

# Librarian- Troop 420



## GENERAL INFORMATION

**Type:** Appointed

**Term:** 6 months

**Reports to:** Assistant Senior Patrol Leader

**Description:** The Librarian establishes and maintains the troop library.

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

## QUALIFICATIONS

**Age:** None

**Rank:** None

**Experience:** None

**Attendance:** Must be an active member of the Troop, meaning has been attending most Troop Meetings and other outings.

## PERFORMANCE REQUIREMENTS

**Training:** You must attend the troop Junior Leader Training even if you have attended in the past.

**Attendance:** You are expected to attend

- 75% of all troop meetings (3 of 4 each month),
- 5 of 6 Patrol Leaders' Council meetings and
- At least ½ of all outings, events 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 and to use the ASPL for advice and direction when needed.

## GENERAL LEADERSHIP RESPONSIBILITIES

**Uniform:** Set the example by always 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.

**Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. \*You must call the Assistant Senior Patrol Leader if you are not going to be at a meeting or if you have an emergency and cannot attend a meeting, outing or activity you have committed to. You should have an alternate ready to assume your responsibilities anytime you are absent. You are to plan ahead and **"Be Prepared"** for any duties assigned to you by the ASPL.

## SPECIFIC LEADERSHIP RESPONSIBILITIES

Sets up and takes care of troop library.

Keeps a record of books and pamphlets owned by the Troop.

Notifies the ASPL when new or replacement items are needed.

Encourages use of Troop library by making **monthly** announcements of new books and pamphlets available for borrowing.

Keeps a system for checking out books and pamphlets.

Follows up on late returns.

Works with the Troop Secretary and Webmaster to provide a **monthly** update of new books, a record of use and request for additional items. Update should be added to the newsletter and website.

Works with the Troop Merit Badge Coordinator to locate electronic copies of MB pamphlets and make available if a paper copy is not available. This is especially important if the troop is sponsoring a MB workshop. Electronic copies should be submitted to the MB Coordinator at least **two (2) weeks prior** to the beginning of a Troop MB workshop.

Meets **monthly** with the ASPL (and Scoutmaster if requested) to evaluate the program, your responsibilities and the performance of your duties.

Attends Patrol Leader's Council meetings.

Sets a good example for the other Scouts.

- Be the first to reflect the scout sign
- Maintain a positive and enthusiastic attitude.
- Exhibit good self-discipline.
- Have an excellent attendance record.
- Meet your obligations on time and with full effort.
- Have fun but not at the expense of everyone (Goofing off without purpose wastes time and loses the interest and respect of the other scouts).

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## RESOURCES AVAILABLE

Assistant Senior Patrol Leader  
Other Junior Leaders  
Scoutmaster  
Troop Secretary  
Troop Webmaster  
Troop Merit Badge Coordinator  
Junior Leader Handbook, No. 33500A  
BSA Supply catalog

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Troop 420 Leadership Contract with \_\_\_\_\_  
(neatly printed name)

## Scout's Agreement

I have read the job requirements for the position of **Librarian**. I understand the duties and responsibilities of this position, and I agree to carry them out to the best of my ability. I agree to lead by example, and I make these commitments to my fellow Scouts, the adult leaders, and myself. In addition, I will help other scouts whenever possible; be especially supportive of younger and less experienced scouts and will do my best to have fun while helping the scouts of Troop 420.

If I find that I am unable to meet this commitment, I will promptly ask to be removed from this position. I understand that I will receive FULL leadership credit if I follow the above stated commitments. I may not receive credit if the above commitments are not met.

I will do my best to uphold the duties of this position from \_\_\_\_\_ (start date) to \_\_\_\_\_ (estimated end date).

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(date)

## Approval

\_\_\_\_\_  
(Scoutmaster's Signature)

\_\_\_\_\_  
(date)

This scout has served in this leadership position through (Actual End Date): \_\_\_\_\_ (Scoutmaster's Initials) \_\_\_\_\_

Comments: