Follett Destiny®

Destiny Permissions

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Permissions

Access levels regulate what users can see and do in Destiny. Each access level contains a set of permissions. Permissions affect a patron's ability to see certain tabs, pages, controls and text. The Destiny Administrator or an Administrator can edit the permissions within a particular access level.

The district users set up during installation are:

- Destiny Administrator
- District Reports User
- District Library Cataloger
- District Patron User
- District Resource Manager

The access levels set up at the site during installation are:

- Administrator
- Library Admin
- Resource Admin
- Teacher
- Staff
- Patron
- Guest

By default, these users are granted specific permissions. This document lists all available permissions on every subtab in **Back Office > Access Levels**. Information includes what a user with the permission can do, the access level it is granted to by default, the Follett product it applies to, and any related dependencies.

To update permissions for an access level, go to **Back Office > Access Levels**, and next to an access level, click **Edit**.

At the top of the page, you will see the chosen access level.

Under that, designate how long users with that access level can be idle before Destiny will log them out. Consider the type of information users with the access level can see. If they have access to patron data, you might want the timeout to be short.

Additionally, if you use a self-checkout station, you can set the number of seconds of inactivity before the Circulation tab resets. This protects patron information and privacy.

Use the **Collection Role** drop-down to choose a role, which defines the specific actions a user can perform in Collections by Destiny®. See information on how to set access levels and roles for Collections at: http://collectionshelp.follettsoftware.com/Content/Collections/Topics/Set%20Access%20Levels%20and%20Roles.htm

Library Materials Permissions

Note: Permissions apply to Destiny Library Manager unless otherwise noted.

Library Home Page

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
View home page	Destiny Admin, Admin, Library Admin	View the library's home page	None	None
Edit home page	Destiny Admin, Admin, Library Admin	Edit the introductory text, and add, edit and delete groups and links on the home page	Includes the *View home page* permission.	None

Library Catalog Search Access

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Basic search	Destiny Admin, District Library Cataloger, Admin, Library Admin, Staff, Teacher, Patron, Guest	Search in **Catalog > Library Search > Basic** using basic search terms	None	None

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Power Search	Destiny Admin, District Library Cataloger, District Reports Creator, Admin, Library Admin, Staff, Teacher, Patron, Guest	Search on **Catalog > Library Search > Power** using complex search terms, and apply limiters	None	Destiny Admin, District Library Catalogers and District Reports Creators cannot limit searches by a reading program, if available.
Visual search	Destiny Admin, Admin, Library Admin, Staff, Teacher, Patron, Guest	Search the catalog through a locally-configured, visual interface in **Catalog > Library Search > Visual**	None	Go to **Catalog > Library Search > Search Setup** to customize the search page.
Copy categories search	Destiny Admin, Admin, Library Admin, Staff, Teacher, Patron, Guest	View a Copy Categories list with links to the lists of titles/copies assigned to each category in **Catalog > Library Search > Categories**.	None	Both *Add/edit/delete/assign categories* and *Copy categories search* cause **Catalog > Library Search > Categories** to appear. The contents of the page are different, however, for each permission.
Search One Search as Student	Patron	Search online databases that you've allowed "Students" to search in **Catalog > Library Search > Basic** and **Power**	Requires the *Basic search* or *Power Search* permission. You must have a valid Destiny subscription and have selected the **Use One Search** checkbox at **Back Office > Site Configuration > Site Info**.	None

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Search One Search as Staff	Destiny Admin, Admin, Library Admin, Staff, Teacher	Search online databases that you've allowed "Staff" to search in **Catalog > Library Search > Basic** and **Power**	Requires the *Basic search* or *Power Search* permission. You must have a valid Destiny subscription and have selected the **Use One Search** checkbox at **Back Office > Site Configuration > Site Info**.	None
Search One Search as Guest	None	Search online databases that you've allowed "Guest" to search in **Catalog > Library Search > Basic** and **Power**	Requires the *Basic search* or *Power Search* permission. You must have a valid Destiny subscription and have selected the **Use One Search** checkbox at **Back Office > Site Configuration > Site Info**.	Only applies to the Guest access level
Search Digital Resources	Patron	See resources configured as digital at the district under the Digital Resources subtab in the search results in Destiny Classic.	None	None
Standard/control number searches	Destiny Admin, District Library Cataloger, District Reports Creator, Admin, Library Admin, Staff	Search the catalog by Control Number, LCCN, ISBN and ISSN in **Catalog > Library Search > Number**	None	If a user has both *Use standard/control number searches* and *Use call number search* permissions, the Number tab offers a combined list containing Call Number, LCCN, ISBN, ISSN and Control Number.

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Call number search	Destiny Admin, District Library Cataloger, Admin, Library Admin, Staff	Search the catalog by Call Number in **Catalog > Library Search > Number**	None	If a user has both *Use standard/control number searches* and *Use call number search* permissions, the Number tab offers a combined list containing Call Number, LCCN, ISBN, ISSN and Control Number.
Barcode search	Destiny Admin, District Library Cataloger, Admin, Library Admin, Staff	Search by copy barcode number in **Catalog > Library Search > Barcode**	None	None
Brief records search	Destiny Admin, District Library Cataloger, Admin, Library Admin	Search the catalog for brief records in **Catalog > Library Search > Brief Records**	None	None
Search using Destiny Quest	Destiny Admin, Admin, Library Admin, Staff, Teacher, Patron, Guest	Search in the Destiny Quest interface **Catalog > Destiny Quest**.	Destiny Quest displays in full-screen mode and with a screen resolution of 1024 × 768.	Though not required, we recommend that you also have a subscription to TitlePeek.

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Participate in MyQuest	Admin	Use MyQuest book club in **Catalog > Destiny Quest**, which lets them create "Have Read", "Now Reading", and "Want to Read" shelves, recommend books to other patrons, rate and review books, make and accept Friend Requests, view friends' MyQuest activities, exchange comments with friends	To join MyQuest, patrons must also have *Search using Destiny Quest*. To rate books, patrons must have *Submit library review ratings*. To review books, patrons must also have *Submit library review comments*.	Comments exchanged between Friends do not require staff approval. Recommendations sent to one's Friends are not dependent upon the *Recommend titles to other users* permission or staff approval. Recommendations sent to other (non-Friend) patrons are governed by the *Recommend titles to other users* and *Approval not required* permissions. Submitted reviews are governed by the *Approval not required* permission under "Submit library review comments".
Add off-site friends	Admin	Add off-site Friends to one's MyQuest Friends list	Requires the *Search using Destiny Quest* and *Participate in MyQuest* permissions.	The library administration of both schools must enable this permission. Otherwise, off-site patrons will not appear in the search results.
Allow comments on shelf moves, reviews, and recommendations	Admin	Give comments, starred and written reviews, and recommendations to other patrons	Patrons must be able to log in and set up My Quest preferences	None
Approval not required	Admin	Move shelves; reviews and material recommendations are automatically seen by other patrons	None	None

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Search all library sites through Destiny Quest	Destiny Admin, Admin	Search all libraries in the Destiny installation, and view all search results in Destiny Quest. The copy availability in the search results lists includes Ask, in addition to In and Out. 'Ask' indicates that another library has at least one copy.	Requires the *Search using Destiny Quest* permission.	None
Use Destiny Quest by default	None	See Destiny Quest interface on login.	Requires the *Search using Destiny Quest* permission.	None
Use Visual Search in Destiny Quest	Destiny Admin, Admin	Search Destiny Quest through a locally-configured, visual interface	Requires the *Search using Destiny Quest* permission.	Though not required, we recommend that you also have a subscription to TitlePeek. Destiny Quest displays in full-screen mode. Destiny Quest works best with a screen resolution of 1024 × 768.
Default to Visual Search in Destiny Quest	None	Access to Visual Search in Destiny Quest by default	Requires the *Search using Destiny Quest* and *Use Visual Search in Destiny Quest* permissions.	If patrons also have permission to *Participate in MyQuest*, MyQuest appears instead of Visual Search. To open Visual Search, patrons need to click **Visual Search** in the menu bar at the top of the page.

