

Library Administrator

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Management



this page is archived; see <https://support.goalexandria.com/tools/security/>



Tools > Preferences > Security > Library Administrator

Management

Show All

SYSTEM - A/TT

COMPanion DC Demo

?

Security Groups

District Administrator (0)
Library Administrator (1)
Textbook Administrator (1)
Librarian (2)
Textbook Manager (2)
Library Staff (3)
Library Aide (4)
Bulletin Board Manager (5)
Patron (5)
Patron Limited (5)
Self-Service (5)
Student Aide (5)

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Advanced Bookings

Perform

Data Station Management

Update

Security Level

1 - Administrator

Patrons

Import, Export and Utilities

Patron Passwords

Edit

System Patron

Use

Library Items

Import, Export and Utilities

Library Copies

Remove

Textbook Items

No Access

Textbook Copies

View

Routes

Import, Export and Utilities

Subscriptions

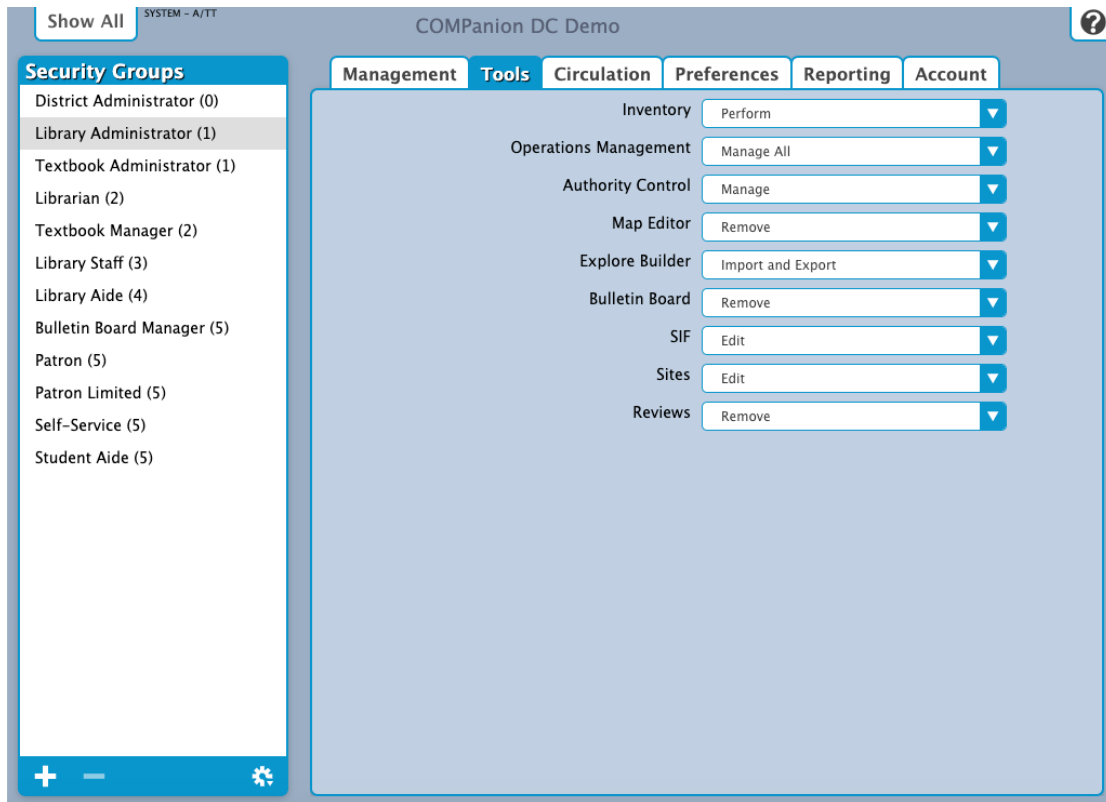
Import, Export and Utilities

Settings

- **Advanced Bookings:** Perform
- **Data Station Management:** Update
- **Security Level:** 1 - Administrator
- **Patrons:** Import, Export and Utilities
- Patron Passwords: Edit
- **System Patron:** Use
- **Library Items:** Import, Export and Utilities
- **Library Copies:** Import, Export and Utilities
- **Textbook Items:** Remove
- **Textbook Copies:** N/A
- **Routes:** Import, Export and Utilities
- **Subscriptions:** Import, Export and Utilities

Tools

Tools



Settings

- **Inventory:** Perform
- **Operation Management:** Manage All
- **Authority Control:** Manage
- **Map Editor:** Remove
- **Explore Builder:** Import and Export
- **Bulletin Board:** Remove
- **SIF:** Edit
- **Sites:** Edit
- **Reviews:** Remove

Circulation

Circulation

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Library Circulation
Textbook Circulation
Circulation Override
Reservations
Holds
Charges
History
Cash Drawer
In Transit
Self Service

Import, Export and Utilities
Import, Export and Utilities
Perform
Manage
Manage
Charge Fee
Refund
Use
Add
Check In and Out

Default Settings

- **Library Circulation:** Import, Export and Utilities
- **Textbook Circulation:** Import, Export and Utilities
- **Circulation Override:** Perform
- **Reservations:** Manage
- **Holds:** Manage
- **Charges:** Charge Fee
- **History:** Refund
- **Cash Drawer:** Use
- **In Transit:** Add
- **Self-Service:** Check In and Out

Preferences

Preferences

Tools > Preferences > Security > Library Administrator

Show All
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Library System Preferences
Import and Export

