

Eastern Oregon University
Pierce Library PBX Switch Room Access Policy
August 2, 2006

This policy is based upon the requirements of both the Information Technology Department and the Facilities & Planning Security Department to maintain campus security and established protocol.

- All third party contractors that have contractual access to the PBX Switch Room will always be escorted by a member of Information Technology or Security.
- During normal business hours of Monday through Friday from 8:00 AM to 5:00 PM the Information Technology Department will handle normal service access to the PBX Switch Room. 24 hour advance notice of access is requested from the third party contractor. Telephone 541-962-3582.
- After hours access shall be coordinated through Security which operates 24/7. A representative from Information Technology will be called to campus to escort the third party contractors. Telephone 541-962-3911.
- Outside doors to Pierce Library are never to be left unlocked or propped open. If necessary Information Technology personnel will let third party contractors back into the building after they have returned from getting parts or having a meal.
- Access to restrooms or the roof are at the discretion of the library staff.
- This policy is under the sole discretion of the university and may be changed as deemed necessary.