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Search Using Destiny Discover	Destiny Admin, Admin, Library Admin, Staff, Teacher, Patron, Guest	Search the Destiny Discover interface in **Catalog > Destiny Discover**	None	None
Search all library sites through Destiny Discover	Admin	Search all libraries in the Destiny installation, and view all search results in Destiny Discover. The copy availability in the search results lists includes copies in all schools in the district.	Requires the *Search using Destiny Discover* permission.	None
Use Destiny Discover by default	None	Display and use the Destiny Discover interface by default.	Requires the *Search using Destiny Discover* permission.	None
Search Curriculum Tags	Admin, Library Admin, Staff, Teacher	Search Curriculum Tag information in Destiny Discover	Requires the *Search using Destiny Discover* permission.	None
Search Open Educational Resources (OER)	Admin, Library Admin, Staff, Teacher, Patron	View and open Open Educational Resources in Destiny Discover	Requires the *Search using Destiny Discover* permission.	None

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Use Biblionasium as Student	Patron	Use a single sign-on to access Biblionasium from Destiny Discover, and have real-time information and access to library resources through Destiny Discover.	Requires the *Search using Destiny Discover* permission.	You must have a Biblionasium subscription and select the **Use Biblionasium** checkbox in **Back Office > Site Configuration > Site Info**.
Use Biblionasium as Staff	Admin, Library Admin, Staff, Teacher	Use a single sign-on to access Biblionasium from Destiny Discover, and have real-time information and access to library resources through Destiny Discover.	Requires the *Search using Destiny Discover* permission.	You must have a Biblionasium subscription and select the **Use Biblionasium** checkbox in **Back Office > Site Configuration > Site Info**.
Search Standards	Destiny Admin, Admin, Library Admin, Teacher	Use **Catalog > Standards Search** to search or browse state and national educational standards, and then locate relevant library materials, websites and/or district media.	You must subscribe to Follett's Standards Service, and have selected the **Use Standards** checkbox in **Back Office > Site Configuration > Site Info**.	None
Search WebPath Express	Destiny Admin, Admin, Library Admin, Staff, Teacher, Patron	Search and browse selected Internet sites in **Catalog > WebPath Express**, **Catalog > Library Search > Basic**, **Power** and **Visual** and **Catalog > Destiny Discover**	You must subscribe to WebPath Express, and have selected the **Use WebPath Express** checkbox at **Back Office > Site Configuration > Site Info**.	None

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Submit WebPath Express suggestions	District Library Cataloger, Admin, Library Admin	Suggest websites or topics for WebPath Express	You must subscribe to WebPath Express, and have selected the **Use WebPath Express** checkbox on either **Back Office > Site Configuration > Site Info** or on the "Edit <site name>" page. The links only appear if an SMTP (mail) server is set up on the "Edit <district name>" page.	Suggestions are emailed to WebPath Express, not to the library administration.
Access My Lists for library	District Library Cataloger, Admin, Library Admin, Staff, Teacher, Patron	Create a personal Resource List of library materials.	To create multiple Lists, enable the Patrons - Self-Empowered Patron Access - *Create multiple Lists* permission. To make one's Lists available to others, enable the Patrons - Self-Empowered Patron Access - *Publish My Lists* permission. To share a list with a co-owner, enable the Patrons - Self-Empowered Patron Access – *Share Ownership of My Lists* permission. To save as a text file and email a List, enable the Patrons - Self-Empowered Patron Access - *Save and Email List* permission. To view public Lists, enable the Patrons - Self-Empowered Patron Access - *View Local Public Lists* or *View District Public Lists* permissions.	A Guest can access and use a Resource List. It is, however, automatically deleted after an inactivity timeout. It does not persist from day to day as does a Resource List belonging to a logged-in user.

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Add titles to My List by range or number	Admin, Library Admin, Staff	Add titles by field contents range, with a file or list of barcode numbers, by standard number or barcode number, and by date range.	To scan or upload items into a Resource List, the user must have the *Access My Lists for library* permission.	None
Access My Lists for media	Admin, Staff, Teacher, Patron	Create a custom list of media materials	To create multiple Lists, enable the Patrons - Self-Empowered Patron Access - *Create multiple Lists* permission. To make one's Lists available to others, enable the Patrons - Self-Empowered Patron Access - *Publish My Lists* permission. To share a list with a co-owner, enable the Patrons - Self-Empowered Patron Access – *Share Ownership of My Lists* permission. To save as a text file and email a List, enable the Patrons - Self-Empowered Patron Access - *Save and Email List* permission. To view public Lists, enable the Patrons - Self-Empowered Patron Access - *View Public Lists* permission.	Only applies to the following: Destiny Media Manager A Guest can access and use a Resource List. It is, however, automatically deleted after an inactivity timeout. It does not persist from day to day as does a Resource List belonging to a logged-in user.

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Search all library sites	Destiny Admin, Admin, Library Admin, Staff, Teacher, Patron, Guest	Choose to search all libraries in the Destiny installation	None	If a user with this permission opts to search the district or a group of schools, the search results include off-site titles and copies, regardless of their *Always show all library materials in the district* permission. In general, though, *Search all library sites* affects the search options and *Always show all library materials in the district* affects the search results.
Search all district media sites (from a district media center)	Destiny Admin, Admin, Staff, Teacher, Patron, Guest	Choose to search all district media centers in the Destiny installation	None	Only applies to the following: Destiny Media Manager If a user with this permission opts to search the district or a group of schools, the search results include off-site titles and copies, regardless of their *Always show all media in the district* permission. In general, though, *Search all media sites* affects the search options and *Always show all media in the district* affects the search results.

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Always show all library materials in the district	Destiny Admin, District Library Cataloger, Admin, Library Admin, Staff, Teacher, Patron, Guest	View off-site copies in Search Results lists and on the Copies tab of Title Details. Without this permission, the patron sees only local (on-site) copies listed when performing a local search.	None	If a user without this permission and with *Search all library sites* opts to search the district or a group of schools, the search results include off-site titles and copies, regardless of their *Always show all library materials in the district* permission. In general, though, *Search all library sites* affects the search options and *Always show all library materials in the district* affects the search results.
Show all title details (by default)	Destiny Admin, District Library Cataloger, Admin, Library Admin, Staff, Teacher, Patron, Guest	View the complete title information on the Title Details page. Without this permission, brief title information appears by default.	The user needs at least one of the *Use Library Search* permissions and Quiz Info must be selected in **Back Office > Site Configuration > Catalog > 'Library Title Display Settings' section.**	None
View titles in MARC format	Destiny Admin, District Library Cataloger, Admin, Library Admin, Staff	View the complete MARC record in the MARC View tab of the Title Details page.	None	Use the permissions under Library Materials - Library Catalog Management for catalogers who add and edit title (MARC) records.

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
See local hidden materials	Destiny Admin, District Library Cataloger, Admin, Library Admin, Staff	View search results that include local copies with a Circulation Type designated as "hidden".	None	None
See off-site hidden materials	Destiny Admin, District Library Cataloger, Admin, Library Admin, Staff	View search results that include off-site copies with a Circulation Type designated as "hidden".	None	None
Submit library review ratings	Admin, Library Admin, Staff, Teacher	Rate library titles by selecting from 1 to 5 stars.	None	None
Submit library review comments	Admin	Enter a text review of a library title.	Requires the *Submit library review ratings* permission.	None
Approval not required	Admin	Submit library review comments without approval	Requires the *Submit library review ratings* permission.	None
Upload digital content to review	None	Upload a digital file to the Destiny server as part of a library review, and create a link for library patrons to view the file.	Requires the *Submit library review ratings* permission.	Digital content and reviews are subject to approval by a user with the permission, *Approve/delete library reviews*. The Destiny Administrator manages the storage folder.
Approval not required	Admin	Upload digital content to reviews without approval	Requires the *Upload digital content to review* permission.	None

Library Catalog Management

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Manage titles - Add title from search results	Destiny Admin, District Library Cataloger, Admin, Library Admin	Add title records found in a search of the district collection, Alliance Plus, or Z-Sources in **Catalog > Add Title**	None	None
Manage titles - Add new title after searching	Destiny Admin, District Library Cataloger, Admin, Library Admin	Add title records after first searching for existing records	Requires the *Add title from search results* permission.	This permission includes the *View titles in MARC format* permission.
Manage titles - Add new title without searching	Destiny Admin, District Library Cataloger	Add title records without first searching for existing records	Requires the *Add title from search results* and *Add new title after searching* permissions.	None
Manage titles - Duplicate	Destiny Admin, District Library Cataloger, Admin, Library Admin	Duplicate title records	None	This permission includes the *View titles in MARC format* permission.
Manage titles - Edit	Destiny Admin, District Library Cataloger, Admin, Library Admin	Edit title records and access the Title Details pages for digital resources	None	This permission includes the *View titles in MARC format* permission.
Manage titles - Delete	Destiny Admin, District Library Cataloger, Admin, Library Admin	Delete title records	None	This permission includes the ability to delete the title's copies, even if the user does not have the *Manage copies – Delete* permission.

