

Management of Information Engine Room of National Sun Yat-sen University

Resolutions were approved by the 5th time of Executive Council, 16.4.2009

- I. The purpose of this regulation is to improve the operation and management of National Sun Yat-sen University(hereinafter referred to as the University), to maintain the normal operation of the school information system, and to ensure data security and confidentiality maintenance, hence, this regulation is the guideline to operate and manage the University's information engine room.
- II. Important Information system of Library and Information Service Department(hereinafter referred to as the Department) should be set in the information engine room of the university. Equipments from other departments want to set in engine room is required to submit an application 「 National Sun Yat-sen University information engine room Using and Charging Regulations 」 , and can set the equipment in engine room after approved by the University. After moved into engine room all of the equipments have to manage under this regulation .
- III. 「 National Sun Yat-sen University information engine room Using and Charging Regulations 」 is another set of regulation.
- IV. Regulations for entering and exiting engine room
 1. The information room, operating room and engine room of an uninterruptible power supply system room are control area. This approach applies to any one and any equipments accessed to control area.
 2. The control area should set up an entrance guard system, and unless it is official duties, otherwise shall not enter.
 3. Staffs who frequently get in and out of the engine room required to submit 「 Application form of using entrance guard 」 and 「 Confidential Affidavit 」 applications, after approved by the person who in charge of engine room, then can enter the engine room by Access Control Card. Applicant shall not pass Access Control Card to another person.
 4. When professional person who is not an authorized staff need to enter engine room, the responsible units should assign one of their staff to accompany with the professional person and have to fill out 「 Access registration form 」 .
 5. Unit that responsible to Information property should submit 「 Change in Information Property Application 」 when there's a change in information property. Properties which are not under the Department or properties

which value are rated as 4 or above ,according to Department IT asset management procedure handbook, the application form have to be approved by Head of Library and Information Service Department.

6. When other units apply for set their information property in engine room have to submit 「 National Sun Yat-sen University information engine room Using and Charging Regulations 」 and 「 Change in Information Property Application 」, after approved by the Department they can use the engine room during the period of hire. Department will notify the applicant unit a month before the expired date. If applicant unit do not renew the application then all equipments have to move out and bring back by applicant unit after the expiry of one month, the Department will not be responsible for any damage or safe keeping.
7. Have to submit 「 Equipment Access Control Record 」if bring the portable computer or portable media into the engine room and ensure these devices are non-computer virus, to protect the operating system.
8. Also have to submit 「 Equipment Access Control Record 」 when the hardware of the engine room need to get out for repairing or get back after repaired. Before sending it, the responsible unit should consider the value of the equipment and give priority to the security of confidential and sensitive information, to avoid portability of confidential and sensitive information from the information room.
9. If hard disk and other media is not failure should be marked and removed from the host device. Hard drives and other storage media which cannot use have to be sure these device are unable to be read, or destroyed them. When the storage media need to repair for data reduction, should invite manufacturers to sign the 「 Confidential Affidavit 」 applications.

V. Information engine room safety management approaches:

1. Because engine room is equipped with operating rooms, in order to implement the safety management of the engine room, staff are required to be on duty by rotation during the work hour. Staffs who related to System Development and Information applications groups are responsible for monitoring of the IP room status and handling emergency.
2. Information engine room should be kept clean, when enter the engine room change into slippers which are specifically for engine room. Smoking, eating, drinking and storage of flammable liquids and unauthorized appliances, debris(such as maintenance tools) are prohibited

3. Engine cabinet must be locked; all kind of storage media must be stored in locked cabinet.
4. To avoid engine room power overload, equipment custodian and responsible units are required to confirm the device power demand.
5. Since the cabinets are equipped with internet patchbay and the whole trunking, cords shall be ordered and use tag and labeling. Host shell has to be marker and labeled custodian name and IP address.
6. Engine room had environmental monitoring system to monitor the temperature and humidity inside the room. When the temperature, humidity exceeds the permissible range the environmental monitoring system will activate the alarm, the duty officer shall make the appropriate disposal.
7. Our staff, including contract staff and part-time workers should be familiar with the location and operation of fire extinguishers, when the alarm of fire warning systems were activated , first we should confirm the reason and make the proper disposal.
8. Power of all equipments in the engine room are provided by uninterruptible power system. Uninterruptible power system is capable of providing power while power supply is gone and diesel generator power is not ready yet. If there's any abnormal situation, the duty office shall make the appropriate disposal.
9. The engine room also have diesel generators to provide power if the power supply is gone. The duty officer should make sure the generators can operate normally and make the appropriate disposal.

VI. All of the above and revisions were approved at the Executive Council and also approve by President .