

Policy Title	LLT Communications Policy - External
Responsible University Office	LLT Dean
Policy Owner	LLT Dean's office
Pertinent Dates	Origination Date: June, 15, 2011 Last Amended Date: March, 8 2021 Next Review Date: March, 2022

I. SCOPE OF POLICY

This policy is set to ensure the flow of information and publicity to the AUC community and the public through different media to its intended audience.

II. DEFINITIONS

[Provides glossary to define terms that may be unfamiliar or have a specialized meaning in the policy.]

III. POLICY STATEMENT

The ***LLT Communications Policy- External*** provides guidelines for the dissemination of Library-related information to the AUC community and the public. It also provides guidelines for the use of the LLT event spaces.

IV. RESPONSIBILITIES

Approved by: LLT Communications Committee, Library School Council and LLT Dean.
Managed by: LLT Dean's office and communications committee
Policy applies to: AUC community: staff, students and faculty, alumni, external users and the wider community.

V. POLICY STANDARDS AND PROCEDURES

A. LLT ANNOUNCEMENTS

The LLT will use both electronic and print means to communicate with the AUC community as well as with users beyond the University. The Dean's Office is to be kept informed of all announcements and communications being distributed.

LLT Announcements: ELECTRONIC

(News@AUC, Faculty Bulletin, social media and others as appropriate)

- Announcements are to be approved by Department Head or Supervisor.
- Dean's Office is to be cc'd, or otherwise notified, of all LLT related announcements submitted for publication on AUC University news pages, *notifications should be sent to: lltdean@aucegypt.edu*
- All social media accounts/pages created on behalf of the LLT must be approved by the AUC Office of Communications to ensure compliance with the University's [Social Media Policy](#). Also, please refer to LLT Social Media policy.
- Announcements also appear on Happening@AUC. Happening@AUC is more of a combined calendar of events. Submitting an event @AUC News will have it appear on both Happening@AUC and AUC Connect events section. Email: LLTcommunications@aucegypt.edu

LLT Announcements: PRINTED

- Open bulletin boards designated as "LLT only" are situated throughout the Library. A locked bulletin board designated for LLT announcements is situated near the central stairwell on each floor of the LLT building. Building keys are held by the LLT Building and Administration. Duplicate keys may be made available to other departments as deemed necessary.
- Printed LLT announcements may be distributed elsewhere on campus provided the distribution complies with the guidelines and rules of the office, department, or building space involved.
- The Dean's Office is to be provided a copy of all Library-related flyers, posters, articles, or other printed announcements.
- Minimize print material, electronic communication is always preferred.

B. NON-LLTANNOUNCEMENTS

LLT welcomes the use of its facilities for distribution of non-LLT announcements, provided the following guidelines are observed:

NON-LLT ANNOUNCEMENTS: PRINTED

- A locked bulletin board designated for University announcements is situated near the central stairwell on each floor of the LLT building. Responsibility for these boards lies with the AUC Office of Communications.
- Open bulletin boards are available throughout the Library. Unless designated as “LLT Use Only” these boards are available for use by AUC students, faculty, and approved AUC organizations.
 - Student announcements must receive prior approval from the Office of Student Life. Announcements not stamped with proper AUC approval may be subject to removal.
- Work tables throughout the Main Library are equipped with bulletin board dividers. These, like the open bulletin boards, are available for use by AUC students, faculty, and approved AUC organizations.

- Non-LLT announcements may not be posted anywhere other than on bulletin boards or table dividers (walls, pillars, windows, etc. may not be used)

NON-LLT ANNOUNCEMENTS: ELECTRONIC

- Student clubs and organizations requesting to display announcements as wallpaper on the Main Library’s public computers will be directed to the Office of Student Life for approval by the appropriate advisors. Upon approval, OSL will submit the request to Automated Systems for implementation.
- Requests for announcement displays on the Learning Commons plasma screen will be processed in the same manner as for displays on the computer screens.
- No commercial announcements will be accepted for display on computer monitors or plasma screen.
 - Priority for posting will be given to announcements for activities, events, organizations that support or promote the academic mission of the University.

C. REQUESTS TO INTERVIEW LLT FACULTY OR STAFF

- Students reporting for AUC publications should be directed to the Dean’s Office
- Non-AUC reporters should be directed to the AUC Office of Communications and Public Affairs (Consult [Media Interviews](#) on University homepage for details.)

D. LLT EVENTS

- All LLT events have to be approved by the LLT Dean and subsequently by the Provost. Please use the LLT events form.
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VI. FORMS/INSTRUCTIONS (if applicable)

[LLT Events form](#)

AUC Social Media policy, LAS policy for plasma screens, LLT Social Media Policy
<https://forms.gle/Wef35C5yV8n4AKUKA>.

VII. APPENDICES (if applicable)

Appendices are used for informational material that is helpful in understanding the policy, but not directly related to the implementation of the policy i.e. not procedures. Content may include graphics or text.

VIII. CONTACT INFORMATION

Responsible University Official: Dean's Office

Responsible University Office: LLT Dean

If you have any questions on the policy or procedure for the *LLT External Communications* policy, please send an email to lltdean@aucegypt.edu, LLTcommunications@aucegypt.edu.