

Librarian Agreement

Name: _____ Signature: _____

Patrol: _____ Parent's Initials/Date: _____

Job description: The librarian takes care of Troop literature.

Reports to: SPL and/or Assistant SPL

Librarian duties:

- Establish and maintain a Troop library. This includes:
 - Keeping a written list of all Troop literature, including such things as Merit Badge books, reference books, and planning books
 - For each book, the list must show:
 - the name of the book,
 - volume number (if applicable)
 - author name (if applicable)
 - the year of publication or year of the edition.
 - If there is more than one copy of a book and or copies of the book from different years, each copy must be listed separately
 - In addition to the year of the book, the list must show the year of the most current publication.
 - Updating the list quarterly with respect to identifying the current edition of a book, so that Scouts will know whether the edition in the Troop's library is the most current version. With respect to MB booklets, this will require the librarian to
 - Go to MB booklet page at <http://www.scouting.org/meritbadges.aspx>
 - Click on the link for each MB and look at the information on the copyright page to determine the edition/year of the most current booklet for each MB
 - Updating the list with new additions donated by Troop members or purchased by the Troop. Also, to the extent deemed reasonable after discussion with the Advancement Chair, remove from circulation outdated materials. In this regard:
 - at each quarterly COH, you must make an announcement asking members of the Troop to donate books they no longer need; and
 - you must make recommendations to the Troop Committee for the funds necessary to purchase new books.
 - Provide quarterly updates of the book list to the Webmaster for posting on the Troop's website.

- Establish procedures for checking books in and out and keeping track of which books have been lent out. (This can be accomplished through the book list discussed above.) To the extent that books have not been returned, establish and follow a procedure for following up on late returns
- Make announcements to the Troop prior to the start of any group MBs offered by the Troop as to whether copies of the particular MB book are available in the library
- In addition to the forgoing, the Librarian should:
 - Set a good example.
 - Wear the Scout uniform correctly.
 - Live by the Scout Oath and Law.
 - Show and help develop Scout spirit.

Requirements: All requirements must be completed to receive full leadership credit, otherwise only partial credit will be given. A registered adult leader or the SPL must initial requirements.
Date/Initials (When completed/NC if not completed)

- _____ Briefed on duties and responsibilities
- _____ Completed leadership training
- _____ Completed an accurate inventory of the Troop library and provided the same to the SPL, SM, and Webmaster for distribution (together with quarterly updates)
- _____ Reviewed the library list quarterly for out-of-date materials and recommended to the Advancement Chairman which items should be discarded
- _____ Solicited donations of new materials quarterly from the Troop and requested funds for the purchase of new books from the Troop Committee
- _____ Maintained a sign-in/out log for materials and follow-up to ensure materials are returned and follow-up on late returns

_____ YES / NO / PARTIAL
Leadership Coordinator Signature