

LIBRARIAN AGREEMENT

Name: _____ Parent Initials: _____
Patrol: _____ Parent Date: _____
Rank: _____ Contract Start Date: _____
_____ Contract End Date: _____
Signature _____ Months of Credit Received: _____
_____ Date

Reports to: Senior Patrol Leader and/or Assistant Senior Patrol Leader.

Job description: Maintain a library of Troop literature and resources for Scouts.

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 before each COH during the time you are serving as Librarian 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.
 - 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 Also, to the extent deemed reasonable after discussion with the Advancement Chair, remove from circulation outdated materials.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 COH that occurs while you are serving as Librarian, 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 updates of the book list to the Webmaster for posting on the Troop’s website prior to each COH that occurs while you are serving as Librarian.
 - 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 and the MB Jamboree as to whether copies of the particular MB book are available in the library

Requirements: All requirements outlined below must be completed to receive full leadership credit, otherwise only partial credit will be given. The SPL or the Scoutmaster must initial completion of the requirements.

APPROVED	DUTIES / RESPONSIBILITIES
	Briefed on duties and responsibilities
	Complete leadership training (ILST)
	Complete an accurate inventory of the Troop library and provided the same to the SPL, SM, and Webmaster for distribution.
	Provide updates of the inventory of the Troop library to the SPL, SM, and Webmaster for distribution prior to each COH.
	Review the library list before each COH for out-of-date materials and recommend to the Advancement Chair which items should be discarded.
	Solicit donations of new materials from the Troop. This should be done at each COH that occurs while you are serving as Librarian.
	If necessary, request funds for the purchase of new books from the Troop Committee.
	Maintain a sign-in/out log for materials and follow-up to ensure materials are returned and follow-up on late returns.
	Attend at least half of the Troop meetings (including PLCs) so that Scouts may request books from you.
	Attend at least 70% of Troop PLCs
	Ensure a smooth transition to the next Librarian by mentoring someone in the job during the time you are serving as Librarian or attending a training meeting with the next Librarian as arranged by the SPL.
	Set a good example.
	Wear the Scout uniform correctly.
	Live by the Scout Oath and Law.
	Show Scout spirit.

Leadership Coordinator Signature