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Manage titles – Relate Library Titles	Destiny Admin, District Library Cataloger, Admin, Library Admin	View related titles' information that appears on the Title Details page if the title is in a group.	None	A title can only belong to one group. Groups are set up at **Catalog > Update Titles > Relate Titles**.
Manage titles – Access to Titlewave	Destiny Admin, District Library Cataloger, Admin, Library Admin	Access Titlewave account through **Catalog > Titlewave > Use Titlewave**.	None	Buttons are links that will take you to Follett Titlewave.
Manage Copies - Add/duplicate	Destiny Admin, District Library Cataloger, Admin, Library Admin	Add copy-specific information for materials in your collection.	None	Required fields are **Number Copies**, **Starting Barcode** and **Call Number**.
Manage Copies - Edit	Destiny Admin, District Library Cataloger, Admin, Library Admin	Edit an existing copy record in the catalog.	None	None
Manage Copies - Delete	Destiny Admin, District Library Cataloger, Admin, Library Admin	Delete a copy record from the catalog.	None	None
Add to purchasing wish list	Admin, Library Admin	Recommend library titles for purchase in Title Details or via link if no search results appear	None	Recommendations are subject to approval by a user with the permission, *View/delete wish list entries*.
View/delete wish list entries	Admin, Library Admin	Manage library titles Wish List recommendations.	Requires the *Generate library collection reports* permission	None

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Add/edit/delete digital content in titles	Destiny Admin, Admin, Library Admin	Upload digital content to the Destiny server, and create a link to it on the Title Details page.	Adding digital content in the Easy Editor or MARC Editor requires *Add title*, *Duplicate title* or *Edit title* permission.	The Destiny Admin can manage the storage folder for the uploaded digital content.
Add/edit/delete site-specific subjects	Destiny Admin, Admin, Library Admin	Add site-specific subject fields to title records.	None	Without this permission, catalogers can still create site-specific subject tags in the MARC Editor using a 690 tag.
Add/edit/delete site-specific URLs	Admin, Library Admin	Add site-specific URL fields to title records.	None	None
Add/edit/delete/assign copy categories	Destiny Admin, Admin, Library Admin, Staff	Manage categories in **Catalog > Library Search > Copy Categories**	None	Both *Add/edit/delete/assign copy categories* and *Copy categories search* cause the Copy Categories tab of **Catalog > Library Search** to appear. The contents of the page are different, however, for each permission. Destiny Administrator does not have the Resource List option in "Add to category".
Approve/delete library reviews	Admin, Library Admin	Approve and delete library title reviews	None	None
Edit library review contents	Admin	Edit library title reviews.	Requires *Approve/delete library reviews* and *Submit library review ratings* permissions.	None

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Merge copies from duplicated library titles	Admin	Delete duplicate title records, a process that transfers the copy records to the one remaining "best" title record.	Requires the *Access My Lists for library* permission	Because title records are shared among sites in a centralized Destiny installation, merging the copies and deleting title records affects all sites. This permission does not give the user access to **Catalog > Update Titles > Merge Duplicate**. Only district library catalogers have access to that page.
Update Z39.50 sources	Destiny Admin, District Library Cataloger, Admin, Library Admin	Configure Destiny to search for and retrieve title (MARC) records from Z39.50 servers in **Catalog > Add Title > Update Z-Sources**	Requires the *Manage titles - Add title from search results* permission.	None
Import titles/copies	Destiny Admin, District Library Cataloger, Admin, Library Admin	Import title and copy (MARC) records in **Catalog > Import Titles**, and view job summaries in **Back Office > Job Manager**	None	None
Import titles by control number	District Library Cataloger, Admin, Library Admin	Import updated title and copy (MARC) records in **Catalog > Import Titles > Update Only** that were exported (and enhanced by Follett) from this installation of Destiny, and view job summaries in **Back Office > Job Manager**	None	Applies to the following: Destiny Library Manager and Destiny Media Manager

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Export titles/copies	Destiny Admin, District Library Cataloger, Admin, Library Admin	Export title and copy records in the MARC format in **Catalog > Export Titles**, view job summaries and download the export files in **Back Office > Job Manager**	None	None
Import authority	District Library Cataloger for Destiny Library Manager customers No one for Destiny Media Manager customers	Import authority records in **Catalog > Import Authority**, and view job summaries in **Back Office > Job Manager**	None	Applies to the following: Destiny Library Manager and Destiny Media Manager Because title records are shared among sites in a centralized Destiny installation, importing authority records affects all sites.
Manage Authority	District Library Cataloger for Destiny Library Manager customers No one for Destiny Media Manager customers	Add and edit authority records in **Catalog > Manage Authority**	None	Applies to the following: Destiny Library Manager and Destiny Media Manager Because title records are shared among sites in a centralized Destiny installation, managing the authority records affects all sites.
Manage subjects	District Library Cataloger for Destiny Library Manager customers No one for Destiny Media Manager customers	Delete subject headings by their source (for example, Sears, LOC, LCAC) in **Catalog > Manage Subjects**, and view job summaries in **Back Office > Job Manager**	None	Applies to the following: Destiny Library Manager and Destiny Media Manager Because title records are shared among sites in a centralized Destiny installation, managing the subjects in the title records affects all sites.

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Edit MARC Templates	Destiny Admin and District Library Cataloger for Destiny Library Manager customers No one for Destiny Media Manager customers	Customize default templates used to catalog title records and material type icons in **Catalog > Add Title > Edit Templates** and **Material Type Icons**	None	Applies to the following: Destiny Library Manager and Destiny Media Manager Because templates and material type icons are shared among sites in a centralized Destiny installation, editing any of them affects all sites.
Receive library copies	Destiny Admin, Admin, Library Admin	Receive transferred library copies in **Catalog > Update > Receive**	None	None
View library copy notes	Destiny Admin, District Library Cataloger, Admin, Library Admin, Staff	View any copy notes in **Circulation > Check Out**, **Check In** and **Copy Status**	Requires either Library Circulation Access - *View library item status* or *Check out library materials* permission.	Copy notes created None
Add/edit/hide/delete library copy notes	Destiny Admin, District Library Cataloger, Admin, Library Admin, Staff	Manage copy notes	Requires the *Manage copies - Add/duplicate* or *Manage copies - Edit* permission.	None

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Enhance records with AR/RC information	Destiny Admin, Admin, Library Admin, Staff	Add and edit quiz information for individual titles. Upload quiz files to, and download reading program information from, Follett Reading Program Service.	You must subscribe to a Reading Program Service and have selected the appropriate **Quiz/Level Based Searches** checkboxes in **Back Office > Site Configuration > Catalog**. You must also select the **Use Reading Program Service (RPS) - AR/RC** checkbox in **Back Office > Site Configuration > Site Info**. If you have an Enterprise subscription, select the **Accelerated Reader Enterprise subscriber** or the **Reading Counts! Enterprise subscriber** checkbox. Destiny automatically downloads the reading program information. The *Library Catalog Search Access* permissions are needed to search for and access reading program search results.	None
Enhance records with Alliance Recon	Destiny Admin, District Library Cataloger, Admin, Library Admin	Enhance library title records with information from Alliance Plus™ Online	You must subscribe to Alliance Plus Online, and have selected the **Use Alliance Plus™ Online** checkbox on the Edit District page.	None
Update Headings	Destiny Admin, District Library Cataloger	Globally update author, subject or series headings in title records in **Catalog > Update Titles > Update**	Requires the *Manage Titles - Edit* permission.	Because title records are shared among sites in a centralized Destiny installation, updating the headings in the title records affects all sites.

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Globally update material type	Destiny Admin, District Library Cataloger	Globally update material types in title records in **Catalog > Update Titles > Update**	Requires the *Manage Titles - Edit* permission.	Because title records are shared among sites in a centralized Destiny installation, updating the material type in the title records affects all sites.
Remove titles without copies	Destiny Admin, District Library Cataloger, Library Admin	Remove title records that do not have local copies in **Catalog > Update Titles > Remove Titles**. If other sites have copies of a title, the title remains in the collection. If no other sites have copies, the title is deleted from the collection.	Requires the General - Administrative Access-*Monitor/delete site's jobs* permission.	None

Library Circulation Access

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Check out library materials	Destiny Admin, Admin, Library Admin, Staff	Check out library materials in **Circulation > Check Out**	None	This permission allows checking out by typing and scanning barcodes. To search for patrons by keyword, see the permission, Patrons - *Patron Circulation Info Access - Barcode not required* to find patrons. To check out by Homeroom, also requires the *Check out by homeroom* permission. For Circulation > Offline Circulation to appear, requires the following permissions: *Check out library materials*, *Check in library materials*, and General - Administrative Access - *Monitor/delete site's jobs*.
Check out by homeroom	Destiny Admin, Admin	Retrieve patrons by selecting their homeroom in **Circulation > Check Out > By Homeroom**	Requires the *Check out library materials* permission.	None

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Check in library materials	Destiny Admin, Admin, Library Admin, Staff	Check in library materials in **Circulation > Check In**	None	**Circulation > Offline Circulation**, requires the following permissions: *Check out library materials*, *Check In library materials*, and General - Administrative Access - *Monitor/delete site's jobs*.
Renew library materials	Destiny Admin, Admin, Library Admin, Staff	Renew checked-out library materials in **Circulation > Renew**	None	None
Change library due dates	Destiny Admin, Admin, Library Admin, Staff	Change due dates in **Circulation > Check Out** and **Renew**	Requires one of the following permissions: *Check out library materials* or *Renew library materials*	None
Override library blocks	Destiny Admin, Admin, Library Admin, Staff	Override circulation blocks	Requires the *Check out library materials* permission. To override blocks during renewals, also requires the *Renew library materials* permission.	None
Add temporary titles during checkout	Destiny Admin, Admin, Library Admin, Staff	Create a temporary title and copy record in Circulation when the message, "Copy is not cataloged. Do you want to check it out?" appears when the user enters an unrecognized copy barcode.	Requires the *Check out library materials* permission.	A user with both the Library Catalog Management - Manage titles - *Add title from search results* and the *Check out library materials* permissions can add temporary and permanent titles in **Circulation > Check Out**, regardless of this permission.

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
View library item status	Destiny Admin, Admin, Library Admin, Staff	Retrieve and view library copy records in **Circulation > Copy Status**	None	None
Mark library copies "Lost"	Destiny Admin, Admin, Library Admin, Staff	Change the status of a copy to "Lost"	Requires at least one of these permissions for Circulation: *Check out library materials*, *Check in library materials*, *View library item status* or *View patron status*.	None
View library information	Destiny Admin, Admin, Library Admin, Staff	View loan periods, the current total numbers of circulations, holds, fines (including total amounts), titles and copies, and patrons, and lists of top-borrowing patrons, homerooms, and grades, and top-circulating titles in **Circulation > Library Information**.	None	None

Fine Management

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
View library fines	Destiny Admin, Admin, Library Admin, Staff	View library copy-specific fines in **Circulation > Fines** and the Fines section of a patron record in **Circulation > Patron Status**	None	None
Add library fines	Destiny Admin, Admin, Library Admin	Change the fine amount when marking a checked-out copy Lost. Assess library copy-specific fines, and manage copy-specific fine types.	Requires the *View library fines* permission. Accessing Patron Status requires the *View patron status* permission.	To access the Manage Fine Types page where you can create, edit, and delete copy-specific fine types, you must have this permission.
Pay library fines	Destiny Admin, Admin, Library Admin	Accept payment for library copy-specific fines, and pay refunds. If you automatically calculate fines for overdue items, the Pay/Waive link appears in the alert message when checking in an overdue copy.	Requires the *View library fines* permission. Accessing Patron Status requires the *View patron status* permission.	None

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Waive library fines	Destiny Admin, Admin, Library Admin	Waive library copy-specific fines. If you automatically calculate fines for overdue items, the Pay/Waive link in the alert message appears when checking in an overdue copy.	Requires the *View library fines* permission. Accessing Patron Status requires the *View patron status* permission.	None
Delete library fines	Destiny Admin, Admin, Library Admin,	Delete library copy-specific fines. If you automatically calculate fines for overdue items, the Pay/Waive link in the alert message appears when checking in an overdue copy.	Requires the *View library fines* permission. Accessing Patron Status requires the *View patron status* permission.	None

Hold Management

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
View any patron's holds	Destiny Admin, Admin, Library Admin, Staff	View library holds in **Circulation > Holds/ILL**, the Holds section of a Patron Status page and the Copy Status page	None	None
Add/edit/delete holds for patrons	Destiny Admin, Admin, Library Admin, Staff	View, create, edit and delete holds in **Circulation > Holds/ILL**, the Holds section of a Patron Status page.		Without the user also having the *View any patron's holds* permission, the user cannot view hold queues, and the View Holds and Add Hold buttons do not appear on a Copy Status page. If a district has district media centers, this permission also allows the user to search for and book media materials from the library's Circulation pages. To perform interlibrary loans (ILLs), you must select the **Allow library materials to circulate to all patrons in the district** checkbox in **Back Office > Site Configuration > Circulation**.
Place multiple holds for patrons	Admin, Library Admin, Staff	Place multiple holds on the same title or copies of a Related Title Group.	Requires the *Add/edit/delete holds for patrons* permission.	Hold cannot be placed on lost or hidden copies unless the patron has permission to see hidden copies.

Administrative Access

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Generate library collection reports	Destiny Admin, District Library Cataloger, District Reports Manager, Admin, Library Admin, Staff	Generate and view library reports in **Reports > Library Reports**, **Report Builder**, and **Report Manager** and **Back Office > Job Manager**.	To delete reports (jobs), requires the General - Administrative Access - *Monitor/delete site's jobs* permission. Users with this permission but without the *Add/edit/delete Report Builder - library reports* permission can access and generate custom reports, but not create, edit or delete them.	To have access to the Patron page in Reports, see Patrons - Administrative Access - *Generate patron reports*.
Add/edit/delete Report Builder - library reports	Destiny Admin, District Library Cataloger, District Reports Manager, Admin, Library Admin	Create and manage custom library reports in **Reports > Report Builder**. District managers can create district-wide reports and make reports available to selected sites.	Requires the *Generate library collection reports* permission.	None
Add/edit/delete library policies	Destiny Admin, Admin, Library Admin	Create and configure Patron Types and Circulation Types, and their loan periods, fines and holds limits in **Back Office > Library Policies**.	None	None
Change library site preferences	Destiny Admin, Admin	Configure library settings in **Back Office > Site Configuration > Catalog** and **Circulation**	None	For configuring options that pertain to patrons, see Patrons - Administrative Access - *Change patron site preferences*.

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Inventory library collection	Destiny Admin, District Library Manager, Admin, Library Admin, Staff	Scan or upload barcodes in an open inventory in **Back Office > Inventory > Library Materials**	None	To view barcode-file-upload reports, requires the General - Administrative Access - Monitor/delete site's jobs permission.
Start new/finalize library inventory	Destiny Admin, Admin, Library Admin	Configure, open and close an inventory in **Back Office > Inventory > Library Materials**.	Requires the *Inventory library collection* permission.	None
Set up Digital Resources	Destiny Admin, Admin	Configure Digital Resources Service providers in **Catalog > Digital Resources** or **Catalog > Search Setup > Enriched Content Searches**	If you have purchased digital content from Follett's Digital Resources Service, you must also have selected the **Use Digital Resources** checkbox in **Back Office > Site Configuration > Site Info** or on the "Edit <site name>" page.	Applies to the following: Destiny Library Manager and Destiny Media Manager
Set up One Search	Destiny Admin, Admin, Library Admin	Configure One Search in **Catalog > Search Setup > Enriched Content Searches**	You must select the **Use One Search** checkbox in **Back Office > Site Configuration > Site Info**.	None
Set up WebPath Express	Destiny Admin, Admin, Library Admin	Configure WebPath Express in **Catalog > Search Setup > Enriched Content Searches**	You must subscribe to WebPath Express, and have selected the Use WebPath Express checkbox in **Back Office > Site Configuration > Site Info**.	Applies to the following: Destiny Library Manager and Destiny Media Manager
Allow Follett Digital setup	Admin	Set up and manage Destiny Discover. Configure digital collections and select permissions for those that can view them in **Catalog > Search Setup > Digital**	None	None

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Set up Visual Search	Destiny Admin, Admin, Library Admin, Staff	Configure Visual Search in **Catalog > Search Setup > Visual Search**	None	None
Approve/edit/delete recommendations	Destiny Admin, Admin, Library Admin	Approve, edit and delete patron recommendations.	None	None
Moderate MyQuest conversations	Destiny Admin, Admin, Library Admin	Review comments sent through MyQuest that were reported as abusive	None	None
Display Library Dashboard	Admin, Library Admin	Add certain quick reports to **Dashboard**	None	The information on the Dashboard is at-a-glance only. For detailed data, run the corresponding report found in **Reports**.

