

Policy Title	LLT Communications Policy - Internal
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 LLT relevant information internally 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* – internal policy provides guidelines for the dissemination of administrative LLT-related information. It also provides guidelines for the use of LLT internal communication channels and for disseminating non-LLT related information.

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. INTERNAL LLT COMMUNICATION

The LLT's intranet system and AUC email will provide the primary means of internal LLT communication.

LLT Intranet

Serves as online depository for LLT related documents and information.

Enables scheduling and reserving of the LLT lounge and conference room

Use is limited to LLT staff and faculty.

The Intranet is supervised by the Dean's Office and maintained by LLT Automated Systems. Authorized users are able to post documents and content that pertains to their departments.

Intranet is to be used as the central location for the storage and posting of:

- LLT and departmental policies and procedures
- Minutes and records of LLT and departmental meetings and committees
- Announcements of news and events relating to LLT or to LLT staff and faculty

Documents should include the date submitted and the name of the individual and/or department responsible for the document once Microsoft SharePoint update is in place.

- Schedules relating to LLT departments, facilities, events, or services.

AUC Email

Used for immediate communication of news, events, and other issues within the LLT.

Automated Systems create and maintain a range of LLT email lists. The lists are compiled based on the areas of interest and level of authority of those included.

- The LLT Dean's office will be responsible for notifying Automated Systems of any changes in the names, LLT locations, or contact information for staff and faculty in their department.
- LLT staff/faculty should consult their supervisor concerning options and related guidelines concerning internal email lists.
- Liball email: sending to liball@mlist@aucegypt.edu has been restricted to the Dean and Associate Deans and other people in the Dean's office in order to avoid cramming emails of LLT faculty and staff. Any LLT employee who wishes to send a message to all LLT, can do so through sending the requested message to the Senior Admin Assistant Ms. Semma El Massry: semma.elmassry@aucegypt.edu
- [Please refer to the AUC Electronic Email policy.](#)

B. EMERGENCY LLT COMMUNICATION

An emergency communication tree will be compiled and maintained by the Dean's Office

- The tree will include all LLT employees,
- For each employee it will provide, if possible, both a mobile number as well as an email address.
- It is recommended to use WhatsApp or other similar applications as a means of sending emergency messages to LLT employees.
- The emergency communication tree will be distributed to Directors and Department Heads to be shared with others in the departments as appropriate.
- The communication tree is not to be shared with unauthorized users.

VI. FORMS/INSTRUCTIONS (if applicable)

List applicable forms or other university and external documents that provide helpful, relevant information. Include where these documents can be located.

AUC Electronic mail policy

[https://documents.aucegypt.edu/Docs/Policies/Electronic%20Mail%20\(EMAIL\)%20Policy.pdf](https://documents.aucegypt.edu/Docs/Policies/Electronic%20Mail%20(EMAIL)%20Policy.pdf)

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 Internal Communications* policy, please send an e-mail to Dean.LLT@aucegypt.edu, lltdean@aucegypt.edu.