Staff User Permissions Groups

Circulation

Circulation Level 0 : Restricted

Maintain patron records, perform all basic circulation transactions, including checkout, checkin, renewal, place holds and collect money. This permission level cannot perform circulation overrides.

Circulation Level 1: Basic

Adds authorization to cancel holds, override patron and item blocks, change due dates, mark items lost and mark items claimed returned.

Circulation Level 2: Supervisor/admin

Adds authorization to void billings, override renewal limits, override patron has long overdue block, change hold pickup location and hold priority, maintain closed dates, statistical categories, and view cash reports.

Cataloging

Cataloging Level 1: Basic

Create MARC temp records. Create/update/delete parts, call number records, item records.

Cataloging Level 2: Supervisor/Admin

Adds authorization to create/update/delete item templates, call number prefixes/suffixes, shelving locations, item statistical categories.

Acquisitions

Acquisitions Level 1: Basic

Import on order bib records, view fund information, providers, reports. View/create invoices, selection lists. View/create/receive purchase orders. Create MARC records. Create/update/delete parts, call number records, call number prefixes/suffixes, copy records.

Acquisitions Level 2: Supervisor/admin

Adds authorization to claim, maintain funds, funding sources, providers, invoices. Create/update/delete item templates, copy locations, copy statistical categories.

Serials

Serials Level 1: Basic

Receive serials. Create/update/delete parts, call number records, call number prefixes/suffixes, copy records.

Serials Level 2: Supervisor/admin

Administer subscriptions, streams, MFHD records.

Create/update/delete item templates, copy locations, copy statistical categories.

Local Administrator

Includes all permissions from the circulation, cataloging, acquisitions and serials permissions groups.

Add-on Permissions

Additional permission bundles can be granted to individual users at the Director's request. The available permission bundles are:

- Batch Update Copies
- Override Long Overdue Patron Block
- Place Multiple Holds on a Title
- Report Templates and Folders
- Merge Patrons

Special Permissions

There are two special permissions that can be added to one or more user accounts:

- **Configure Catalog Header/Footer Links** – This permission provides access to a tool that can configure the header and footer links for the library's catalog subdomain (danvers.noblenet.org, gordon.noblenet.org, etc.) These links appear on the main catalog page for the subdomain, and also on all other catalog pages. [Documentation and Screenshots](#) | [Screencast](#)

- **Carousels** – This permission provides control over carousels that appear on the main catalog page for the catalog subdomain, with cover images linked to the catalog record. These can be configured in Evergreen or through the List Maker, and can include automatically updated lists of new items in specific shelving locations, or selected titles.