Resource Permissions

Note: Permissions apply to Destiny Resource Manager unless otherwise noted.

Resource Search Access

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Use Resource Search	Destiny Admin, District Resource Manager, Resource Admin, Staff, Teacher	Search for, and view resources and items	None	None
Search All Resource Sites	Destiny Admin, District Resource Manager, Resource Admin, Staff, Teacher	Look in list to choose to search the entire district for resources, not just the local site	None	If a user with this permission opts to search the district or a group of schools, the search results include off-site resources, regardless of their *Always show all resources in the district* permission. In general, *Search All Resource Sites* affects the search options.

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Always Show all Resources in the District	Destiny Admin, District Resource Manager, Admin, Resource Admin, Staff, Teacher	View information about off-site items in Search Results and on the Items tab of Resource Details.	None	If a user without this permission and with *Search All Resource Sites* opts to search the district or a group of schools, the search results include off-site resources, regardless of their *Always Show all Resources in the District* permission. In general, *Search All Resource Sites* affects the search options*. Always Show all Resources in the District* affects the search results*.

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Access My Lists for Resources	District Resource Manager, Admin, Resource Admin, Staff, Teacher	Create custom Resource Lists	None	A Guest also can access and use a Resource List. It is, however, automatically deleted after an inactivity timeout. The list does not persist from day to day, as does a Resource List belonging to a logged-in user. To create multiple lists, you need the *Patrons - Self-Empowered Patron Access - Create multiple Lists* permission. To make one's lists available to others, you need the *Patrons- Self-Empowered Patron Access - Publish My Lists* permission. To save (as a text file) and email lists, you need the *Patrons- Self-Empowered Patron Access - Save and Email List* permission. To view public lists, you need the *Patrons - Self-Empowered Patron Access - View Public Lists* permission.

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Add Resources to My List by range or number	District Resource Manager, Admin, Resource Admin	Add items to a Resource List by barcode number, with a file or list of barcode numbers, or by a date range.	Requires the *Access My List for resources* permission.	None

Resource Management

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Manage resource descriptions - Add/duplicate	Destiny Admin, District Resource Manager, Admin, Resource Admin, Staff	Create resource records in **Catalog > Add Resource**, and duplicate records on a Resource Details page	None	None
Manage resource descriptions - Add without searching	Destiny Admin, District Resource Manager	Create resource records without first searching the database for existing records	Requires the *Manage resource descriptions: Add/duplicate* permission	None
Manage resource descriptions - Edit	Destiny Admin, District Resource Manager, Admin, Resource Admin, Staff	Edit resource records	None	None
Manage resource descriptions - Delete	Destiny Admin, District Resource Manager, Admin, Resource Admin, Staff	Delete resource records	None	This permission includes the ability to delete items of this resource, even if the user does not have the *Manage resource items - Delete* permission.
Manage resource descriptions - Globally remove resources	Destiny Admin, District Resource Manager, Admin, Resource Admin, Staff	Delete resource templates without items in **Catalog > Update Resources > Global Delete**	None	This permission includes the ability to delete whole templates that do not contain items. Option to preserve digital resources and redemption codes for textbooks. Can preview before deleting.

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Manage resource descriptions digital content - View resource description digital content	Destiny Admin, District Resource Manager, Admin, Resource Admin	View digital content or resource URL on the Resource Details page and the Update Digital page	None	None
Manage resource descriptions digital content - Add/edit resource description digital content	Destiny Admin, District Resource Manager, Admin, Resource Admin	Add or edit digital content or resource URL to a resource record	None	None
Manage resource descriptions digital content - Delete resource description digital content	Destiny Admin, District Resource Manager, Admin, Resource Admin	Delete digital content	None	None
Manage resource items - Add/duplicate	Destiny Admin, District Resource Manager, Admin, Resource Admin, Staff	Create item, media and license records on a resource's Resource Details and Items tabs	None	None
Manage resource items - Edit	Destiny Admin, District Resource Manager, Admin, Resource Admin, Staff	Edit item, media and license records on an Item Status page in Circulation and the Items tab of a Resource Details page. Edit items in **Catalog > Update Resources > Individual Update**, **Batch Update** and **Global Update** tabs.	None	None

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Manage resource items - Delete	Destiny Admin, District Resource Manager, Admin, Resource Admin, Staff	Delete item, media and license records on an Item Status page in Circulation and the Items tab of a Resource Details page. Delete items in **Catalog > Update Resources > Individual Update**, **Batch Update** and **Global Update** tabs.	None	None
Manage resource items digital content – View resource item digital content	Destiny Admin, District Resource Manager, Admin, Resource Admin	View digital content on Update Item Digital Content page and in My Info if the checkbox is selected when adding content.	None	None
Manage resource items digital content – Add/Edit resource item digital content	Destiny Admin, District Resource Manager, Admin, Resource Admin	Update digital content on Items tab of a resource's Details page. Add or edit digital content on Update Item Digital Content page.	None	None
Manage resource items digital content – Delete resource item digital content	Destiny Admin, District Resource Manager, Admin, Resource Admin	Delete a resource's digital content on Update Item Digital Content page	None	None
Add/edit/delete/assign categories	Destiny Admin, Admin, Library Admin, Resource Admin, Staff	Manage item categories in **Catalog> Resource Search > Item Category**	None	None

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Manage software assignments	Destiny Admin, District Resource Manager, Admin, Resource Admin	Assign and update software licenses	None	None
Merge items from duplicated resources	Destiny Admin, District Resource Manager, Admin, Resource Admin	Delete duplicate resource records, a process that transfers the item records to the one remaining "best" resource record.	Requires the *Access My Lists for Resources* permission	None
Import resources/items	Destiny Admin, District Resource Manager	Import resource and item records in **Catalog > Import Resources,** and view job summaries in **Back Office > Job Manager**	None	None
Export resources/items	Destiny Admin, District Resource Manager	Export resource and item records in **Catalog > Export Resources**. View job summaries, and download export files in **Back Office > Job Manager**.	None	None
Manage resource templates	District Resource Manager	Add, edit, duplicate and delete resource templates and custom lists (both funding sources and drop-down lists), export templates and rearrange the template hierarchy in **Catalog > Add Resources > Edit Templates**	None	None

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Transfer/Receive resources/items	Destiny Admin, District Resource Manager, Admin, Resource Admin	Transfer and receive resources in **Catalog > Transfer Resources**. When receiving items, this includes the ability to add a note, as well as assign new Custodians, Home Locations and Departments to the incoming items.	None	None
Receive resource items without barcodes	Destiny Admin, District Resource Manager, Admin, Resource Admin	Receive ordered resources on the View Orders page in **Catalog > Resource Orders** or receive transferred resources on the View Transfers page in **Catalog > Transfer Resources**. This includes the ability to assign barcode numbers, Custodians, Home Locations and Departments to the incoming items.	Requires the *Transfer/Receive* permission	None
Approve resources for disposal	Admin, Resource Admin	Assign resources the status of "Approved for Disposal" in an item record	None	None
Add "On Order" resource items	Destiny Admin, District Resource Manager, Admin, Resource Admin	Create item records with a status of *On Order* in **Catalog > Resource Orders > On Order**	Requires the *Manage asset items - Add/duplicate* permission	To receive ordered items with barcodes, requires the *Transfer/Receive resource items* permission. To view, receive and remove ordered items without barcodes, requires the *Receive resource items without barcodes* permission.

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Order resources	Destiny Admin, District Resource Manager, Admin, Resource Admin	Order resources from a warehouse or district resource location in **Catalog > Order Resources**	Requires the *Manage resource items - Add/duplicate/delete* permission	To receive ordered items with barcodes, requires the *Transfer/Receive resource items* permission. To view, receive and remove ordered items without barcodes, requires the *Receive resource items without barcodes* permission.
View historical notes	Destiny Admin, District Resource Manager, Admin, Resource Admin, Staff	Search for and view note information in "View notes" (**Circulation > Item Status**) and Edit Item page in the **Catalog**	None	None
Add historical notes	Destiny Admin, District Resource Manager, Admin, Resource Admin, Staff	Add a note to an item's Transaction History in Add Item, Edit Item and Update Software in the Catalog and **Individual Update**, **Batch Update** and **Global Update** tabs in **Catalog > Update Resources**	None	None
Add/edit/delete circulation notes	Destiny Admin, District Resource Manager, Admin, Resource Admin	Add, edit and delete notes to item records.	None	All users with access to Circulation functions can view the notes.

