

STOUGHTON PUBLIC LIBRARY

Student Library Trustee Policy

Approved by Library Board 8-16-17

Revised: 07/18/19



I. Purpose

It is the purpose of this policy to institute a procedure by which the Library can obtain input about library services, policies, and collections from a significant user group of library customers; to encourage young people to consider librarianship as a career; to encourage use of library services by teens; and to provide practical experience for teens in the operations of local government.

II. Policy & Procedure

A. General Information and Application

General information about the Library Board and applications will be available to the students at the Library, online, and at Stoughton High School.

B. Requirements

Any high school student (preferably sophomore or junior) who lives within the boundaries of the Stoughton Area School District, and who has a current Stoughton Public library card in good standing may apply to be a Student Trustee advisory member of the Stoughton Public Library Board.

B. Completed Applications

Completed applications are to be returned to the Library director. The director will acknowledge receipt of the applications, and keep the applications on file.

C. Choosing a Student Trustee

The President of the Library Board will appoint an ad hoc committee to review the applications and choose candidates to interview. Applicants will be interviewed and a candidate chosen from those applicants for recommendation to the Library Board.

D. Appointment

The ad hoc committee will recommend a qualified applicant to the Library Board which will vote to approve or not approve the recommendation.

E. Term

The selection process for the Student Trustee position will begin in the spring of each academic year and shall be completed no later than April 30. The term of the Student Trustee will typically run from September 1 – May 31. The Student Trustee is expected to serve during the academic year with the option to begin serving on June 1st. Please see the Student Trustee Position Description for more information.

F. Expectations

Board members are expected to arrive a few minutes early to meetings so meetings can start on time; expected to bring all materials in either electronic or written formats; and expected to have read materials ahead of time in order to better understand the discussions.

If unable to attend, Board members should contact either the Library Director, Library Administrative Assistant, or Library Board President at least 48 hours in advance of a meeting, except in dire, unavoidable circumstances which prevent notification.

The Stoughton Public Library Board of Trustees reserves the right to review the appointment after two absences or inappropriate conduct.