



# Boy Scout Troop 152

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## Troop 152 Librarian Position Description



### General Information

**Description:** The Troop Librarian takes care of Troop literature. 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.

**Type:** Appointed by the Senior Patrol Leader

**Term:** Six months

**Reports To:** Assistant Senior Patrol Leader

**Mentor:** Assistant Scoutmaster

### Qualifications

**Rank:** None

**Experience:** None.

**Attendance:** 75% of Troop activities over the previous six months

### Responsibilities

- Set up and maintains the Troop Library.
- Keep records of books and pamphlets owned by the Troop.
- Add new or replacement items as needed.
- Maintain a system for checking books and pamphlets in and out.
- Follow up on late returns.

### Expectations

- Complete position-specific Junior Leader Training.
- Attend all (or nearly all) Troop functions. Be on time. Notify the ASPL in advance if you cannot attend an event.
- Set a good example by wearing your uniform correctly (complete uniform, shirttail tucked in, all required badges in their correct locations).
- Set a good example by living the Scout Oath and Law and exhibiting Scout Spirit in your everyday life.
- Train and transition responsibilities to successor.

# Troop 152

## Librarian

### Position Description



#### **Objectives**

- Catalog and document all Troop books manuals, and pamphlets. Identify each item as Troop property.
- Review all merit badge pamphlets to ensure that published requirements are close to actual requirements. Add review date to documented catalog. Identify out of date material as obsolete.
- Set up a system to control the Troop Library, including restricted access and a process to check out of and into the Library. Document and communicate the process and policies to the Troop.
- Implement one improvement that can be used by future Troop Librarians.