



## TROOP LIBRARIAN

### GENERAL INFORMATION

**Type:** Appointed by the Senior Patrol Leader

**Term:** 6 months

**Reports to:** Assistant Senior Patrol Leader

**Description:** The Troop Librarian takes care of troop literature.

**Comments:** The library contains books of historical value as well as current materials. All together, the library is a troop resource worth hundreds of dollars. The Librarian manages this resource for the troop.

### QUALIFICATIONS

**Age:** 12 or older

**Rank:** 2<sup>nd</sup> Class or higher

**Experience:** none

**Attendance:** 50% over the previous 6 months

### PERFORMANCE REQUIREMENTS

**Training:** You must attend the Troop Leader Training (TLT) even if you have attended in the past.

**Attendance:** You are expected to attend 60% of all troop meetings, PLC meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

**Effort:** You are expected to give this job your best effort.

### GENERAL LEADERSHIP RESPONSIBILITIES

**Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Lead by example at all times.

**Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. You must call your PL or ASPL if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Maintains the troop library, which includes merit badge books, handbooks, pamphlets, posters, or any other Scouting related literature. Each is to be recorded using the library inventory list.
- Maintains troop-training materials. This includes, but is not limited to: compasses, orienteering games, knots for rope tying, first aid materials, maps, etc...
- At the beginning of each term for a new Librarian, he will inventory all materials with the outgoing L. At the conclusion of the inventory, the outgoing L signs off on any remaining responsibilities for the materials unless open issues and their respective closure are duly noted. At that point the incoming L takes full responsibility for the troop materials.
- Accepts and documents donations to the Troop library.
- Works with the Troop Committee Advancement Chairman to keep current on any changes in requirements. Outdated materials will be identified and stored accordingly. Old manuals and materials should be turned over to the Troop Historian (they are NOT to be thrown away!).
- Submit requests to the TC Advancement Chair to add or replace items as needed.
- Maintains and monitors a system for checking materials in and out.
- If any materials have been checked out and not returned, the Scout responsible for it shall need to replace it with a current version. If the Scout fails to do so, the Troop may decide to deduct funds from his troop account to purchase replacement.
- If materials have been irresponsibly misused/damaged, the Scout is responsible for replacement.
- Prepares materials need for Troop activities (i.e. summer camp) and is responsible for coordinating with the QM their transportation and proper return.
- Any discrepancies will need to be resolved with the over sight of the ASPL or JASM.
- Serves as a contributing member to the PLC and attends the monthly meetings to report on and answer questions pertaining to Troop library materials, but is not a voting member.