Library Site Preferences
Edit

Textbook System Preferences
No Access

Textbook Site Preferences
No Access

Machine Preferences
Edit

Security
Manage

Z39.50 Server
Remove

Policies
Remove

Calendars
Remove

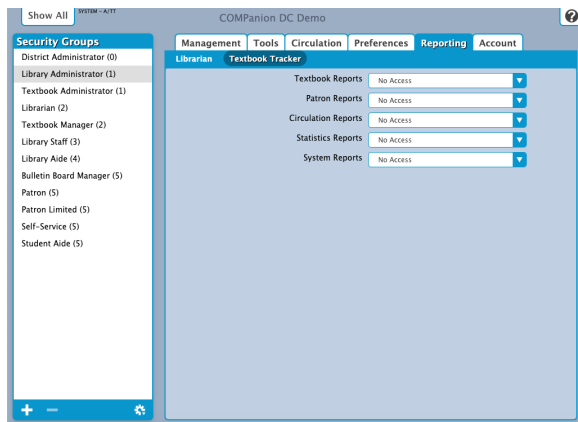
Default Settings

- **Library System Preferences:** Import and Export
- **Library Site Preferences:** Edit
- **Textbook System Preferences:** No Access
- **Textbook Site Preferences:** No Access
- **Machine Preferences:** Edit
- **Security:** Remove
- **Z39.50 Server:** Remove
- **Policies:** Remove
- **Calendars:** Remove

Reporting

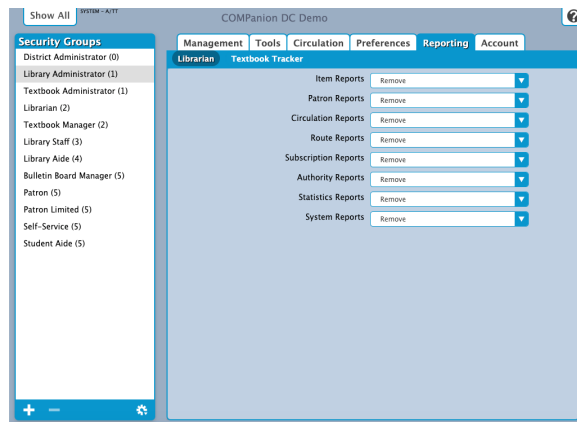
Reporting

Tools > Preferences > Security > Library Administrator



Default Librarian Settings

- **Item Reports:** Remove
- **Patron Reports:** Remove
- **Circulation Reports:** Remove
- **Route Reports:** Remove
- **Subscription Reports:** Remove
- **Authority Reports:** Remove
- **Statistics Reports:** Remove
- **System Reports:** Remove

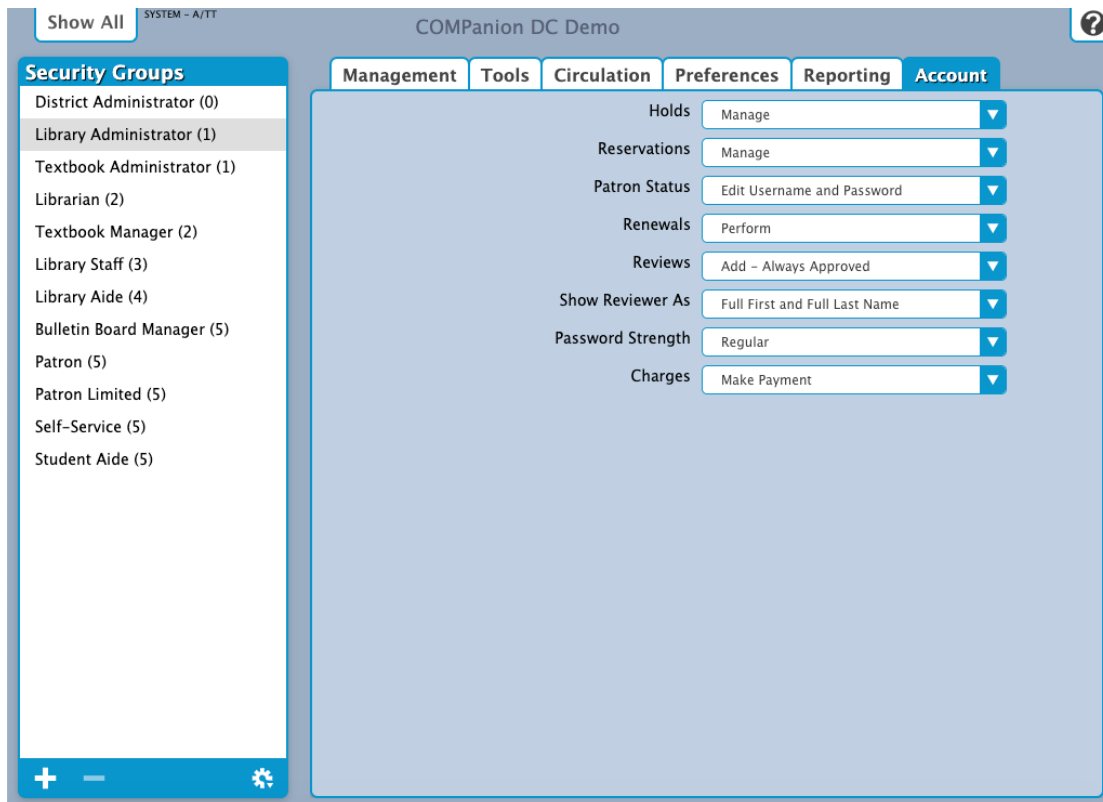


Default Textbook Tracker Settings

- **Textbook Reports:** No Access
- **Patron Reports:** No Access
- **Circulation Reports:** No Access
- **Statistics Reports:** No Access
- **System Reports:** No Access

Account

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Default Settings

- **Holds:** Manage
- **Reservations:** Manage
- **Patron Status:** Edit Username and Password
- **Renewals:** Perform
- **Review:** Add - Always Approved
- **Show Reviewer As:** Full First and Full Last Name
- **Password Strength:** Regular