

# LIBRARIAN

The primary responsibilities of the Librarian is to set-up and manage the Troop Library and to let Scouts know what is available in the library.

## Troop Meetings

Bring some Merit Badge pamphlets to each meeting (preferably Eagle required) to make available for borrowing. Create and bring a log or sign-out sheet to keep track of what pamphlets are borrowed from the meetings. Also, keep a current list of what is available in the library. Maybe keep an order log or form so Scouts can order pamphlets to bring to the next meeting.

Every few weeks, present an overview to the Troop of a merit badge for no more than two minutes. Explain to the Scouts what the merit badge is about and what some of the requirements are. Coordinate with the Assistant Senior Patrol Leader at which meetings you will present.

## Other responsibilities

Keep records of books and pamphlets in the library. Occasionally check the inventory and let the PLC/SM know if there are materials we need to add to the library or if something needs to be replaced due to wear and tear, damage or missing. Beyond advertising and getting Scouts to utilize the materials in the library, work on growing the inventory of the library through requests to the SM or from donations from Scouts (materials/pamphlets they no longer need).

Periodically check to see how outdated the materials are and if they should be replaced with current/up-to-date materials.

## Binder

Use the binder to keep your inventory lists, sign out/logs and orders for the next meeting. Additionally, a google form or similar can be used to send out for order requests as well. Be sure to track all loaner materials, who it goes out to and when it is returned.

At the end of your term as Librarian, you are responsible for passing the binder off to the next Librarian and explaining how you have been accomplishing the above tasks.