



## ***Teen Advisory Board Guidelines***

Approved and Adopted 3/23/2022

### **What is the Teen Advisory Board (TAB)?**

A group of teens in grades 8-12 who meet on a regular basis and are interested in helping the Anderson Public Library Teen Services staff in developing and implementing teen services. The Teen Advisory Board (TAB) will be coordinated by the Youth Services Specialist 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 or revise proposed ideas.

### **What is the TAB's mission?**

The Teen Advisory Board 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 ensuring the relevance of these products and services to the teen population that APL serves.

### **Who can join?**

Anyone in grades 8-12 (or equivalent for homeschoolers) is welcome to join TAB.

### **What are the duties of TAB members?**

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



- Advice Youth 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.

## **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/Tobacco/Vaping: Members will adhere to a no-tolerance policy.
- Emergency Plans: Members will abide by the evacuation and emergency procedures of the library.
- Contact with the public: Members will conduct themselves in a respectful manner with members of the public.

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- 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, and report any accidents or injuries.
- 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 TAB will adhere to TAB's mission.
- Each TAB member is expected to conduct themselves with respect toward each other, the TAB advisors, the proceedings and the library staff, patrons, patrons, and the 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.

TAB members are encouraged to come up with their own additional codes of conduct specific to their group if necessary.

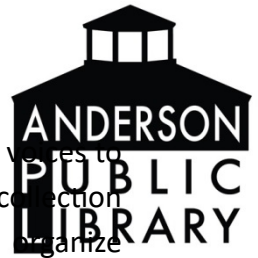
**Dismissal** from TAB membership may occur under the following circumstances, and only after TAB advisors have made every attempt possible to resolve the situation before removing the member from the board:

- 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

Anderson Public Library  
114 N. Main Street  
Lawrenceburg, Kentucky 40342  
Phone: (502) 839-6420  
[www.aplkentucky.org](http://www.aplkentucky.org)  
Revised 032422

# Anderson Public Library



Purpose: The Teen Advisory Board 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:

- TAB is open to APL cardholders in grades 8-12.
- Members' cards must be in good standing (Unexpired with no fines or fees over \$5.00).
- TAB members will meet once each month.
- 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 e-mail.**

## 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. (quo-rum: 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 the vote.

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- If a member abstains from voting, that member is agreeing to go along with whatever the majority decides.
- It is the responsibility of every member of 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 off all electronic devices 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 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 a job, scholarship, or college applications.

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