



## **College of Journalism and Mass Communications Facilities Hours and Access Policy**

### **Purpose of the Policy**

- To enhance the safety and security of the faculty, staff and students in Andersen Hall.
- To mitigate the risk of theft, vandalism, damage or destruction of college property.
- To ensure that requests for access, beyond access that is automatically granted as described below, are reviewed and acted upon efficiently and expeditiously.
- To ensure compliance with [UNL access policies](#).

### **Andersen Hall**

#### **Entrances**

Entrance doors to Andersen Hall will always remain locked and access will only be available by NCard. During the hours specified below, access will be granted to anyone holding an active University of Nebraska-Lincoln NCard.

Monday: 7 a.m. to 7:30 p.m.

Tuesday: 7 a.m. to 7:30 p.m.

Wednesday: 7 a.m. to 7:30 p.m.

Thursday: 7 a.m. to 7:30 p.m.

Friday: 7 a.m. to 7:30 p.m.

All faculty, staff, and CoJMC majors are granted 24-hour access to the east and west doors of Andersen Hall. Access updates for faculty, staff and majors will be submitted by the administrative associate at the start of each semester.

Guests are welcome in Andersen Hall. Between 8 a.m. and 5 p.m., Monday through Friday, guests will be granted access by the CoJMC front desk using the intercom system located on the east and west doors. Guests must have a legitimate business or educational purpose to be allowed access to the building. Outside these hours, guests must be escorted by a CoJMC faculty or staff member.

#### *Husker Game Days*

On Husker game days access to Andersen Hall is restricted to faculty, staff and CoJMC majors. Access will only be granted by NCard through the west entrance. The east entrance will be closed to everyone except UNLPD.

#### **KRNU Studio 201**

Access to KRNU Studio 201 is automatically granted to the station general manager and the



college's master key holders. Additional access requests will be considered for current UNL students with a legitimate academic need for access. Approval will be granted by the KRNU General Manager.

### **KRNU Studio 205**

Access to KRNU Studio 205 is automatically granted to the station general manager and the college's master key holders. Additional access requests will be considered for current UNL students with a legitimate academic need for access. Approval will be granted by the KRNU General Manager.

### **Third Floor Television Studio**

Access to the Third Floor Television studio is automatically granted to all CoJMC faculty, staff and majors in the college. Access will be updated at the beginning of each semester by the CoJMC Administrative Associate. Additional access requests will be considered for current UNL students with a legitimate academic need for access. Approval will be granted by the Director of Operations.

### **Checkout Room**

Access to the CoJMC checkout room is automatically granted to the checkout room manager and Director of Operations. Additional checkout room access is restricted to student employees of the checkout room or additional college staff as determined by the Director of Operations. Requests for student access must be submitted by the checkout room manager or college leadership team and will be approved by the Director of Operations.

### **Employee Offices**

Access to employee offices is only granted to the individual faculty member and the college's master key holders through either NCard or key access. Additional access will not be granted to employee offices unless there are exigent circumstances as determined by college leadership. The administrative associate will issue office keys at the time of assignment.

### **Classrooms**

Key access to classrooms will be issued to all faculty, staff and graduate assistants supporting courses in the College of Journalism and Mass Communications. The administrative associate will issue classroom keys at the time of appointment.

### **Resources**

Resource keys will be issued to all faculty and graduate assistants supporting courses in the College of Journalism and Mass Communications. The administrative associate will issue classroom keys at the time of appointment.

# **The Agency**

## **Entrances**

All CoJMC faculty, staff, and majors are granted 24-hour access to the Lincoln Children's Museum east entrance and the third-floor main entrance to The Agency. Access will be updated at the beginning of each semester by the CoJMC Administrative Associate. Additional access requests will be considered for current UNL students with a legitimate academic need for access. Approval will be granted by the Director of Operations.

## **Master Keys**

Master keys will only be issued to the college's leadership team and members of the college staff who, as primary function of their role, have a direct need for master key access as determined by the Dean and Director of Operations.

## **Additional Access Requests**

CoJMC faculty and staff can request additional access to College of Journalism and Mass Communications facilities for students. Students who need to request additional access should contact their instructor.

### **Requests must be submitted at least 48 hours before access is needed.**

All requests will be reviewed as indicated above. Approval will only be granted for academic and organizational purposes that do not interfere with the needs and priorities of the College of Journalism and Mass Communications. Access may be granted for classwork, experience lab activities, registered student organization activities, employment and other activities as deemed appropriate by the appointed approver. The College of Journalism and Mass Communications reserves the right to deny or revoke access at any time and for any reason.

## **Special events**

The college can modify door access settings for special events hosted by the college, its faculty, staff or students including but not limited to, expanding NCard holders who can gain access or unlocking the doors for the duration of the event. Requests for event access can be submitted using the additional access request form and will be approved by the Director of Operations.

## **Removal of Access**

Access to the College of Journalism and Mass Communication facilities is a privilege and it is expected that all those with access will take care to preserve the safety of others using the facilities, will show respect for the facilities, will not provide access to unauthorized individuals and will maintain the facilities in the same or better condition than they found them.

Access for CoJMC majors will be removed either (1) when they graduate, (2) or if they switch majors out of the College of Journalism and Mass Communications.

Access granted to other students will be removed at the date indicated on the initial request, no more than 6 months after access is granted.

Access for graduate students will be removed when they leave the college for any reason. Graduate students must return all keys issued to them for spaces within college facilities on or before their final day as an enrolled graduate student in the college.

Access for faculty and staff will be removed when they leave the college for any reason. Faculty and staff must return all keys issued to them for spaces within college facilities on or before their final day of employment.

The college reserves the right to revoke anyone's access to any CoJMC facility at any time and for any reason and without notice.

**Effective Date:** 24-hour NCard access to Andersen Hall will go into effect on the date that a guest intercom system is installed and functional. The remainder of the policy will go into effect upon adoption.