

Librarian



General Information

Description: The Troop Librarian takes care of troop literature.

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

Reports to:	Assistant Senior Patrol Leader
Type:	Appointed by the Senior Patrol Leader
Term:	6 months

Qualifications

Age:	None
Rank:	None
Experience:	None
Attendance:	75% for all activities over previous 6 months
Confirmation:	Appointment Approved by the Scoutmaster

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 at a minimum: <ul style="list-style-type: none">• 80% of Patrol Leaders' Council meetings• 65% of troop meetings• 65% of troop outings• 65% of 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 use the adult leadership and advice when you feel they are needed.

General Leadership Responsibilities

Uniform:	<p>Set the example by wearing your uniform correctly. This means that you will:</p> <ul style="list-style-type: none"> • Wear all of the parts of the troop uniform as defined by troop communication. • Shirt buttoned correctly, shirttail tucked in. • All required insignia and badges current and in their correct locations.
Behavior:	<p>Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.</p>
Attendance:	<p>Set the example by being an active Scout. Be on time and prepared for meetings and activities. If you are not going to be at a meeting you must call the Senior Patrol Leader and Scoutmaster. If you suddenly have to miss an outing, you must notify the Scoutmaster, the adult in charge, and the Senior Patrol Leader. You also need to make sure that the Assistant Senior Patrol Leader or his delegate is ready to assume your responsibilities. This requires you to "Be Prepared". Plan ahead and this will never be an issue.</p>

Specific Leadership Responsibilities

- Attends and functions as a member of the Patrol Leaders Council.
- Maintains the troop library and a check-out/check-in system for all troop literature.
- Follow up on late returns.
- Add new or replacement items as needed.
- Keep the inventory of the Troop Library contents up to date.
- Set a good example.
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.
- Perform any additional duties as assigned by your Advisor.

Duties	What it means in Troop 804
Function as a member of the PLC:	<ul style="list-style-type: none"> • Attend and participate in all PLC meetings. • Provide helpful suggestions in the meeting planning process. • Volunteer to lead activities at meetings. • Make a list of items assigned to you and follow through on those items.
Set up and take care of the Troop library:	<ul style="list-style-type: none"> • Keep records of books and pamphlets owned by the Troop. • Add new or replacement items as needed. • Keep books and pamphlets available for borrowing. • Keep a system of checking books and pamphlets in and out. • Follow up on late returns. • Make the Troop 804 library available to Scouts at all Troop meetings and PLC meetings. • Check books in and out and keeps records of who has checked out a book. • Make sure the library includes all merit badge pamphlets for the Eagle required merit badges. • With the ASPL, make a list of books and pamphlets that need to be added to the library and give it to the Scoutmaster. • Collect programs and scripts from Troop and Eagle Courts of Honor for reference material.

Keep others informed:	<ul style="list-style-type: none"> • Keep a list of books and pamphlets available for review by the Scouts.
Set a good example:	<ul style="list-style-type: none"> • Be the first to reflect the scout sign. • Maintain a positive and enthusiastic attitude. • Exhibit good self-discipline. • Have a good attendance record. • Meet your obligations on time and in full effort. • Have fun but not at the expense of others. Goofing off without purpose wastes time and loses the interest and respect of the other scouts. • REMEMBER: The troop will follow your example.
Wear the uniform correctly:	<ul style="list-style-type: none"> • Always conform to the Troop 804 uniform policy.
Show Scout Spirit:	<ul style="list-style-type: none"> • Use the Scout Oath and Law as an everyday guideline. • Actively participate in the activities of Troop 804. • Set an example for the other Scouts to follow.