



TEEN ADVISORY BOARD GOVERNMENT

Approved and Adopted 6/16/15

OFFICERS/EXECUTIVE BOARD:

The Teen Advisory Board will elect an Executive Board from its membership. Members of the Executive Board are leaders in training and are to serve as role models to other TAB members. The elected officers; with assistance, will work to develop skills related to their officer positions, to uphold the responsibilities of, and remain committed to their position for a one-year term. Meetings will be scheduled on Tuesday and/or Thursday at 3:30PM) (Friday Activities will be scheduled)

(APL will hold an election for the Executive Board annually in September.)

- The **CHAIRPERSON** is responsible for conducting the monthly meeting with the help of the Teen/Tween Program Coordinator (under the supervision of the Youth and Family Services Manager). The Chairperson and the Teen Program Coordinator will discuss the agenda prior to the meeting either over the phone, in person, or via email. The Chairperson will communicate to the Vice Chairperson who will assist the Chairperson in fulfilling his/her responsibilities as needed.
- The **VICE CHAIRPERSON** is responsible for conducting TAB meetings in the absence of the Chairperson, will assume specific leadership responsibilities as determined by the Chairperson, and will assist the Chairperson in fulfilling his/her responsibilities as needed.
- The **PHOTOGRAPHER** will be responsible for taking pictures at each event that is held for the teens and using these photos on social media and other publicity venues as appropriate. (Make sure we have permission slips)

- The **JOURNALIST** will be responsible for writing articles for the newspaper and APL TAB Monthly Newsletter.
- The **TAB MENTOR VOLUNTEERS** are TAB members in 12th grade who are interested in volunteering to help out and act as role models to younger students. TAB Mentor Volunteers should be scheduled in advance to work through the Teen/Tween Program Coordinator or The Youth and Family Services Manager.
- The **PROGRAM AMBASSADORS** are responsible for promoting Teen Library programs at their schools and to their classmates. There will be a minimum of one Program Ambassador assigned to Anderson County Middle School and Anderson County High School. The Program Ambassadors will attend Student Council meetings and will make school announcements, as per predetermined by school protocol with the school principals, by the Teen/Tween Program Coordinator and/or the Youth and Family Services Manager. (Youth and Family Services Manager will contact the School Board First).

Meetings:

- TAB will meet once a month to continue to develop, plan and implement programs and activities for APL and stay informed of upcoming events
- Special meetings will be scheduled on occasion by the Chairperson and or Teen/Tween Program Coordinator and/or Youth and Family Services Manager.
- Each fall, a calendar of regularly scheduled meeting will be distributed to TAB members.
- TAB's success will be determined by each member's commitment, ideas, and input. If for some reason, you are no longer able to serve as member of TAB, please inform the Teen/Tween Program Coordinator and /or Youth Services Manager.



Teen Advisory Board Guidelines

Approved and Adopted 6/16/15

What is the Teen Advisory Board (TAB)?

A group of teens in grades 6 through 12 who meet on a regular basis and are interested in helping Anderson Public Library Teen Services staff in developing and implementing teen services. The Teen Advisory Board (TAB) will be coordinated by the Teen/Tween Program Coordinator and overseen by the Youth and Family Services Manager. Teen Services staff will provide guidance in planning TAB activities and reserve the right to reject and or revise proposed ideas.

What is the TAB's Mission?

The Teen Advisory Board (TAB) serves to recognize teens as a great human resource while promoting positive teenage development through soliciting their input and participation in the creation and development of library activities, programs, publications, and services, thus insuring the relevance of these products and services to the teen population that APL serves.

Who can join?

Anyone in Grades 6th-12th (or equivalent for homeschoolers) is welcome to join TAB. (Possibly APL will be able to promote TAB to the graduating 5th graders!)

What are the duties of TAB members?

General Council Members of TAB will:

- Provide input on the Teen collection (suggestions for purchase in all areas, including fiction, non-fiction, Manga, and audiovisual materials)
- Provide input on the Teen area, including space planning, displays and furniture
- Encourage teen involvement in the library's services and programs
- Advise Teen Services staff on teen interests and trends

How much time will TAB involve?

- Members are expected to attend the hour long monthly meetings.
- Members should assist in the planning and hosting of at least two TAB events each year.
- Members should make a special effort to attend all events and programs sponsored by TAB.
- Special Meetings may be called by the TAB Executive Board (6 elected officials who will be elected every September).

Will members receive volunteer credit?

Members will receive credit for volunteer hours when they attend TAB meetings and/or help host TAB activities, events and summer reading.

What are the TAB Codes of Conduct?

TAB members are considered volunteers of APL. As such, their rights and responsibilities should reflect the following areas of conduct:

- General working procedures: Members will keep on task, work in groups, take initiative, etc...
- Changes in personal information: Members will keep TAB advisors informed of any changes
- Confidentiality: Members will respect the privacy of others
- Drugs/Alcohol: Members will adhere to a no-tolerance policy
- Emergency Plans: Members will abide by the evacuation and emergency procedures of the library
- Injuries: Members will report any injuries
- Contact with the public: Members will conduct themselves in a respectful manner with members of the public
- Punctuality: Members will make every effort to be on time and will inform TAB advisors of any delays
- Safety procedures: Members will abide by the safety procedures of the library
- Telephone use: members will refrain from making or receiving personal calls, texts, or messages while attending TAB meetings, activities, or events

In addition, the following codes of conduct are specific to teen councils:

- Members of the TAB will adhere to the TAB's mission
- New TAB members will receive orientation and should adhere to the training received during this orientation by TAB advisors. An annual orientation will be held at the beginning of each school year in September
- Each TAB member is expected to conduct themselves with respect toward each other, the TAB advisors, the proceedings, and the library staff, patrons and facility itself.
- Members will show respect for library materials and property by taking care to leave meeting spaces neat and orderly.
- Members will strive to make use of their time during meetings and while working on projects by staying on task.

