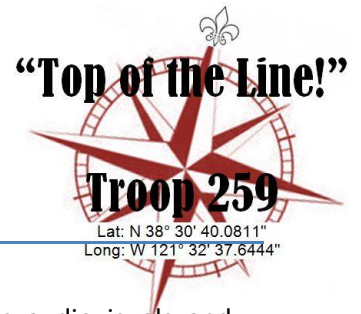


Scouts Name: _____

Troop 259 Position of Responsibility Record

Librarian



Job Description:

The troop librarian oversees the care and use of troop books, pamphlets, magazines, audiovisuals, and merit badge counselor lists. He checks out these materials to Scouts and leaders and maintains records to ensure that everything is returned. He may also suggest the acquisition of new literature and report the need to repair or replace any current holdings.

Position Coordinator: Assistant Scoutmaster or Committee Member

Qualifications: First Class

Required Duties of Librarian:

- Establish and maintain a troop library.
- Keep records on literature owned by the troop.
- Add new or replacement items as needed.
- Have literature available for borrowing at troop meetings.
- Maintain a system to check literature in and out.
- Follow up on late returns.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Shows Scout Spirit.

Additional Guidelines Assigned by Troop:

- Participate in ILST annually.
- Makes the library available at all *Troop Advancement Nights*
- Ensure the Troop Library has a minimum of 1 current copy of each of the Eagle required merit badge.
- Recommends to the Position Coordinator and/or troop committee of requests for procurement of specific literature.
- Encourages the troop members in working on other awards and recognitions, such as:
 - Outdoor Recognitions
 - Environmental Recognitions
 - Aquatic Recognitions
 - International Recognitions
 - Other Recognitions
 - STEM Awards

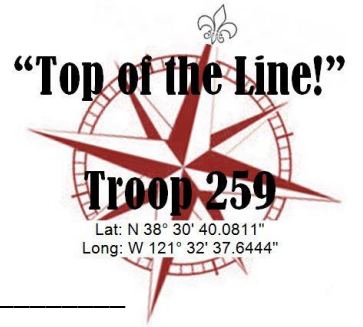


Scouts Name: _____

Troop 259 Position of Responsibility Record

Troop 259 Review for:

LIBRARIAN



Credit from: _____/_____/_____ to _____/_____/_____

Position Coordinator: _____ Date _____

Scoutmaster **Approval:** _____ Date _____

Record activity or task you completed and the date that the assignment was completed in the table below. Each activity must be initialed by your assigned adult leader or Scoutmaster. Follow the attached generalized and specific duties for your position. **It is your responsibility to complete the tasks necessary for your Position of Responsibility and keep this form up to date.**

No	Date	Task or Activity	Position Coordinator	
			Initials	Date
1		Briefed on duties & guidelines by Position Coordinator		
2		ILST Training (annually)		
3				
4				
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Position Coordinator **Approval:** _____ Date _____

Patrol Leader Council **Approval:** _____ Date _____

