



As librarian, you are responsible for maintaining our troop library. As you know, each merit badge has a book or pamphlet that helps the scout work through the merit badge requirements. We try to maintain a complete library of merit badge pamphlets that scouts can check out to use to work on the merit badge process. We keep these materials in a couple of plastic bin filled with hanging file folders . Each merit badge should have its own hanging file folder which should be labeled appropriately.



Scouts can check out merit badge books by simply signing a checkout sheet. Generally, there is not a time limit on how long books can stay checked out. However, periodically, you may remind the scouts to return any merit badge books they aren't using so others can share.



One of the first things you will need to do as librarian is to inventory the library. In other words, you will want to see which merit badge books we have and which might be missing. Make your records on something like an excel spreadsheet or word document if possible. That way it can be updated in the future. If there is already an electronic document available, simply update it. You will need to make certain that the book is the most recent edition. Outdated books should be given to the Scoutmaster so that they can be passed on to troops in need.

You may be asked to recommend additional merit badge books to supplement the library. If any books or pamphlets are donated while you are librarian, you will be required to add them to the library. This may mean adding to a folder in the plastic bin for the merit badge materials if there isn't already a folder. If there is a folder, you will want to add the new merit badge materials. If the materials we have are outdated, you may need to discard them. Before you throw anything out, make sure you check with the Merit Badge Counselor.

