

Washington State University Libraries Student Advisory Board

Approved December 9, 2020

Purpose

The Libraries' Student Advisory Board is formed for students to give input about the physical and digital experience of the Libraries including websites, online services, collections, in-person services, and physical spaces. Student advisors collaborate with library employees to advise and offer insight into student needs. Advisors recommend improvements and give feedback to enhance experiences for future users of library services and spaces.

Membership Application and Selection

Any current undergraduate and graduate students at Washington State University Pullman or Global Campuses are encouraged to apply for the board. 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, Global, or first-generation students. Both 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. Library employees will review applications as they arrive and interview applicants.

Requirements for serving

1. Serve for at least an entire academic year (spring through fall semesters).
2. Attend all meetings each semester.
3. Maintain good academic standing and abide by the Student Code of 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 input on current and new library services, spaces, resources, events and policies.
2. Promote library services, resources and events.
3. Participate in user research projects to evaluate library services.

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 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 advocate for the perspectives of student library users and positively impact library services at WSU. In addition to providing students with valuable service experience, 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 a semesterly 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 semester. Additional meetings for coordinating special projects may be scheduled as needed. Meeting participation via video conferencing is permitted to support Global Campus 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. Derogatory or disrespectful remarks will not be tolerated and may result in termination of an advisor role.

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.

Adapted with permission from [Texas Tech University's LSAB Charter](#)