



Librarian

- Description:** Appointed by the Senior Patrol Leader to maintain useful records and materials to aid in planning troop activities and events; responsible to safeguard all reference items and pass them on to the successor in this role
- Reports To:** ASPL of Communication & Skills
- Eligibility:** First Class rank or higher, unless special approval is given by the Scoutmaster
- Duties:**
- Maintain a library of resources to support advancement, patrol and troop activities, and outings. Regularly display or highlight resources at troop meetings so Scouts are aware of and get full use of them.
 - Maintain merit badge pamphlets and other troop materials for check-out and use by Scouts. The troop Librarian has access to the check-in/check-out form to track who has items out and ensure that they are returned in a timely manner.
 - Know how to access online Scouting America resources and free merit badge pamphlets. Help Scouts learn how to find and use them.
 - Maintain the storage cabinet adjacent to the library shelves, and keep the contents neat and clean, allocating space as appropriate to Instructors, Troop Guides, or other youth leaders in the troop. All items are stored in appropriate, clearly labeled containers and kept inside the cabinet (not on top or elsewhere).
 - Keep and regularly add to a file of Scout-appropriate skits for campfire programs and other occasions.
 - Maintain a file of troop special event scripts, such as courts of honor.
- Tools:** [Scouting America Merit Badge Hub](#)
[Troop Library Check-In / Check-Out Form](#)
(Check with adult mentor for access to a spreadsheet showing who has items checked out.)