



# Troop Librarian

## Scout Leader Position Description

**Responsible To:** Assistant Senior Patrol Leader

**Minimum Rank for this Job:** First Class

**Ranks that this job may apply toward:** Star (Not eligible for Life or Eagle rank requirement)

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

### Specific Duties:

1. Establish and maintain a troop library.
  - a. Keep records on literature owned by the troop.
  - b. Add new or replacement items needed.
  - c. Have literature available for borrowing at troop meetings.
  - d. Keep system to check literature in and out
  - e. Follow up on late returns
  - f. At least once per term, contact those scouts who have recently aged out of the program and inquire as to the availability of unneeded merit badge booklets. Arrange to collect these and add them to the troop library.
2. Set a good example.
3. Enthusiastically wear the Scout uniform correctly.
4. Live by the Scout Oath and Law.
5. Meet Active Scout Requirement.
6. Attend the Troop Leadership Training (TLT)
7. Collect information for quarterly newsletter, design, lay-out electronically and submit to Communications Chair to be published.
8. Work with ASPL and ASM for Communications.

**I have read and understand the responsibilities I am agreeing to fulfill in taking this position. If I don't fulfill all of the job requirements as outlined above, I understand I will not receive leadership credit for this position toward rank advancement.**

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Print Name

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Signature

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Date



# Librarian Evaluation Form - Troop 288

This form is to assist you in satisfying the requirements for rank advancement which have been approved by the Scoutmaster. Use this form throughout your term as Librarian to record your accomplishments. Space under requirements left blank will be considered as “no effort” made on this requirement.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ to \_\_\_\_\_

Complete Troop Leadership Training.


Keep records on literature owned by the troop. **Make literature available for checking out or copying at troop meetings.**


Advise the Assistant Scoutmaster of new or replacement items needed for the library, research, and troop forms. Keep records file in neat order.


Collect, organize and publish information for quarterly newsletter at each COH.


Make copies of forms and procedures needed for troop operation.


Use the space below to list any additional accomplishments you feel contributed to fulfilling leadership requirements for this position