

## Library Student Advisory Board

### Goals for the board:

- To provide feedback on library collections, programs, and services
- To serve as informal library ambassadors to the campus community
- To provide input on potential new library offerings.

### Composition of board:

- 6-10 members, including a broad sampling of Hollins students (first-years, upperclassmen, Horizon, graduate).
- No more than 2 library student assistants may be on the committee.

### Expectations of board members:

- To attend monthly meetings; to participate in meeting discussions.

### Selection of board:

- Volunteers – we will advertise the committee at the academic fair and with other library outreach efforts (e.g. the bookmobile, social media call for volunteers)
- Call for nominations to be sent to faculty, student life administrators, graduate office administrators; Horizon program administrators; etc.
  - A nominated student will be contacted immediately by library personnel to gauge their interest in participation.
- Current members – if our group number is low, we will encourage current members to invite their friends.

### Meetings:

- One per month during fall and spring semesters (Sept; Oct; Nov; Feb; March; April).
- Tentative time: 4:45-5:45 on a weekday. During the break between day and night classes. Possible for graduate students to attend after work and before a 6 p.m. class.

### Meeting structure:

- 15-20 minute presentation (about a particular library offering; about a particular person's job; etc.)
- 30 minutes of discussion (brainstorming, Q&A about a specific service, etc.).

### Incentives to participate:

- Show tangible outcomes of the boards's work.
- Free dinner

**Costs:** Dinner and drinks to be provided at every meeting

### Examples of board outcomes:

- Blankets for the library
- Provided input during library construction and renovations (e.g. Reading Room furniture, new classroom furniture and technology)
- Spring Festival event
- Usability testing for library app

### Other examples of student advisory committees in libraries:

- VCU Undergraduate Advisory Committee: <http://www.library.vcu.edu/about/committees/vlac/>
- Columbia University: [http://library.columbia.edu/about/student\\_advisory\\_committee.html](http://library.columbia.edu/about/student_advisory_committee.html)