

## **Belk Library and Information Commons Student Advisory Board**

### **Charge:**

Undergraduate and graduate students who serve as members on the Board share their ideas, opinions and experiences of using the University Libraries. They have the opportunity to advocate for the perspectives of students and make a positive impact at Appalachian State.

### **Membership Application and Selection:**

Service as a board member is open to all current undergraduate and graduate students of Appalachian State 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.

Students serving on the advisory board are selected through a two-step process of an online application and an interview. The Library Staff Advisors of the Student Advisory Board 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. Attendance is expected at 2 meetings per semester.
3. Currently enrolled at Appalachian State University.

### **Expectations of Responsibilities:**

#### *Student Board Members*

Board members may participate in some or all of the following responsibilities:

1. Provide their personal input on current and new library services, spaces, resources, events and policies, including their digital experience with our website, online services, and digital collections
2. Participate in user research projects to evaluate library services and spaces
3. Share information about library services, resources, and events to fellow students

#### *Library Staff Advisors*

Library Staff Advisors consists of approximately 5 staff and faculty on the Student Advisory Board. Their primary responsibilities will be to: review applications, handle communications, set meeting agendas and prioritizing initiatives, organize and conduct meeting schedules, and communicate between the board and the rest of the University Libraries. Advisors are responsible for providing an engaging, professional development opportunity for student board members. At least 2-3 advisors will attend each meeting of the Student Advisory Board.

**Example Activities:**

The following are some examples of activities from past iterations of Student Advisory:

- Affinity Mapping - Asking students how they use the library
- Photo interviews - Asking students to take pictures of various aspects of the library, for example, what furniture they like and what furniture they do not like
- Customer Journey Mapping - Asking students to complete a series of scenarios and provide feedback on the experience
- Discussions around research habits, study rooms, changes on the website, and other feedback brought forward by students
- Sharing of upcoming events and programs for students to spread to fellow students and other potentially interested parties

**Benefits of Serving:**

- Be an influential voice in shaping the Belk Library and Information Common services, resources, and spaces important to you and your fellow students
- Gain resume-worthy leadership experience and develop other resume-worthy skills, including (but not limited to) collaboration, project management, marketing, public relations, etc.
- Share with Library staff concerns of highest priority to students
- Make connections for future references and meet new friends

**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. They will be recruited from our student workers to help compensate them for their extra time and labor. The co-chairs will set meeting agendas together and delegate or assume responsibility for chairing meetings. Co-chairs will help complete an annual report of activities and accomplishments. They may select members to serve as coordinators for special projects as needed.

*Facilitator*

This facilitator will help with the logistics of setting up each meeting of the Student Advisory Board including ordering food, preparing event space, etc. The facilitator will be a student worker to help compensate them for their extra time and labor.

**Meeting Expectations:**

Meetings of the entire advisory board will be held two-three times for the Fall and Spring 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. If a student board member has to miss a meeting, they are expected to let the co-chair know in advance if possible.

Board activities are the responsibility of every member, and members are expected to prepare for and attend meetings. Board members are also expected to bring any concerns or

suggestions to the group either at meetings or in-between meetings through established avenues. During meetings and in all communications, members are expected to be respectful of others' ideas. No one is allowed to talk about students or any library users in a derogatory way.