Student Advisory Committee

Purpose:

The purpose of the Committee shall be to empower a two-way forum between students - primary stakeholders in the Michigan State University Libraries' (MSUL) spaces, collections and services - with members of Library Administration, primarily the Dean of Libraries. Students shall bring forward suggestions, questions, or issues of concerns about the Libraries, and the Dean shall bring forward issues on which the Libraries would like a student perspective. Together, the Committee will develop suggestions and plans for the Libraries' future development. By serving on the committee, students will develop transferable skills in leadership and communication to enhance their future careers.

Charge:

The Committee shall be charged with advising the Dean of Libraries on matters of concern to the students of Michigan State University pertaining to MSUL. The Committee shall have direct access to engage with the administration of MSUL. Specific duties of the Committee shall include but are not be limited to advising the Dean of Libraries on matters such as:

- Space renovation
- Services and technologies offered
- Collections
- Long range planning
- Marketing and communications
- Web page design
- Library events
- Design and implementation of library policies and services affecting students
- Promoting initiatives related to making MSUL inviting/welcoming/safe to all students and advancing the Libraries' Strategic Plan and its commitment to diversity, equity and inclusion
- Advocating for resources, services, and programs on behalf of MSU students

Membership: The Committee will be composed of student representatives from across the University, the Dean of Libraries (who may occasionally be represented by a designee), and members of the library staff (faculty, staff, and student employees). The total number serving on the committee will be twenty seven (27). Applicants will be asked to fill out an interest form).

Terms of Service: Start with a mix of 1- and 2-year terms, to allow for some continuity after the first year.

Meeting Schedule:

The Committee will meet at least twice each semester during fall and spring. The first meeting of the year will:

- Be convened by the MSUL Outreach Librarian
- Be in person and include an in-depth tour of the library.
- Include remarks on the state of the library by the Dean of Libraries
- Include the election of a Chair and Secretary
- Establish a proposed meeting calendar for the year and meeting modality
- Include a meal

Thereafter, meetings will include agendas and minutes. The chair is responsible for working with the Outreach Librarian on agendas to be distributed in advance of each meeting. The secretary will record meeting minutes. Approved minutes will be publicly posted within one week after a meeting on the Libraries' website, and distributed via the libraries' staff newsletter.

Meetings may be rescheduled/canceled at the Chair's and Dean of Libraries' discretion.

Refreshments will be provided at in-person meetings.

Meetings will be on the 3rd Friday of each month from 10:30 am - 11:30 am.

Fill out interest form at https://forms.gle/TT1qLrYuku32aGfV8