

BSA TROOP 312 LIBRARY MATERIAL CHECKOUT PROCEDURE AND POLICY

This Standard Operating Procedure (SOP) has been developed to ensure that literature owned by the Troop is accurately and efficiently maintained by the troop Librarian for use by the Scouts and Scouters of Troop 312. By following these procedures, both the Scout/Scouter and Librarian will achieve this outcome.

POLICY

- 1) Only the Troop Librarian/Acting Librarian may hand out Troop Library literature (books, Merit Badge books, reference material, etc.). The borrowed literature upon return to the Troop, must be returned only to the Librarian or Acting Librarian.
- 2) Only the Troop Librarian/Acting Librarian may have access to the Troop Library.
- 3) Scouts/Scouters borrowing Troop-owned literature must understand that the literature is the property of the Troop and that the Scout/Scouter will be responsible for the care and safekeeping of the borrowed item(s). This understanding will be achieved, enforced, and documented by the use of the Troop's "Library Signout/Return Form" each and every time an item is borrowed and returned.

PROCEDURES

- 1) Scout/Scouter determines his need to borrow a Library item and then requests from the Librarian that the item be borrowed.
- 2) Librarian and Scout jointly review the item and note any deficiencies (i.e. missing or torn pages, scribbling, defacing marks, etc.) on the "Library Signout/Return Form". Also on the form, the date checked out, name of Scout/Scouter, and title of the item must be included. Both the borrower and the Librarian shall sign the form in ink. The bottom portion of the form at this time is to be removed and kept with the book. The remaining portion of the form is to be kept in the Library and maintained by the Librarian as a record of when the item was checked out, by whom, and in what condition.
- 3) Upon return of the item, its condition shall be evaluated by the Librarian and compared to the condition of the item at the time of checkout. If the condition of the item being returned has degraded due to other than normal use (i.e. due to misuse, abuse, loss, etc.), the scout will be held financially responsible for replacement costs. At the time of item return or replacement if lost/damaged, the Troop Librarian will destroy the portion of the form kept in the Library to indicate that the item is no longer being borrowed.