Resource Circulation Access

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Check out resources	Destiny Admin, Admin, Resource Admin, Staff	Check out resources in **Circulation > Check Out > Items**	None	This permission allows checking out by typing and scanning barcodes. For retrieving patrons by keyword, see the permission, *Patrons - Patron Circulation Info Access - Barcode not required to find patrons*.
Reassign resources	Destiny Admin, Admin, Resource Admin, Textbook Admin, Staff	Reassign resources to students for resources that have been checked out to a teacher in **Circulation > Check Out Items > To Teacher**	Requires the *Check out resources/textbooks* permission.	Applies to the following: Destiny Resource Manager and Destiny Textbook Manager
Check in resources	Destiny Admin, Admin, Resource Admin, Staff	Check in resources in **Circulation > Check In tems**	None	None
Renew resources	Destiny Admin, Admin, Resource Admin, Staff	Renew resources in **Circulation > Renew**	Requires the *Check Out resources* permission	None
Change resource due dates	Destiny Admin, Admin, Resource Admin, Staff	Change due dates during checkout in **Circulation > Check Out Items**	Requires the *Check out resources* permission.	This permission does not allow the user to have access to **Back Office > Resource Policies**. See *Add/edit/delete resource policies* for that permission.
Override resource blocks	Destiny Admin, Admin, Resource Admin, Staff	Override circulation blocks in Circulation	Requires the *Check out resources* permission.	At sites that have block conditions caused by their Resource Policies, a user with this permission must log in to override the block condition.

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
View resource item status	Destiny Admin, Admin, Resource Admin, Staff	Retrieve and view information about an item, such as its site, status, home location, custodian and department; the current and previous checkouts; and its circulation statistics in **Circulation > Item Status**	None	None
Mark resource items "Lost" or "Stolen"	Destiny Admin, Admin, Resource Admin, Staff	Change an item's status to "Lost" or "Stolen" in Circulation	Requires at least one of these permissions for Circulation: *Check out resources*, *Check in resources*, *View resource item status* or *View patron status*.	None

Fine Management

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
View resource fines	Destiny Admin, Admin, Resource Admin, Staff	View resource copy-specific fines in **Circulation > Fines**. The Fines section of a patron record in **Circulation > Patron Status** includes a list of any outstanding library fines.	None	None
Add resource fines	Destiny Admin, Admin, Resource Admin	Assess resource copy-specific fines and manage copy-specific fine types; also, can change the fine amount when marking a checked-out copy Lost.	Requires the *View resource fines* permission. Accessing Patron Status requires the *View patron status* permission.	To access the Manage Fine Types page (where you can create, edit and delete copy-specific fine types), you must have this permission. To create, edit and delete patron-only fine types, you must have the *View patron fines* and *Add patron fines* permissions on the Patrons tab.
Pay resource fines	Destiny Admin, Admin, Resource Admin	Accept payment for resource copy-specific fines, and pay refunds	Requires the *View resource fines* permission. Accessing Patron Status requires the *View patron status* permission.	None
Waive resource fines	Destiny Admin, Admin, Resource Admin	Waive resource copy-specific fines.	Requires the *View resource fines* permission. Accessing Patron Status requires the *View patron status* permission.	None
Delete resource fines	Destiny Admin, Admin, Resource Admin	Delete resource copy-specific fines	Requires the *View resource fines* permission. Accessing Patron Status requires the *View patron status* permission.	None

Administrative Access

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Generate resource reports	Destiny Admin, District Resource Manager, Admin, Resource Admin	Generate and view reports in **Reports > Resource Reports**, **Report Builder** and **Report Manager**; and in **Back Office > Job Manager**	To delete reports (jobs), requires the General - Administrative Access - *Monitor/delete site's jobs* permission. Users with this permission but without the *Add/edit/delete Report Builder – resource reports* permission can access and generate custom reports, but not create, edit or delete them.	To access **Reports > Patron**, see Patrons - Administrative Access - *Generate patron reports*.
Add/edit/delete Report Builder – resource reports	Destiny Admin, District Resource Manager, Admin, Resource Admin	Create and manage custom resource reports in **Reports > Report Builder**. District managers can create district-wide reports, and make reports available to selected sites.	Requires the *Generate resource reports* permission.	None
Add/edit/delete resource policies	Destiny Admin, Admin, Resource Admin	Manage loan periods and their assignments to resource types, and of Patron Types in **Back Office > Resource Policies**.	None	None
Change resource site preferences	Destiny Admin, Admin	Set up resource-related options in **Back Office > Site Configuration > Circulation**	None	For options that do pertain to patrons, see Patrons - Administrative Access - *Change patron site preferences*.

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Inventory resources	Destiny Admin, District Resource Manager, Admin, Resource Admin, Staff	Scan or upload barcodes in an open inventory in **Back Office > Inventory > Resources**	None	To view barcode-file-upload reports, requires the General - Administrative Access - *Monitor/delete site's jobs* permission.
Start new/finalize resource inventory	Destiny Admin, District Resource Manager, Admin, Resource Admin	Configure, open and close an inventory in **Back Office > Inventory > Resources**	Requires the *Inventory resources* permission.	
Transfer resources through inventory	Destiny Admin, District Resource Manager, Admin, Resource Admin	Transfer resource items to the location where they are inventoried	Perform Resource In-hand transfers only if the district has given the *Allow sites to receive by barcode scan* permission.	None
Manage Help Tickets	Destiny Admin, District Resource Manager, Admin, Resource Admin	Track, resolve and archive submitted Help Tickets in **Back Office > Help Tickets**	Service Teams must be set up in Resource Templates prior to submitting Help Tickets.	None
Display Resource Dashboard	Destiny Admin, District Resource Manager, Admin, Resource Admin	See a graphical, at-a-glance view of various report data in **Dashboard**.	Data will only show on the Dashboard if the configuration is set up by the district or for site users with the permission.	None

Patrons Permissions

Note: Permissions apply to all Destiny products unless otherwise noted.

Patron Management

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Add/Edit patrons	Destiny Admin, District Patrons Manager, Admin, Library Admin, Textbook Admin, Resource Admin	Retrieve, add and edit local patron records in **Back Office > Manage Patrons** or by using the **Edit** button, available in various patron lists	None	None
Search for patrons across the district	Destiny Admin, District Patrons Manager	Retrieve any patron record in the district with a "Search across the district" checkbox in **Back Office > Manage Patrons** and in the search results list. Add a site association to patrons of other sites using an **Add** button next to patrons of other sites.	Requires the *Add/Edit patrons* permission.	None
Delete patrons	Destiny Admin, District Patrons Manager, Admin, Library Admin, Textbook Admin, Resource Admin	Delete patron records in **Back Office > Manage Patrons** and in various patron lists.	None	None
Merge duplicated patron records	Destiny Admin, District Patrons Manager, Admin	Merge patron records in **Back Office > Update Patrons > Merge Duplicates**	None	None

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Update patrons	Destiny Admin, District Patrons Manager, Admin, Library Admin, Textbook Admin, Resource Admin	Update patron records in **Back Office > Update Patrons >** on subtabs: **Update**, **Delete** and **Move Fields**. View job summaries in **Back Office >Job Manager**.	None	The Destiny Admin and (site) Administrator also have access to the **Merge Duplicates** tab in **Back Office > Update Patrons**. A District Patrons Manager has access to **Upload Changes** for uploading XML files, **Merge Duplicates** and **Move Fields** subtabs.
Import patrons	Destiny Admin, Admin, Library Admin, Textbook Admin, Resource Admin	Import patron records in **Back Office > Import Patrons**, import pictures in **Back Office > Upload Pictures** and view job summaries in **Back Office > Job Manager**	None	None
Export patrons	Destiny Admin, Admin, Library Admin, Textbook Admin, Resource Admin	Export patron records in **Back Office > Export Patrons**. View job summaries and download export files in **Back Office > Job Manager**	None	None
View patron notes	Destiny Admin, Admin, Library Admin, Textbook Admin, Resource Admin, Staff	View patron notes in the Notes section of the Patron Status page, and in various lists.	To view patron notes, the user must also have the *View patron status* permission.	None
Add/edit/ hide/delete patron notes	Destiny Admin, Admin, Library Admin, Textbook Admin, Resource Admin, Staff	Manage patron notes on the Patron Status page.	Requires the *Patron Circulation Info Access - View patron status* permission.	None

