

Access and alarm system 14th October 2009 Centre for Languages and Literature (SOL)

Basic principles

The access system uses magnetic cards and card readers to restrict/grant access to the building as a whole and to certain premises within it. The basic principle is that all the buildings with their departments and the library are open and freely accessible daily from 07:45 to 19:00. This means that the card only needs to be used for access to a few premises during the day.

Everyone has access to their workplace around the clock.

Students who are enrolled in one of the courses at SOL can purchase a pass card for 20 SEK (a once only fee) which provides access to the computer rooms in the library.

The card's period of validity

- People employed for a limited period will be issued a card that is valid for one semester at a time.
- Each semester, the directors of studies receive a list of names of the people concerned on which they indicate whose card is to be extended for another semester.
- Staff employed until further notice have no expiry date on their cards. The director of studies makes it known if employment ceases.
- Students are granted access for one semester at a time. The spring semester cards expire on the 1st October and the autumn semester cards expire on the 1st of February.
- Enrolment in a course at SOL is required both for first time registration and for renewals.
- Application for/renewal of pass cards is done on one of the computers in the library and the pass card is picked up at the reception desk. The card is active within 48 hours of issue.

Access

To pass through locked doors, one must swipe the card and enter a personal four-digit PIN-code on a keypad.

If access is granted, the door is unlocked for 5 seconds. Within that time the door must be opened, or it will return to its locked state.

Everyone is allowed access to all lecture rooms.

From Monday to Friday everyone has access to the lobby from 07:00 to 21:30 and on Saturdays during library opening hours.

Employees who wish to have access to the inner part of the Humanities Lab (the research section) should contact Kenneth Holmqvist for approval.

Students who purchase a card gain access to the computer rooms on the 2nd and 3rd floors of the library, but only when the library is open.

The two rooms in the Humanities Lab are reserved for students on courses which require individual work in these computer rooms.

Access to the computer rooms in the Humanities Lab is granted by the teacher who notifies Thomas Schöntal at the IT unit of the course involved.

Access times for the computer rooms are Mon – Fri 9:00 – 19:00. Saturday 10:00 – 16:00.

The IT unit and reception staff, the caretaker, the building supervisor, cleaning staff, heads of department and security staff all have 24-hour access to all premises.

Alarms

The computer rooms are equipped with movement detectors and alarms.

The alarms in these rooms are inactive during library opening hours.

Mon – Fri 9:00 – 19:00

Saturday 10:00 – 16:00

Doors that are always locked (card + PIN-code required for access):

All lecture rooms (in the Humanities building, the card readers are located in the west corridor)

All computer rooms

Entrances to the library from the stairwell (except on the 3rd floor)

Entrance to the library/Humanities Lab from Sölvegatan

Door between the computer room and the reading room on the 3rd floor in the library building

Door to the unpacking room

Entrance to the inner part of the Humanities Laboratory

Entrance from the loading platform

Doors that are open during daytime, but locked in the evening

All outer doors

Doors to the departments' corridors.

The main entrance of the library (opened and closed manually by the library staff).

Further comments

When examinations/tuition take place on Saturdays/Sundays, the relevant doors are programmed to open automatically by the caretaker. Notify the caretaker in good time!

Employees can request a modification of opening times for specific doors if security can be guaranteed.

New employees receive a pass card after an e-mail from the director of studies.

Teachers open doors to lecture rooms by card or key and provide access to students in the event of lectures.

Teachers must also ensure that students are not let out into the lobby from the Humanities building after closing time.

Patrik Pariola
Building supervisor SOL