

## **Guidelines on Campus Internet Protocol and Domain name**

Approved by the 14th Divisional Heads Meeting of the Office of Library and Information Services

on March 11,2010 , School Year 98.

### **I. Purpose and Foundation:**

The guidelines are proposed by the Office of Library and Information Services (hereinafter referred to as “the Office”) to manage the Internet protocol (hereinafter referred to as “IP”) and Domain name, to efficiently utilize the Internet network functions on NSYSU. The guidelines are in accordance with “Regulations for Internet Network Use on Campus”.

### **II. IP Address usage and management**

1. The Campus IP is for academic, official business and dormitory use.

Users must comply with “Regulations for Internet Network Use on Campus” and the guidelines.

2. The network manager of each unit is responsible for controlling their IP address. If there is a personnel change, make sure jobs hand over properly and notify the Office.

### **III. Domain name usage and management**

1. Authorization management:

Units that possess at least two domain name servers and the ability to manage will be authorized to log in and maintain their domain name server. If there is a personnel change, make sure jobs hand over properly and notify the Office.

2. Substitute management

Units do not have servers or the ability to manage, the Office will manage and maintain the domain name server for the units.

### **IV. Rules of IP address application**

1. Applications of administrative units and research centers are submitted by level 1 units, while academic units are submitted by level 1 and 2 units.
2. For those units don't have enough IP address or new units, please submit the application with the number of staffs. Research centers and labs must submit the application with approved project lists, each faculty office or lab assigns one

IP address as rule.

## V. Rules of domain names application

The domain name of NSYSU can be divided into these two categories based on organization, responsibility, and authority.

### 1. Subdomain:

The domain name of the unit approved by the University Administrative Meeting, the internet network services for the campus, and the administrative information system can be set under the NSYSU's domain name (nsysu.edu.tw). (For example, the Department of information management's domain name is mis.nsysu.edu.tw, and the campus file server is ftp.nsysu.edu.tw).

### 2. Sub-subdomain:

Apply for the domain names for the projects, seminars, research classes or lab, it needs to be set under the origin units of the applicant.

(For example, A lab of the department of information management applies for the domain name 'lab', it will be set as lab.mis.nsysu.edu.tw).

## VI. Naming rules of domain names:

### 1. English domain names:

- a. Each units' subdomain name should be in English abbreviation, indecent text as except.
- b. Subdomain or sub-subdomain names can contain 26 English uppercase and lowercase alphabets, 0-9 numbers, and hyphen(-).
- c. The first and the last word cannot be the hyphen (-).
- d. You cannot continuously use the hyphen (-).
- e. Domain names must have 3 characters, and cannot be longer than 63 characters.

### 2. Chinese domain names:

- a. Subdomain names must be the department's name or their abbreviation.
- b. Subdomain and sub-subdomain's language can be Traditional Chinese Characters or Simplified Chinese Characters.
- c. Domain names must have 2 Chinese characters, cannot

be longer than 32 Chinese characters.

VII. Notice:

1. If the usage of each units' IP address lower than 50%, the Office can take the idle IP address back based on reality.
2. The unit applies for the subdomain name server must make sure the server can provide the forwarding and reversing services and record the IP address and domain name correspondingly.
3. If the IP address changed, please apply the application again.
4. The Office will check approval domain names regularly to avoid idle domain names. If the domain names always idle, the Office will logout the domain name.
5. For users to remember easily and statistical the website effectively, it's better to set up the domain names.

VIII. Procedure of application

1. The application of IP address and domain names can only from NSYSU's staffs.
2. Please login SSO and submit the application.
3. The Office has the authority to review the applications.

IX. These guidelines have been implemented following approvals of Divisional Heads Meeting of the Office of Library and Information Services .The same procedure shall be carried out when amendments are to be made.