



ADVISORY GROUP PARTICIPATION HANDBOOK

January 2025



Wisconsin Department of Public Instruction
Library Services Team
125 S. Webster Street, Madison, WI 53703
888-542-5543
badgerlink.dpi.wi.gov

Welcome!

Thank you for serving on the BadgerLink Advisory Group! We are pleased that you are willing to devote your time and efforts to improving the quality of the BadgerLink service.

BadgerLink Overview

BadgerLink, Wisconsin's Online Library, was developed in compliance with Wisc. Statute, Section 43.05(11), authorizing the Division of Libraries and Technology to provide database services and maintain a statewide database of library materials. Resources are selected through a Request for Bid (RFB)/Request for Proposal (RFP) process, or sole source agreement, governed by the Department of Administration. The resources are funded with Universal Service Funds approved in the State Biennial Budget, and authentication services and staff are funded using Library Services and Technology Act (LSTA) funds.

Wisconsin Department of Public Instruction (DPI) Staff are responsible for overall strategic planning, budgeting, procurement, contracts, resource configuration and maintenance, and provide leadership, consultation, technical assistance, and training to the Wisconsin library community on best practices and effective use of the resources.

DPI Staff

Ben Miller - Director, Library Services Team

(608) 224-6168

benjamin.miller@dpi.wi.gov

Elizabeth Neuman - Digital Services Coordinator, Library Services Team

(608) 224-5389

elizabeth.neuman@dpi.wi.gov

Jen Champoux - BadgerLink Technical Support and Training Specialist, Library Services Team

(608) 224-5390

jennifer.champoux@dpi.wi.gov

Introduction

The BadgerLink Advisory Group seeks to improve the ability of all Wisconsin residents to access and effectively use high-quality, licensed resources from the BadgerLink collection, expand service visibility to existing as well as new and diverse audiences, and build stronger relationships between members and their various libraries or community organizations.

The advisory group will provide a platform and space for members to grow professionally in their field, and the opportunity to provide feedback, advice, or development of tools, materials, etc. on topics including:

- Resource and content needs
- User experience on the BadgerLink website, library websites, or other platforms
- Training materials, including presentations
- Outreach strategies and marketing or promotional materials

By gathering the diverse opinions and expertise of Wisconsin's learner communities, DPI staff will develop strategies to adapt and grow the service as needs evolve.

Membership

Application and membership is voluntary and open to all Wisconsin library and education professionals, as well as those working with community organizations. Equity is a core value of the Department of Public Instruction, and the Division of Libraries and Technology strives for an inclusive representation of professionals on the BadgerLink Advisory Group. Unlike voting-based councils or boards, participation is not designated to specific library types, education institutions, community organizations, or groups; members are encouraged to reference personal identifiers and/or professional experiences that diversify the perspectives and voices of the group. To ensure balanced participation, group membership will not exceed 10 members.

Members serve two-year terms, with all members beginning at the spring meeting of the first year. Group members should have:

- Expertise necessary to accomplish the group's objectives
- Interest or experience in electronic resources
- Sufficient time available to prepare for and attend meetings
- Willingness to listen to diverse perspectives

[Advisory Group Application](#)

Role and Responsibilities of Members

1. Attend two meetings a year, as well as any additional virtual check-ins as needed. Review agenda and supporting materials prior to meetings. Complete any pre-work that may be required to fully participate in meetings.
2. Read and respond to communications from DPI staff, including formulating questions and opinions to further advance discussions.
3. Provide feedback, advice, and assist with the development of tools, materials, etc.
4. Share developments in the field and professional experience that may be applicable to the topics addressed.
5. Promote awareness of BadgerLink to staff, colleagues, and the general public.

Advisory Group Meetings

The group meets twice annually, in the spring and in the fall. Unless specifically stated otherwise, all meetings will be virtual, with occasional check-ins throughout the year.

The meetings will follow a flipped-classroom model to encourage and allow for discussion during the meetings. Members will receive learning materials prior to each meeting on one of the four general topical areas: resources/content, user experience, training, and outreach. The anticipated time commitment to review the materials and generate notes for discussion is roughly 1.5 hours. During the meetings, members will assist with developing and prioritizing activities based on the topic, and reviewing prior work. Time outside of meetings may be needed to complete or review certain activities.

Current member profiles and meeting summaries can be found at <https://badgerlink.dpi.wi.gov/badgerlink-advisory-group>.

Communication

- All members are added to the BadgerLink Advisory Group email list. Messages can be sent to the entire advisory group.
- Members will receive all meeting agendas, slides, activities and meeting summaries.
- Members will also receive monthly update emails on news and events especially applicable to group members and/or meeting discussions.

Member Compensation

Members of this advisory group shall serve without compensation but may be reimbursed for actual and necessary expenses.