The TAB is encouraged to come up with their own additional codes of conduct specific to their group if necessary. **Dismissal** from TAB membership may occur under the following circumstances and only after TAB advisors have made every attempt possible to resolve the situation before removing the member from the board:

- The member does not attend six consecutive meetings without effort made to inform TAB advisors, making the absence unexcused.
- The member has shown continual disregard for the codes of conduct listed above
- The member has violated a specific rule set forth by the members of TAB

Information, Policies, and Requirements

Purpose: The Teen Advisory Board (TAB) exists to give young adults the opportunity for their voices to be heard. They will provide suggestions and feedback regarding YA activities, YA collection development and other library issues pertinent to young adults. They may also organize activities and undertake volunteer projects.

TAB Policies:

- The TAB is open to APL cardholders in grades 6-12
- Members' cards must be in good standing (Unexpired with no fines or fees over \$5.00)
- The TAB will meet once each month.
- The TAB Executive Board will consist of 6 elected positions, two of which may have multiple appointees
- TAB general council membership will consist of no more than 20 members
- Prospective members must turn in a completed TAB Application, Parental Permission and Release of Liability Form, and Photo Release Form
- Membership in the TAB will not be restricted by race, ethnicity, gender, religion, sexual orientation, size, or economic status.
- **MEMBERS must be reachable by phone or email.**

TAB Bylaws:

- Everyone is equal
- A quorum must be present for votes to be held. The quorum will be determined based on the total membership. (quorum: the minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of the meeting valid.)
- A simple majority passes a vote.
- If a member abstains from voting, that member is agreeing to go along with what the majority decides.
- It is the responsibility of every member of the TAB to behave ethically during the meetings.
- Members who have been given the floor should be treated with respect and not interrupted
- All TAB members will respect the rights and privacy of others.
- TAB members will not use library space or materials inappropriately.
- TAB members will turn all electronic devices off during meetings.
- Motions may be debated until a consensus is reached or until a majority vote ends discussion.
- Once a motion is voted on, it cannot be brought up for vote again in the same meeting.

Requirements of TAB members:

- Attend at least six meetings a year.
- Help at or run three events a year.
- Raise awareness of library services and activities among their peers.

Benefits of being a TAB member:

- Direct input in library activities
- Volunteer hours for service groups/applications.
- Ability to use library staff as a reference for job, scholarship, or college applications.



ANDERSON PUBLIC LIBRARY TEEN ADVISORY BOARD

Application for Membership

Name: _____ Grade/School: _____

Primary Phone Number: _____ Alternate Phone Number: _____

Street
Address: _____

Email Address: _____

Library Card Number: _____

Would you prefer to be contacted by email or phone? () Email () Phone

How often do you use the library?

- () Several times a week
- () A few times a month
- () A few times a year
- () Never

- *Checking 'Never' will **NOT** exclude you from TAB membership. If you never use the library, we would value your input on how the library could become more relevant and useful to you and your peers.*

Have you attended any library events recently?

() Yes

() No* *Checking 'No' will **NOT** exclude you from TAB membership.*

Why do you want to be a member of TAB?

I hereby agree to the Policies, ByLaws, and Requirements of Teen Advisory Board, and I acknowledge that I understand and meet all qualifications necessary for membership.

Signature: _____ **Date:** ____/____/____



PARENTAL PERMISSION AND RELEASE OF LIABILITY FORM

Anderson Public Library Teen Advisory Board

This form must be completed and signed for the student to join the Teen Advisory Board

Student's Name: _____ **Date of Birth** ___/___/___

Address: _____

Phone Number: _____ **Allergies** _____

Name of Emergency Contact: _____

Phone Number(s) of Emergency Contact: _____

I do hereby give permission for the above student to participate in the Teen Advisory Board and all associated activities and volunteer work. I understand the nature of these activities and the associated risks of injury or loss of property. By signing this form, I release the Anderson Public Library and its employees from any claims made by the student or on behalf of the student should injury or loss of property occur as a result of his/her participation.

I acknowledge that I have read this Permission and Release form and that I understand its contents and the consequences of signing. I also affirm that this form has been filled out fully and correctly.

Parent/Guardian Name: _____ **Date** ___/___/___

Parent/Guardian Signature: _____



ANDERSON PUBLIC LIBRARY
PHOTO RELEASE FORM

I, (print name) _____
give Anderson Public Library the absolute right and permission to use my photograph(s) in its promotional materials and publicity efforts. I understand that the photograph(s) may be used in publication, print ad, direct-mail piece, electronic media (e.g., DVD, video, Internet) or other form of promotion or information. I release Anderson Public Library, its agents, staff and the photographer from liability for any violation of any personal or proprietary right I may have in connection with such use.

Print Name _____

Signature for release _____

Street Address _____

City State _____ Zip _____

Phone _____ Date ____ / ____ / ____

For persons under the age of 18, the permission of a parent or guardian is required on this Photo Release Form.

I hereby grant permission to the Anderson Public Library to use the photograph of my child as outlined above.

Name of child under 18: _____

- May be identified by full name
- Please identify by first name only
- Please do not identify by name

Signature of parent or guardian: _____