

# Troop 995 Troop Librarian Duties and Goals



**Job Description (basics from the *BSA Junior Leader Handbook*):** The Troop Librarian sets up and takes care of the troop library of Merit Badge books.

**Qualifications:** "1<sup>st</sup> Class" rank

**Term of Office:** 6 months (March thru August and September thru February)

- Scouts shall not serve more than 2 consecutive terms per office.

**Attendance:** Attendance of our Troop Leadership at meeting and activities is not only expected, but is also a responsibility of the position. Attendance at 75% of all Troop functions will be considered a *minimum* requirement for Troop Officers.

**Reports to:** (ASPL) Assistant Senior Patrol Leader.

## **Librarian duties:**

- Attends monthly PLC meetings
- Maintains the library of Merit Badge books in an orderly manner.
- The Librarian is custodian of the key to the troop library cabinet.
- Maintain the library checkout list so that it can be determined who has checked books out, when the books were checked out, and when they were checked back in
- Prepare a list of library materials quarterly that are overdue for follow-up
- The Librarian is responsible for following up on books that are not returned when due.
- Keep the library up to date. As necessary, the Librarian recommends which books should be removed from the library, which books should be added to the library, and which existing library books should be updated
- Keep results of the inventory in the library inventory notebook
- Perform at least one complete inventory of the library during his tenure
- Sets a good example **ANY WHERE, ANY DAY, and ALL DAY**
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit