##

## Librarian

The SPL appoints a Librarian, subject to the Scoutmaster’s approval. The Librarian serves at the pleasure of the SPL, based on performance and active service. The term of office is typically four- or six- months.

The Librarian may be any interested Scout (preference to Scouts First Class and higher, who need leadership credit to advance). He should have:

* Good attendance at Troop meetings to facilitate checking out/in print materials
* Good attention to detail

The Librarian oversees the care and use of troop books, pamphlets, magazines, and audiovisuals. The Librarian keeps track of who has checked out which merit badge booklets and other print materials, noting when the materials have been returned. The Librarian is responsible for keeping the print materials organized.

Within the first month of office, the Librarian should take inventory of all Troop print materials. The inventory is to be performed at least every six months; if a Scout will be serving as Librarian for consecutive terms, he is still required to take inventory at the start of each term.

Within a month after each inventory is completed, the Librarian must present the following to the ASPL (possibly at a PLC meeting):

* Detailed inventory of Troop 2 print materials
* Summary of what print materials have been checked out since the previous inventory
* Details as to any print materials currently checked out
* Summary of the state of Troop 2 print materials (quantity/condition/age)
* Recommendations as to any print materials that Troop 2 should consider adding or replacing

After considering any feedback from the ASPL, the Librarian should present any recommendations for purchase to the Troop Committee.

Troop 2 **Librarian** Contract \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(neatly printed name) (months served)

As **Librarian** of Boy Scout Troop 2 in Colorado Springs, I agree to lead by example, and I make these commitments to my fellow Scouts, the adult leaders, and myself. I will:

|  |  |
| --- | --- |
| EXPECTATION | VERIFICATION |
| Participate in Introduction to Leadership Skills for Troops (ILST) at the beginning of my term, or complete training as specified by Scoutmaster. | Date attended: |
| Report my activities and progress to the Assistant Senior Patrol Leader (ASPL) at least once per month.*(date & initial each)* | \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_  |
| Attend at least 80% of troop meetings  | \_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_ attended = \_\_\_\_\_\_\_% |
| Keep track of who has checked out which merit badge booklets and other print materials, noting when the materials have been returned. Keep the print materials organized.  | \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_  |
| Within the first month of term as Librarian, take inventory of all Troop print materials.  |   |
| Within a month after inventory is completed, present the following to the ASPL: detailed inventory of Troop 2 print materials, summary of what print materials have been checked out since the previous inventory, details as to any print materials currently checked out, summary of the state of Troop 2 print materials (quantity/condition/age), and recommendations as to any print materials that Troop 2 should consider adding or replacing. |  |
| Present purchase recommendations to Troop Committee. |  |
| Tell the ASPL as soon as I know that I can’t make a Scout function, make sure someone will assume my responsibilities. |  |

In addition, I will be on time and ready for meetings and Troop activities, conduct myself by the Scout Oath, Scout Law, Scout Motto and Scout Slogan, wear the proper uniform at Troop meetings and events, help other scouts whenever possible, be especially supportive of younger and less experienced scouts, and have fun and help other scouts have fun too!

I understand that I will receive FULL leadership credit if I follow the above stated commitments. I may not receive credit if the above commitments are not met.

Start Date:\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_ Expected End Date:\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

**Scout’s Agreement**

I have read the job requirements for this position. I understand the duties and responsibilities of this position, and I agree to carry them out to the best of my ability. If I find that I am unable to meet this commitment, I will promptly ask to be removed from this position.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature) (date)

**Approval**

This scout has served in this leadership position through (Actual End Date)\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Scoutmaster’s Signature) (date) Rev. 2012/09/09