

## Physical Protection Policy

### 5. POLICY

#### 5.1 Identification

- A. Physical access to Company facilities must be restricted to authorized personnel only utilizing photo identification badges. As a small company ABC does not use a photo ID but a token to access our company premises, therefore substitute the use token for the badge below.

#### B. Responsibilities

1. Use their badge to enter all access-controlled doors or areas that utilize a badge reader.
  2. Ensure they do not, or allow others to, 'piggyback' or share access to access-controlled doors or areas that utilize a badge reader using one employee's access.
  3. ~~Never~~ ~~access~~ ~~restricted~~ ~~to~~ ~~Company~~ ~~facilities~~ ~~where~~ ~~a~~ ~~token~~ ~~badge~~ ~~and~~ ~~it~~ ~~must~~ ~~be~~ ~~present~~ ~~when~~ ~~entering~~ ~~any~~ ~~area~~ ~~that~~ ~~is~~ ~~access~~ ~~controlled~~ ~~by~~ ~~tokens~~ ~~and~~ ~~badges~~ ~~are~~ ~~used~~ ~~for~~ ~~access~~ ~~control~~.
- C. Physical access to areas where Company information is stored must be additionally restricted to authorized personnel only.
  - D. Employees working in areas accessible to the public are required to protect any Federal Contract Information (FCI)/Controlled Unclassified Information (CUI) from being seen or accessed by unauthorized individuals.
  - E. Employees are prohibited from permitting access to unauthorized areas (e.g. server rooms, secure storage areas, etc.)
  - F. The Company has all access badge readers operating in the mode of a single drop-off policy.
  - G. ABC implements physical ABC detection systems, monitors suspicious activity, and responds to alerts.
  - H. ABC documents the movements of physical components external to its facilities.
  - I. ABC isolates sensitive facilities from points such as delivery and loading areas by walls with non-perforated ceilings, secured entry points, and/or manned reception desks.
  - J. ~~All access badge readers in areas that are not accessible to the public are controlled by a single drop-off policy, and all access badge readers are used for access control.~~

#### 5.2 Identification and Access Badges

- A. ABC reviews physical access for personnel on a recurring basis (yearly).
  - B. All employees must wear badges when on-site at Company facilities, (not applicable at a small company because all employees are known for their faces).
1. ~~Badge readers in areas that are not accessible to the public are controlled by a single drop-off policy, and all access badge readers are used for access control.~~
  2. ~~The use of badges in areas that are not accessible to the public is controlled by a single drop-off policy, and all access badge readers are used for access control.~~

## Physical Protection Policy

1. ~~Access badge readers in areas that are not accessible to the public are controlled by a single drop-off policy, and all access badge readers are used for access control.~~
2. Access badges are protected with the same practices as personal property or valuables.
3. ABC requires access badges for access to company facilities and revokes physical access that is no longer required in the event of termination or role change. Only the physical security officers can change these door access locks.
4. Terminated employee's access must be immediately terminated, and the employee must always be escorted to the premises of the Company facilities.

#### 5.3 Identification

##### A. Requesting Badge Access to Secure Areas

1. The Company has established the following as Secure Areas:
    - a. <Area 1> contact analyst area.
    - b. <Area 2> not identified.
  2. ~~Access badge readers in areas that are not accessible to the public are controlled by a single drop-off policy, and all access badge readers are used for access control.~~
  3. Requests for badge access are submitted through <Support/Support Systems>.
  4. Approved badge access requests are forwarded to <Responsible Party> for fulfillment.
  5. The list of team members and non-team members with badge access is reviewed <frequency> by the <Responsible Party>.
- ##### B. Access to Secure Areas Without Badge Access
1. Individuals without proper secure area access must always be accompanied by a designated secure area employee while in the secure area.
  2. Employees and visitors requesting access to the secure area for business reasons are required to sign in on a log sheet for secure area access ("Secure Area Log").
  3. The Secure Area Log is controlled and maintained by the manager of the secure area and owned by the Facility Security Officer, as per for 32 CFR, Part 1.17.

#### 5.4 Identification

##### A. Identification

1. ~~Access badge readers in areas that are not accessible to the public are controlled by a single drop-off policy, and all access badge readers are used for access control.~~
- ##### B. Physical Access System
1. The Company's badge creation system is limited to access only by <the security officer/Responsible Party>, who issues, modifies access, or revokes employee badges.

# Protecting The Library And Its Resources A Guide To Physical Protection And

**Albert A Gayle**



## **Protecting The Library And Its Resources A Guide To Physical Protection And:**

**Protecting the Library and Its Resources** American Library Association. Library Technology Project, Gage - Babcock & Associates. inc. Kansas City, Mo, 1963     Protecting the library and its resources Edward M. Johnson, 1963     **Protecting the Library and Its Resources** Library Technology Project (American Library Association), 1963     **Protecting the Library and Its Resources** USA). AMERICAN LIBRARY ASSOCIATION (Chicago, 1963 Providing physical protection Insuring the library     *Protecting the Library and Its Resources* , 1964     *Protecting the library and its resources* Edward M. Johnson, 1963     **Protecting the Library and Its Resources: a Guide to Physical Protection and Insurance** Edward M. Johnson, 1963     **Protecting the Library and Its Resources** Library Technology Program (American Library Association), 1963     **Protecting the Library and Its Resources** American Library Association, 1967     Protecting the Library and Its Resources Library Technology Program (American Library Association), 1963     **Protecting the Library and Its Resources. A Guide to Physical Protection and Insurance** Library Technology Project (American Library Association), 1963     **The Protection of the Library and Archive** Martin Howard Sable, 1984 This comprehensive international bibliography spanning the years 1830 1983 covers over a dozen areas of concern to librarians and archivists including earthquakes fire flood and water damage warfare vandalism and much more For all individuals and institutions concerned with the protection of their collections this bibliography is an excellent source of information     **Resources in Education** , 2000-10     **Wisconsin Library Bulletin** , 1965     Dictionary Catalog of the Department Library United States. Department of the Interior. Library, 1969     **Communication Informatics and Librarianship in India** S. P. Agrawal, Pushpa Rani Sharma, 1992     **Museum, Archive, and Library Security** Lawrence J. Fennelly, 2014-05-12 Museum Archive and Library Security provides an introduction to the security programs of museums and other park facilities This book discusses the mechanism that provides for the protection of information collections equipment personnel and physical facilities of museums Organized into seven parts encompassing 30 chapters this book begins with an overview of the security programs of the National Park Service This text then examines the quality of security personnel and its proper training as well as its most efficient utilization and allocation Other chapters consider the standard instruction in how to implement new security procedures by staff members This book discusses as well the significance of good security for the protection of fine arts of any nature The final chapter deals with global concern on the prevention protection import or export of cultural property This book is a valuable resource for security directors archivists curators maintenance personnel historic preservation specialists and librarians     **Research in Education** , 1970-05     *National Library of Medicine Current Catalog* National Library of Medicine (U.S.), 1971 First multi year cumulation covers six years 1965 70     *Advances in Library Administration and Organization* Delmus E. Williams, Janine Golden, 2012-12-05 The book will examine the challenges that working administrators face and discusses how to enable them to look more closely at their operations and to reconsider

how to develop people and the organizations in which they work As in previous volumes of *Advances in Library Administration and Organization* the studies outlined in the chapters of *Vo*

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In a digital era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Protecting The Library And Its Resources A Guide To Physical Protection And**," published by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we will delve in to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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