

Texas Tech University Library Student Advisory Board

Revised 22 Aug 2022

Purpose

The Library Student Advisory Board is organized to obtain input from students about all aspects of the library. Student advisors collaborate with library employees, departments and teams to advise and offer insight into students' expectations, needs, and preferences. They recommend improvements that will enhance experiences using library services and spaces.

Membership application and selection

Service as an advisor is open to all current undergraduate and graduate students of Texas Tech University. We value diversity on the board. Students are eligible to serve regardless of race, color, religion, national origin, gender, age, citizenship, veteran status, sexual orientation, and physical or mental ability. We aspire to include students of different classifications representing a variety of academic colleges and special populations, such as transfer, international, distance, or first-generation students. Students who are frequent users of the library as well as those new to campus or unfamiliar with the library will be included.

College deans will be invited to nominate students to represent their respective colleges on the board. Other students serving on the advisory board are selected through a two-step process of a written application and an in-person interview. The User Experience librarian will review applications as they arrive and interview applicants. In the selection process, special consideration will be given to applicants who represent multiple interest groups.

Requirements for serving

1. Serve for the entire academic year (fall through spring semesters).
2. Attend at least 3 meetings per semester.
3. Maintain good academic standing and abide by the Code of Student Conduct.

Advisor responsibilities

Students who serve as advisors on the Board share their ideas, opinions and experiences of using the University Libraries. Advisors have the following responsibilities:

1. Provide their input on current and new library services, spaces, resources, events and policies.
2. Participate in user experience research projects to evaluate library services.
3. Promote library services, resources, and events to fellow students.

Example activities

Advisors may be involved in activities including, but not limited to, the following:

- **Assessment:** pilot test survey instruments, assist in survey distribution/promotion, recruit students to participate in user research, evaluate space needs.
- **Events/Programs:** assist in planning events, promote student participation.
- **Outreach:** speak to student-to-student groups, engage in library advocacy in Student Government and other forums, invite students and campus organizations to partner in library initiatives.

Benefits of serving

Advisors have the opportunity to advocate for the perspectives of student library users and positively impact

library services at Texas Tech. In addition to providing students with valuable service experience, it is expected that advisors will improve their skills in the following areas:

- Student leadership
- Teamwork
- Creativity
- Project- and event-planning

Board Officers

Student Co-chair

The board will be co-chaired by a student chair and a library faculty chair. The student co-chair will serve for one year. The co-chairs will set meeting agendas together and delegate or assume responsibility for chairing meetings. Co-chairs will complete an annual report of activities and accomplishments. They may coordinate an end of year evaluation that includes advisor self-evaluations, peer and co-chair evaluations, and other means to assess the board's success. They may select advisors to serve as coordinators for special projects as needed.

Secretary

The secretary will assume responsibility for taking minutes at each board meeting and for keeping other documentation of activities. The secretary may delegate these duties to a replacement if unable to complete them.

Meetings

Meetings of the entire advisory board will be held twice per month during the semester. Additional meetings for coordinating special projects will be scheduled as needed. Meeting participation via video conferencing is permitted to support distance student participation and to accommodate member needs. Board activities are the responsibility of every advisor, and they are expected to prepare for meetings and other activities by bringing any concerns or suggestions to the group. During meetings and in all communications, advisors are expected to be respectful of others' ideas. No one is allowed to talk about students or any library users in a derogatory way.

The person chairing a board meeting may utilize Robert's Rules of Order, although it is not necessary. If Robert's Rules of Order are used, the chair should first provide advisors with an explanation of procedures as needed.

Compliance

All advisors are required to comply with all University standards, rules and/or policies as well as all federal, state, and/or local laws.