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Policy Template

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University Library Policy

Policy Title

Effective Date

(Original issue date)

Last Revision Date

(Date of last policy revision)

Responsible Party

(As recommended by policy owner in conjunction with the LMT)

Scope and Audience

(As recommended by policy owner in conjunction with the LMT)

Additional Authority

If applicable, including any other Department or University Office

1. Policy Purpose

State a reason or rationale why the policy is needed, such as legal or regulatory requirement, risk mitigation, or general principle the university community must follow.

2. Policy Statement

Provide a clear and concise statement of the University Library's principles on the issue.

3. Definitions

(If applicable, define key terms used in policy)

4. Responsibilities and Procedures

4.1 Main Topic 1

Summarize all responsibilities of the university parties and offices named in the policy and including top level procedures necessary for compliance with the policy.

4.1.1. Subtopic 1

Include text here.

4.1.2. Subtopic 2

Include text here.

4.2 Main Topic 2

Include text here for an additional main topic.

4.2.1. Subtopic 1

Include text here.

4.2.2. Subtopic 2

Include text here.

5. Forms

Include a hyperlink to any forms related to the policy.

6. Frequently Asked Questions

If there are common questions, the responsible party may wish to develop a FAQ list hosted on a website page. The URL link will be referenced here.

7. Related Information

Links to other related policies, information, guidelines, or procedures that should be cross-referenced.

Revision History

(Maintained by Institutional Repository Authorization– Revision Dates: month, year)