Glendora Public Library
Teen Advisory Board (TAB)
Member Duties and Benefits

What is the Teen Advisory Board (TAB)?
The TAB was formed to give teens the opportunity to participate in and influence teen programs and services at the Glendora Public Library.

Members of TAB will:
- Encourage teen involvement in the library.
- Promote and encourage reading by teens.
- Take a leadership role in the planning and hosting of teen programs, services and events.
- Advise the library on teen interests and trends.
- Help library staff choose books teens will need for homework and want for enjoyment.

TAB shall be coordinated by an adult library staff member who will serve as TAB advisor and supervise all TAB meetings, activities and special events or projects. The TAB advisor will provide guidance in planning TAB activities and reserves the right to reject and/or revise proposed ideas.

Who can join?
Anyone in Grades 6-12 (or equivalent for homeschoolers) is welcome to join TAB. TAB will consist of a maximum of 20 members.

Will members receive volunteer credit?
Members will receive credit for volunteer hours when they attend TAB meetings and/or help host TAB activities and events.

When will TAB meet?
TAB will meet once a month, on the first Tuesday of each month, at 3:30 p.m., during the months of September through May. Meetings will last approximately one hour and will be located in the Friends Room.

How much time will it involve?
- TAB members are expected to attend the monthly meetings.
- TAB members should assist in the planning and hosting of at least two TAB activities each year.
- TAB members should make a special effort to attend all events and programs sponsored by TAB.
- Special meetings may be called by the TAB advisor to complete tasks as needed.

An absence shall be considered unexcused when a member is absent from an official TAB meeting and makes no effort to inform the TAB advisor. The member shall become inactive after two unexcused absences and their spot may be filled by a new member.

Code of Ethics:

- Members will keep the TAB mission at the forefront of all activities.
- During all meetings, activities and library functions, members will act in a way that reflects positively on the Glendora Public Library.
- Members will show respect for other members, library staff and library patrons. Members will demonstrate respect for others by listening attentively when someone else is speaking, asking questions when clarification is needed, and by refraining from negative comments when responding to other people's ideas.
- 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.
- Members will respect the privacy of other members.
- In the extremely rare case that a member is consistently disruptive to the mission of TAB, it is the responsibility of the advisor to remove that person from the membership. The advisor will make every attempt to resolve the situation before removing the member from the board.

Glendora Public Library

Teen Advisory Board
Member Application and
Parental Permission Slip

If you are interested in becoming a member of the Teen Advisory Board (TAB), please fill out this application and turn it in at the Children's Reference Desk.

If you have questions about the Teen Advisory Board, please contact Gail or Cindy at (626) 852-4891 or youthservices@glendoralibrary.org

Applicant's Contact Information

First and Last Name: _____

Mailing Address: _____ _____ _____
(Street) (City) (Zip)

Telephone Number: _____
(Number where YOU can be reached.)

Email: _____

School: _____

Grade: _____ Age: _____

Applicant's Statement of Interest

I have read and understand the TAB Duties and Benefits. I have also taken the time to share and discuss my interest and possible involvement in TAB with my parent or guardian.

Applicant's signature _____

Date: _____

Parent or Guardian's Statement

I am the parent or guardian of _____
(fill in applicant's name)

In signing below I give full permission and support for my teen's participation in the Glendora Public Library's Teen Advisory Board. I have read and understand the TAB Duties and Benefits. Should I have any questions or concerns about TAB meetings, activities or events, I will contact the Youth Services staff.

Parent or Guardian's signature _____

Parent or Guardian's printed name _____

Date: _____

Glendora Public Library
140 S. Glendora Ave.
Glendora, CA 91741
626-852-4891
www.glendoralibrary.org

youthservices@glendoralibrary.org