Patron Circulation Info Access

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Barcode not required to find patrons	Destiny Admin, Admin, Library Admin, Textbook Admin, Resource Admin, Staff	Retrieve a patron record by keyword in Circulation using an **Only search** checkbox and adjacent list that contains fields in a patron record. In Library Manager's Check Out (only), it also includes retrieving patrons by browsing a list of all patrons.		Without this permission, users must enter a barcode number to retrieve a patron record in Circulation. The user must also have at least one of the following permissions to access a page in Circulation: *Check out library materials, Check in library materials, View library fines, View any patron's holds, View any patron's bookings, Check in [media] materials,* *Check out resources, Check in resources* *View patron status*
View patron status	Destiny Admin, Admin, Library Admin, Textbook Admin, Resource Admin, Staff	View a patron's circulation transaction information in **Circulation > Patron Status**. Use the **Patron Status** button in **Back Office > Manage Patrons** and in various patron lists.	None	None
View library items out	Destiny Admin, Admin, Library Admin	View a patron's library checkouts in the "Items Out: Library Materials" section of a patron record in Circulation.	Requires the *View patron status* permission.	Only applies to the following: Destiny Library Manager

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
View resource items out	Destiny Admin, Admin, Resource Admin	View a patron's resource checkouts in the "Items Out: Resources" section of a patron record in Circulation.	Requires the *View patron status* permission.	Only applies to the following: Destiny Resource Manager
View media items out	Destiny Admin, Admin	View a patron's media checkouts in the "Items Out: Media" section of a patron record in Circulation.	Requires the *View patron status* permission.	Only applies to the following: Destiny Media Manager (with or without Destiny Library Manager)
View textbook items out	Destiny Admin, Admin, Textbook Admin	View a patron's textbook checkouts in the "Items Out: Textbook" section of a patron record in Circulation.	Requires the *View patron status* permission.	Only applies to the following: Destiny Textbook Manager
View patron barcodes	Destiny Admin, Admin	View patron barcodes when searching for a patron and during circulation – check out and check in	Requires the *View patron status* permission.	

Administrative Access

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Generate patron reports	Destiny Admin, District Patrons Manager, District Reports Creator, Admin, Library Admin, Textbook Admin, Resource Admin Staff	Generate and view patron reports in **Reports > Patron Reports**, Report Builder and Report Manager and access **Back Office > Job Manager**	To delete reports (jobs), the user must also have the *Monitor/delete site's jobs* permission. Users with this permission but without the *Add/edit/delete Report Builder - patron reports* permission can access and generate custom reports, but not create, edit or delete them.	None
Add/edit/ delete Report Builder - patron reports	Destiny Admin, District Patrons Manager, District Reports Manager, Admin, Library Admin, Textbook Admin, Resource Admin	Create and manage custom patron reports in **Reports > Report Builder**. District managers can create district-wide reports and make reports available to selected sites.	Requires the *Generate patron reports* permission	None
Edit patron passwords/logins	Destiny Admin, District Patrons Manager, Admin, Library Admin, Textbook Admin, Resource Admin	Manage patron user names and passwords in **Back Office > Manage Patrons**	Requires the *Patron Management - Add/Edit patrons* permission.	None

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Change patron site preferences	Destiny Admin, District Patrons Manager, Admin, Library Admin, Textbook Admin, Resource Admin	Configure the following setup options in **Back Office > Site Configuration > Circulation**: **Display patron pictures** **Preferred Barcode Symbologies — Patrons** **Customize User-Defined Patron Field Names** When searching for patrons in Circulation, display [patron fields].	None	For Site Configuration options that pertain to materials, searching and circulation, see one or more of the following: *Library Materials - Administrative Access - Change library site preferences, Textbooks - Administrative Access - Change textbook site preferences, Media - Administrative Access - Change media site preferences* or *Resources - Administrative Access - Change resource site preferences*.

Fine Management

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
View patron fines	Admin, Library Admin, Textbook Admin, Resource Admin, Staff	View fines in **Circulation > Fines** and **Patron Status**, and when viewing patron status in **Back Office > Manage Patrons**	None	None
Add patron fines	Admin, Library Admin, Textbook Admin, Resource Admin	Add fines in **Circulation > Fines** and **Patron Status**, and in **Back Office > Manage Patrons**	Requires the *View patron fines* permissions	None
Pay patron fines	Admin, Library Admin, Textbook Admin, Resource Admin	Pay fines in **Circulation > Fines** and **Patron Status**, and in **Back Office > Manage Patrons**	Requires the *View patron fines* permissions	None
Waive patron fines	Admin, Library Admin, Textbook Admin, Resource Admin	Waive fines in **Circulation > Fines** and **Patron Status**, and in **Back Office > Manage Patrons**	Requires the *View patron fines* permissions	None
Delete patron fines	Admin, Library Admin, Textbook Admin, Resource Admin	Delete fines in **Circulation > Fines** and **Patron Status**, and in **Back Office > Manage Patrons**	Requires the *View patron fines* permissions	None
Globally delete fines	Admin	Delete fines for all students at a school in **Back Office > Update Patrons > Excuse Fines**	None	None

Self-Empowered Patron Access

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
View own status	Admin, Library Admin, Textbook Admin, Resource Admin, Staff, Teacher, Patron	View a list of one's own checkouts, fines, holds and bookings through My Info	None	None
Renew own library materials	Admin, Library Admin	Renew one's own library material checkouts in My Info	Requires the *View own status* permission.	Only applies to the following: Destiny Library Manager
Renew own textbooks	Admin, Textbook Admin	Renew one's own textbook checkouts in My Info	Requires the *View own status* permission.	Only applies to the following: Destiny Textbook Manager
Renew own resources	Admin, Resource Admin	Renew one's own resource checkouts in My Info	Requires the *View own status* permission.	Only applies to the following: Destiny Resource Manager
Edit own classes (teachers only)	Admin, Textbook Admin, Resource Admin, Teacher	In the Currently Teaching section of the teacher's Patron Status page in My Info, for the classes a teacher is assigned to, they can transfer checked-out copies to another class or to another teacher's class. Also, they can view basic patron information for students who have been reassigned textbooks.	The teacher also needs the *View own status* permission.	Only applies to the following: Destiny Resource Manager and Destiny Textbook Manager. To be considered a "teacher" by Destiny, the **Currently Teaching** checkbox in the patron record must be selected.
Place hold for self from Catalog	Admin, Library Admin, Teacher, Patron	Place a hold request for oneself on a title details page in the Catalog.	None	Only applies to the following: Destiny Library Manager
Place reserve for self from Catalog	Admin, Library Admin	Place a reserve on library materials for oneself from the Catalog	Requires the *Place hold for self from Catalog* permission.	Only applies to the following: Destiny Library Manager

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Book media for self from Catalog	Admin, Library Admin, Teacher	Book district media materials for oneself	None	Only applies to the following: Destiny Media Manager
Edit/extend bookings for self from My Info	Admin, Library Admin	Change loan periods and extend (renew) one's own district media bookings	Requires the *Self-Empowered Patron Access -Book media for self from Catalog* permission.	Only applies to the following: Destiny Media Manager
Create multiple Lists	District Library Cataloger, District Textbooks Manager, District Resource Manager, District Reports Manager, Admin, Library Admin, Textbook Admin, Resource Admin, Teacher	Create additional Resource Lists	Requires the *Access My Lists for [product]* permission on one or more of these tabs: Library Materials, Textbooks, Media, or Resource.	None
Publish My Lists	District Library Cataloger, District Textbooks Manager, District Resource Manager, District Reports Manager, Admin, Library Admin, Textbook Admin, Resource Admin, Teacher	Make one's Resource Lists available to others having the *View Public Lists* permission	Requires the *Access My Lists for [product]* permission on one or more of these tabs: Library Materials, Textbooks, Media or Resource.	None

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Publish My Lists across the District	District Library Cataloger, District Textbooks Manager, District Resource Manager, District Reports Manager, Admin, Library Admin, Textbook Admin, Resource Admin	Make one's Resource Lists available throughout the district to others having the *View District Public Lists* permission	Requires the *Access My Lists for [product]* permission on one or more of these tabs: Library Materials, Textbooks, Media or Resource.	None
Share ownership of My Lists	District Library Cataloger, District Textbooks Manager, District Resource Manager, District Reports Manager, Admin, Library Admin, Textbook Admin, Resource Admin	A Resource List owner can add other patrons as co-owners to a list. Shared lists will appear on co-owner's Resource Lists.	To access **Catalog > Resource Lists**, the user must have the *Access My Lists for [product]* permission on one or more of these tabs: Library Materials, Textbooks, Media or Resource tabs.	None

