

INFOhio Users Council Guidelines

The INFOhio Users Council will advance the vision of INFOhio by improving communication, fostering collaboration, and supporting continuous improvement efforts for the purpose of increasing student achievement and meeting the current and future information needs of Ohio's students.

Goals of the Users Council

- Develop and implement a process for generating effective two-way communication between INFOhio and its users.
- Gather feedback from users that will result in improved INFOhio products and services, for the purpose of increasing student achievement.
- Identify and evaluate projects (products, services and professional development) that will enable INFOhio to meet the future needs of Ohio students.
- Carry out other tasks as assigned by the INFOhio Advisory Board.

Responsibilities of Users Council Members

- Gather and report ideas, information, and concerns from their respective Information Technology Centers (ITCs).
- Recommend priorities based upon criteria provided by the INFOhio Advisory Board.
- Maintain confidentiality.
- Share ideas and best practices among ITCs.

Criteria for Membership

In order to qualify for selection as a member of the Users Council, an individual must be:

- An INFOhio user of at least one of the four INFOhio components (digital resources, INFOhio Library Services Platform, media resources, professional development)
- A licensed educator actively involved with school libraries AND/OR a librarian with MLIS but not a teaching license, working in a school library
- Willing to represent all INFOhio users in their respective ITC, including students, parents, and educators in all types of PreK-12 schools

Selection of Representatives

The following process will be used to select initial representatives to the Users Council. The Users Council will decide the process for subsequent selections. Each ITC will have at least one with up to four representatives. INFOhio staff may serve as ad hoc, non-voting members.

If an ITC does not have four certified librarians, licensed educators actively involved with school libraries, AND/OR librarians with an MLIS but not a teaching license, working in a school library who are willing or able to participate, they can have up to two paraprofessionals representing their ITC. It is recommended that the non-certified members be supported or mentored by a certified UC representative.

- Names of representatives will be submitted to INFOhio by a Provider from each ITC.
- Up to four representatives will be submitted by each ITC.
- Possible strategies for selection by the ITC include:
 - The ITC users group will select up to four names at a users meeting.
 - Use available ITC distribution lists (e.g., All Librarians, Technology Coordinators, Curriculum Coordinators) to ask for nominees. Then set up a voting process.
 - Ask current ITC users group officers/chairs to serve.

Terms of Service

- All representatives' terms will be two years to maintain continuity and ease of transition.
- Members may serve consecutive terms.

Representatives' Responsibilities

Users Council members are charged with:

- Attending/participating in meetings including face-to-face and through other types of communication.
- Serving as liaisons between INFOhio, their ITC, and local users by communicating needs and concerns of users and by relaying INFOhio news, updates, and changes to users.
- Facilitating regional input.
- Maintaining confidentiality.
- Strengthening Ohio's school library community.
- Acting as an advocate for INFOhio in order to promote and improve student learning.
- Voting, as appropriate. In situations that call for a vote, each ITC shall have one vote.

Users Council Meetings

- Up to two face-to-face meetings will be held during the year: one in conjunction with the OELMA conference and the other in June. The winter meeting will be decided by the Users Council at their OELMA fall meeting.
- INFOhio will utilize additional technology, such as webinars, e-mail, blogs, Zoom conference calls, and chats, to facilitate communication among members as needed.
- It is expected that at least one representative from each ITC will attend each face-to-face meeting.

Other Policies and Procedures

INFOhio does not reimburse mileage for attendance at Users Council meetings.