizational Chart that defines the relationships of all the leadership positions:

