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Policy Name

4.4420 Italian-American Cultural Center

Purpose and Scope

This policy defines the Dr. Frank A. Franco Library Learning Center Italian-American Cultural Center circulation policy for Alvernia University ("AU").

Responsibilities

| Title or Role | Definition and What They are Responsible For |
|--|--|
| Library Director | Receives exceptions to this policy. |
| Senior Vice President of Academic Affairs and Provost | Maintains and enforces this policy. |
| Senior Leadership Team | Serves as final approval for policy and assists with reviewing exceptions to the policy. |

Policy

The Italian-American Cultural Center (IACC) houses books, journals, and audiovisuals. In general, journals do not circulate. Exceptions are made for promotional activities.

The book collection is subdivided into a reference and general collection. The reference collection contains reference books and out of print items. Books in the reference collection do not circulate. Books in the general collection circulate for 30 days, and audiovisual materials circulate for 7 days.

One of the following library cards must be presented to secure an item for circulation:

An Alvernia University student ID

An Alvernia University faculty/staff ID

An Italian-American Cultural Center library card

The collection does not circulate to the general public, but members of the general public who wish to look at items may do so on campus. Books may be used for interlibrary loan if the requestor has no other option to find the book at another location.

Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Policy and Procedure Exception form (linked below) and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

Policy Review

The Dr. Frank A. Franco Library Learning Center policies should be reviewed on a 5-year cycle and updated when institutional needs or goals change.

Approved versions of this policy will be posted on the Alvernia University Portal.

References and Related Policies

This section contains any other policies, 3rd party standards, or guidelines referenced by this policy.

References

Related Policies

Exhibits

This section contains any forms or exhibits referenced by this policy.

- [Policy and Procedure Exception Form](#)

Document Review Log

| Date Reviewed | Description of Changes |
|---------------|------------------------|
| 5/9/2024 | SLT Approved |
| | |