



## TROOP 29 - LIBRARIAN

<b>Date:</b>	
<b>Scout's Full Name:</b>	
<b>Your son has agreed to serve in the leadership position of :</b>	<b>LIBRARIAN</b>
<b>Position reports to:</b>	<b>Assistant Senior Patrol Leader (ASPL)</b>
<b>His date of service starts on:</b>	

### **PARENTS AND SCOUTS: IMPORTANT, PLEASE READ !**

When a scout accepts the position of a junior leader, he has agreed to provide services and leadership to our troop. These responsibilities should be fun, rewarding, challenging and should add to his overall scouting experience.

Below, please find your responsibilities during the term of service:

#### **PARENTAL GUIDANCE/RESPONSIBILITIES:**

- Monitor your scout's performance and encourage him to be active and assertive in his responsibilities
- Ensure that you work with your scout, to ensure he arrives to meetings, events and functions in a timely manner
- Understand that any scout in a leadership position **must attend monthly outings to receive credit for that month**, so encourage your son's attendance.

#### **LIBRARIAN RESPONSIBILITIES:**

1. Establish and maintain a troop library.
2. Keep records on literature owned by the troop.
3. Increase library inventory by adding new items and ensuring replacement items are purchased or recommended .
4. Have literature available for borrowing at troop meetings.
5. Keep system to check literature in and out.
6. Follow up on late returns.
7. Do an inventory of merit badge books within the first month in office. Purge and replace outdated books.
8. Have library available at each troop meeting and summer and winter camps.
9. Act as substitute for the Scribe.
10. Help instill a "No Harassment" culture with regards to how scouts treat each other.
11. If not available, you are responsible for finding an adequate substitute who will perform your duties and provide adequate documentation his performance of those duties.
12. Prepare a written report at the midpoint and at the end of your service that documents how you fulfilled these responsibilities.

### **YOUR EVALUATION FORM IS ATTACHED FOR YOUR USE**

***I have read, reviewed and agree with the information above:***

	<b>Signature</b>	<b>Date</b>
<b>Scoutmaster Signature:</b>		
<b>Patrol Advisor Signature:</b>		
<b>Parent Signature:</b>		

***I understand the information that is stated above and will perform my responsibilities to the best of my ability. If I have any problems in completing any of my assigned tasks, I will notify the individual I report to.***

<b>Scout</b>	<b>Signature:</b>	<b>Date:</b>
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