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Save and Email List	District Library Cataloger, District Textbooks Manager, District Resource Manager, District Reports Manager, Admin, Library Admin, Textbook Admin, Resource Admin	Save a Resource List as a text file, and email a List.	To access **Catalog > Resource Lists**, the user must have an *Access My Lists for [product]* permission on one or more of these tabs: Library Materials, Textbooks, Media or Resources. "Email this List" only appears if an SMTP (mail) server is set up on the "Edit <district name>" page.	None
View Local Public Lists	District Library Cataloger, District Textbooks Manager, District Resource Manager, District Reports Manager, Admin, Library Admin, Textbook Admin, Resource Admin, Teacher	View local Resource Lists made public by their owner	To access **Catalog > Resource Lists**, the user must have an *Access My Lists for [product]* permission on one or more of these tabs: Library Materials, Textbooks, Media or Resource.	None

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
View District Public Lists	District Library Cataloger, District Textbooks Manager, District Resource Manager, District Reports Manager, Admin, Library Admin, Textbook Admin, Resource Admin, Teacher	View district Resource Lists made public by their owner	To access **Catalog > Resource Lists**, the user must have an *Access My Lists for [product]* permission on one or more of these tabs: Library Materials, Textbooks, Media or Resource.	None
Transfer ownership of Public Lists	District Library Cataloger, District Textbooks Manager , District Resource Manager, District Reports Manager, Admin, Library Admin, Textbook Admin, Resource Admin	Transfer Resource Lists to other local users	To access **Catalog > Resource Lists**, the user must have an *Access My Lists for [product]* permission on one or more of these tabs: Library Materials, Textbooks, Media or Resource.	None
Recommend titles to other users	Admin	Recommend a title to another logged-in user. In MyQuest, they can recommend a title to a non-Friend.	To access My Info, users must have the *View own status* permission.	Only applies to the following: Destiny Library Manager and Destiny Media Manager
Allow comments on recommendations	Admin	Write comments to another logged-in user. In MyQuest, they can recommend a title to a Friend.	To access My Info, requires the *View own status* permission. Requires the *Recommend titles to other users* permission.	Only applies to the following: Destiny Library Manager

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Approval not required	Admin	Send recommendations directly to other patrons without approval	Requires the *Recommend titles to other users* permission.	Only applies to the following: Destiny Library Manager and Destiny Media Manager
Able to create own login and modify password	None	Create their own user name and password. It also lets users change their password and email address.	You must select **Allow patrons to create their user name and password** in **Back Office > Site Configuration > Circulation**.	None
Able to post to social media sites	Admin, Library Admin	Click links to social media sites in Destiny Quest		Only applies to the following: Destiny Library Manager
Create Help ticket for self	Admin, Resource Manager	Create and submit Help tickets in **Back Office > Help Ticket** or from a resource on My Info page	Service Team must be set up in Resource Templates prior to creating Help tickets	Only applies to the following: Destiny Resource Manager

General Permissions

Note: Permissions apply to all Destiny products unless otherwise noted.

Help Access

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Product Access Levels	Destiny Admin, Admin	Set permissions for one, two or more of the access level subtabs – including Library Materials, Resources, Textbooks, Patrons or General.	None	The Destiny Admin is the only role who can change Administrator rights.
Access Destiny online help & support	Destiny Admin, District Library Cataloger, District Textbooks Manager, District Patrons Manager, District Reports Creator, District Resource Manager, Admin, Library Admin, Textbook Admin, Resource Admin	Access searchable online Help, contact information for the Destiny Admin, and district summary statistics on the About Destiny page (available on the blue ribbon at the bottom of every page).	None	None
Access Follett online store	Admin	Access Destiny Express via the **Shop** button in Destiny Classic. Purchase products such as labels, scanners and receipt printers; and services, such as training, in this online store.	None	None

Administrative Access

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Edit open/closed days & hours	Destiny Admin, Admin, Library Admin, Textbook Admin, Resource Admin	Edit the Calendar	None	None
Monitor/delete sites jobs	Destiny Admin, District Library Cataloger, District Textbooks Manager, District Patrons Manager, District Reports Creator, Admin, Library Admin, Textbook Admin, Resource Admin	View and delete jobs, and, if applicable, download files produced by the jobs in **Back Office > Job Manager**	None	For Offline Circulation in Circulation to appear, the user must have the following permissions: *Check out library materials*, *Check in library materials*, and *Monitor/delete site's jobs (Library Manager)*; or *Check out textbooks*, *Check in textbooks*, and *Monitor/delete site's jobs* (Textbook Manager).
Batch delete jobs	Destiny Admin, District Library Cataloger, District Textbooks Manager, District Resources Manager, District Patrons Manager, District Reports Creator, Admin, Library Admin, Textbook Admin, Resource Admin	Delete multiple jobs and reports by date, name, or date and name in **Back Office > Job Manager** and **Reports > Report Manager**.	Requires the *Monitor/delete site's jobs* permission.	The District Library Cataloger, District Textbooks Manager, District Resource Manager, District Patrons Manager and District Reports Creator can only view and delete the jobs they submitted.

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Manage Site Administration Options	Destiny Admin, Admin, Library Admin, Textbook Admin, Resource Admin	Manage patron homerooms, library vendors, departments and the principal in **Back Office > Site Configuration > Site Administration**	None	Departments and principal available only in Resource Manager.
Update Site Information	Destiny Admin, Admin	Edit the site's address and customer number, set up services, and change the logo in **Back Office > Site Configuration > Site Info**.	None	None
Manage locations	Destiny Admin, Admin, Textbook Admin, Resource Admin	Manage a site's locations in **Back Office > Site Configuration > Site Administration**	None	Only applies to the following: Destiny Resource Manager and Destiny Textbook Manager
Add/edit/delete Report Builder - general reports	Destiny Admin, District Library Cataloger, District Textbooks Manager, District Resource Manager, District Patrons Manager, District Reports Manager, Admin	Create and manage custom statistics reports. District managers can create district-wide reports, and make reports available to selected sites.	None	None
Update class information	Destiny Admin, Admin, Textbook Admin, Resource Admin	Add, edit and delete all class information, and transfer students and their checked-out textbooks to another class	None	Only applies to the following: Destiny Resource Manager and Destiny Textbook Manager

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
View Follett news	Destiny Admin, District Library Cataloger, District Textbooks Manager, District Resource Manager, District Patrons Manager, District Reports Manager, Admin, Library Admin, Textbook Admin, Resource Admin	Access news and promotions from Follett	None	None

Historical Info Access

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Access library checkout history	Destiny Admin	Access a patron's checkout history and a copy's checkout history.	To view library copy histories in Circulation, user also needs the *Library Materials - Library Circulation Access - View library item status* permission. To view patron histories in Circulation, user also needs the *Patrons - Patron Circulation Info Access - View patron status* permission. To view their own patron history in My Info, user also needs the *Patrons-Self-Empowered Patron Access - View own status* permission.	Only applies to the following: Destiny Library Manager
Access textbook checkout history	Destiny Admin	Access a patron's checkout history and a copy's checkout history.	To view textbook copy histories in Circulation, user also needs the *Textbooks - Textbook Circulation Access - View textbook item status* permission. To view patron histories in Circulation, user also needs the *Patrons-Patron Circulation Info Access - View patron status* permission. To view their own patron history in My Info, user also needs the *Patrons - Self-Empowered Patron Access - View own status* permission.	Only applies to the following: Destiny Textbook Manager

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Access media checkout history	Destiny Admin	Access a patron's checkout history and a copy's checkout history	To view media copy histories in Circulation, user also needs the *Media - Media Circulation Access - View media item status* permission. To view patron histories in Circulation, user also needs the *Patrons - Patron Circulation Info Access - View patron status* permission. To view their own patron history in My Info, user also needs the *Patrons - Self-Empowered Patron Access - View own status* permission.	Only applies to the following: Destiny Media Manager
Access Resource history	Destiny Admin	Access a patron's checkout history and an item's Transaction history.	To view item histories in Circulation, user also needs the *Resource - Resource Circulation Access - View resource item status* permission. To view patron histories in Circulation, user also needs the *Patrons - Patron Circulation Info Access - View patron status* permission. To view their own patron history in My Info, user also needs the *Patrons - Self-Empowered Patron Access - View own status* permission.	Only applies to the following: Destiny Resource Manager

Follett Community

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Access Follett Community	Destiny Admin	Access Follett Community	Requires registration to view some information and contribute to forums	None

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