

Leadership Card

Name: _____

Patrol: _____

TROOP LIBRARIAN

Job Description: **TWO POSITIONS AVAILABLE.** The librarians take care of troop literature

Leadership Position Coordinator: See website: <http://bsatrop10.org/leader.htm#ALPC>

Duties of Troop Librarian:

- Sets up and takes care of the troop library
- Keeps records of books and pamphlets owned by the troop
- Adds new or replacement items as needed
- Keeps books and pamphlets available for borrowing
- Keeps a system for checking books and pamphlets in and out
- Follows up on late returns
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives the Scout Oath and Law
- Shows Scout Spirit

Requirements: All requirements must be completed to receive FULL leadership credit. Otherwise, only partial credit MAY be given. Visit with your Position Coordinator first, then visit the Leadership Chairman.

Advancement Chairman _____

- _____ Briefed on duties and responsibilities
- _____ Bring library to one troop meeting per month and announce the date to the troop
Especially prior to the January Merit Badge Forum Actual No. of times _____
- _____ Complete an accurate inventory of the troop library and have the list available at each troop meeting for interested scouts and bring the requested library materials to the next troop meeting
- _____ Maintain a sign-out log for materials and follow-up to ensure material is returned (post an overdue listing once a month at the troop meetings)
- _____ Review the library at least once a month during the period for out-of-date materials and discuss with the Advancement Chairman for possible retirement from the library
- _____ If you hold this position during Summer Camp, **you must attend summer camp** and make sure the Library is brought to camp. You must maintain the Library throughout summer camp.
- _____ Submit a written report of your experiences as the Librarian to the Adult Librarian Coordinator and bring a copy of that report to your next Scoutmaster Conference

Leadership Chairperson _____

- _____ Attend at least 55% of troop outings Actual percentage _____
- _____ Attend at least 55% of troop meetings Actual percentage _____
- _____ Complete Junior Leadership Training
- _____ Had a valid Scout Skills Trainer Certificate for the entire leadership period
- _____ All Requirements initialed

This form is due within 60 days following current 6 month leadership period. If this form is completed midterm to satisfy a rank requirement, it MUST also be completed again at the end of the leadership period, during which time the Scout continues to serve as the Librarian in order to receive credit for the remainder of the leadership period.

Credit from ___/___/___ to ___/___/___ Date: ___/___/___

Leadership Chairperson Signature

Leadership Chairperson Record

Name: _____ Position: **Troop Librarian**

Patrol: _____ Credit from ___/___/___ to ___/___/___