



## **GFDL Building Access Policy**

All individuals working in, or otherwise needing access to, GFDL facilities are required to have an ID/badge to gain entry and must display their ID/badge on their person at all times. Anyone not displaying his/her ID may be asked to produce it or go to the GFDL Computer Operations Center to obtain a visitors badge.

### **Badges / ID's**

All NOAA employees, as well as employees of contractors with long-term relationships with GFDL (*e.g.*, UCAR, HPCS vendor, Software Development Technical Support vendor, etc.), should use their official NOAA ID badge, which is issued once a background check is pending. New and temporary employees, as well as Princeton University faculty, staff and students that are a part of the AOS Program, will be issued temporary badges until permanent badges are received. If you have a problem with your ID badge, see Computer Operations.

Princeton University faculty, staff and students must display their university-issued badges. The University issues kits containing a lanyard and a holder that can be used to display an ID card. Extra kits may be obtained from Computer Operations.

### **Visitors**

Short-term (five days or less) visitors will be issued 24-hour visitor badges, which must be obtained daily from Computer Operations staff near the Computer Building entrance. Visitors will be asked to identify a GFDL host whom they are coming to see. Computer Operations will call the host, who must come down to the back door to sign the visitor in. All visitors must have a host for the duration of their visit that will be responsible for notifying Computer Operations of their pending arrival, escorting them while in the building, and ensuring that the visitor is "checked-out" with Computer Operations when they leave. If the person is a foreign national, he/she will be required to complete the GFDL Access Request Form.

Admittance for seminars will be controlled by GFDL Staff at the front door, stationed in the lobby 30 minutes before the start of the seminar until 10 minutes into the seminar. Visitors without GFDL affiliation attending seminars or other functions must present government or university issued photo ID or two other forms of ID to gain access to the facility. If ID cannot be provided, access will not be permitted. If access is granted, these visitors must sign in and will be given a Visitor Badge. Visitors must sign out when leaving the building.

### **"Non-Resident" Long-Term Access**

Access to GFDL buildings on a long-term basis (more than five days) by individuals without GFDL or Princeton University offices may be obtained as part of the computer account request process, or separately via a "Building Access Request" form. Individuals granted such access will be added to the "Authorized Access List" maintained by the GFDL Computer Operations staff.

### **Building Access**

The Main Building Entrance (at the front of the building) will be available during normal Federal government workdays (Monday through Friday except Federal holidays) between the hours of 6:00 AM and 6:00 PM. This entrance will not be accessible after hours or on

weekends or holidays. During normal hours, personnel on the Authorized Entry List (see below) without Government ID Cards may use this entrance by calling Computer Operations from the phone inside the vestibule.

The Computer Facility Entrance is accessible 24 hours a day, 365 days a year. Individuals not on the Authorized Entry List must use this entrance at all times in order to obtain a visitor's badge and to meet their sponsor.

Holders of official GFDL-issued NOAA badges may enter by passing their badges over the proximity-card readers at the front or back doors. All others must call Computer Operations from the phone at the vestibule and wait for the door lock to be released or for admittance instructions. **"Tailgating" is strictly prohibited.**

Princeton University students and staff may be admitted by holders of GFDL-issued NOAA badges if they are known to those providing admittance. If you do not recognize the person trying to enter, tell them to call Computer Operations from the phone in the vestibule. If the person ignores your request, please report this to Computer Operations immediately, either by going there directly or by calling from your office.

### **Library Access**

The GFDL Library is open to visitors during normal Federal government workdays (Monday through Friday except Federal holidays) between the hours of 8:30 AM and 3:30 PM. Visitors wishing to use the GFDL Library must first receive approval from the Director's Office through a GFDL host. Once this approval is granted, the visitor must contact the Librarian to arrange access to the building. The Librarian will then notify Computer Operations regarding the visitor's plans. Visitors will be required to show government or university issued photo identification or two other forms of ID. Any bags they carry are subject to inspection at entry and exit. Visitors must sign in at the back door at which time they will be issued a visitor badge and told to wear the badge on the upper left side of their shirt or blouse while on the premises. The Librarian will then be called to escort the individual(s) to the Library. When the Librarian leaves for the day, all visitors to the Library will be required to leave the building. These people must report to Computer Operations and sign out.

Under no circumstance should any materials from the GFDL Library be removed from the building without prior approval. In particular, visitors typically do not have permission to check books out of the GFDL library via our internal checkout procedures. However, they do have permission to use the library Xerox machine to make photocopies of journal articles and other library holdings that are permitted to be copied under U.S. Copyright Laws.