



# Teen Library Council (TLC)

*Expectations & Responsibilities*

## What is the Teen Library Council?

The Teen Library Council (TLC) is a group of teens from all over Shelby County who meet monthly with the Youth Services Librarian to advise on matters of teen services, programming, selection of teen materials, event planning, etc.

## What are the benefits of being a TLC member?

Aside from having your voice heard and your ideas taken seriously by the library, all time spent in meetings or assisting with programs/events can be counted for volunteer/service learning hours as may be required by your school. Participation in TLC is a great way to meet teens from outside your school and take part in your community. TLC membership is something you will want to include on college applications and resumes.

## As a member you will be expected to:

- Attend and participate in the monthly TLC meetings that are held year round.
- Come to meetings prepared to share ideas for programming and events
- Help with set up, tear down, and facilitation of major teen library events (such as the End-of Summer Reading Club party)
- Review at least one teen book/audiobook per month and bring a typed copy to the TLC meeting
- Follow all SCPL rules and policies



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**As a member of the Teen Library Council (TLC) you will be a library ambassador to your peers as well as an ambassador from your peers to the library. This is a commitment we ask you to take seriously and to abide by the following codes of conduct while in the library and when at library events:**

- Attend monthly TLC meetings—no more than 3 unexcused absences per 12 month term. If you are unable to attend a meeting please notify the Youth Services Librarian before the meeting of your intended absence.
- Arrive on time. Make every effort to arrive for meetings and programs on time; notify the Youth Services Librarian if you are going to be late.
- Resignation: If you decide to leave TLC before the end of your 12 month term please notify the Youth Services Librarian.
- Follow through with your commitments. If you sign up to help at an event you need to be there. If for some reason you are no longer able to keep a commitment, notify the Youth Services Librarian far in advance so your spot can be covered.
- Listen to and follow instructions from all library staff. Be polite to our patrons and show them the same courtesy with which you want to be treated. Treat other TLC members with respect and give everyone a chance to speak.
- Do not use foul language or name calling when in the library or at library events. Running, pushing, or other physical games are not permitted.
- Dress appropriately for all library-sponsored events.
- Maintain an indoor speaking voice throughout library. It is not necessary to whisper but be mindful of other patrons and keep your voice at a reasonable volume.



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TLC members may be dismissed for any of the following circumstances but only after the Youth Services Librarian has made every effort to resolve the situation. If no resolution can be made the member will be removed from the TLC for at least 3 months up to a permanent dismissal depending on reason for dismissal.

- More than three absences have occurred during the same session without making an effort to notify the Youth Services Librarian
- No call/no show to a library program or event that you are helping to facilitate
- Blatant disregard on a continued basis for any of the above outlined codes of conduct

I have read the above expectations, responsibilities, codes of conduct and the attached dress code and am agreeing to abide by them while serving as TLC member.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_