## Follett Destiny®

## **Destiny Permissions**



## **Table of Contents**

Permissions	
Library Materials Permissions	3
Library Home Page	3
Library Catalog Search Access	3
Library Catalog Management	16
Library Circulation Access	24
Fine Management	27
Hold Management	29
Administrative Access	30
Resource Permissions	33
Resource Search Access	33
Resource Management	37
Resource Circulation Access	43
Fine Management	45
Administrative Access	46
Patrons Permissions	48
Patron Management	48
Patron Circulation Info Access	50
Administrative Access	52
Fine Management	54
Self-Empowered Patron Access	55
General Permissions	61
Help Access	61
Administrative Access	62
Historical Info Access	65
Follett Community	67



### **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

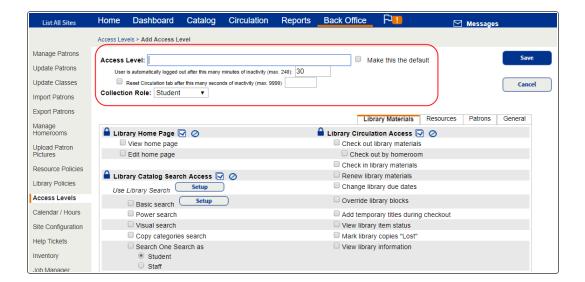
The access levels set up at the site during installation are:

- 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%20 Roles.htm

## **Library Materials Permissions**

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

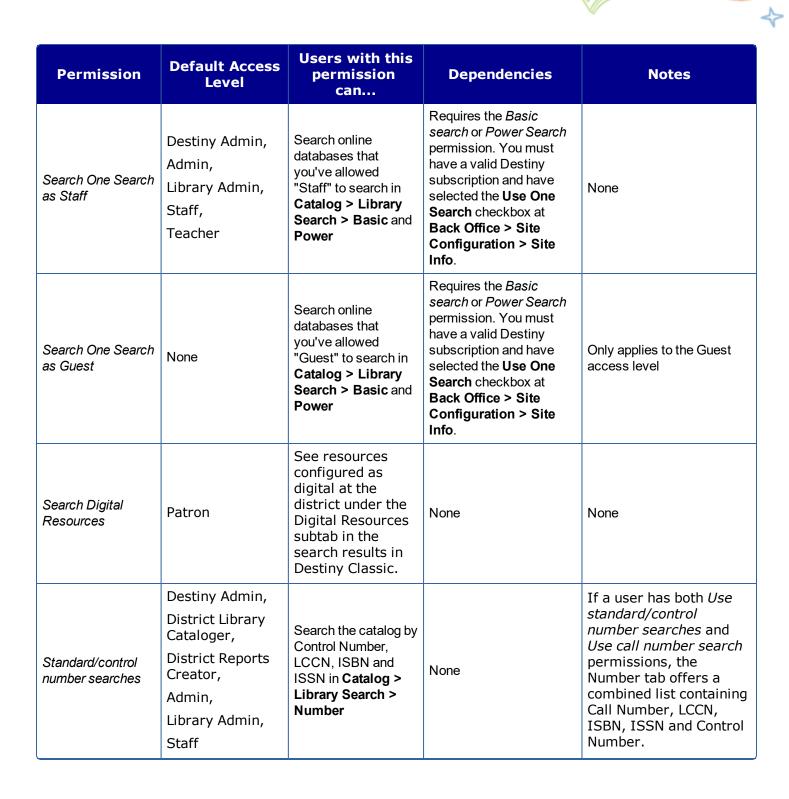
### **Library Home Page**

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 <i>View home page</i> permission.	None

### **Library Catalog Search Access**

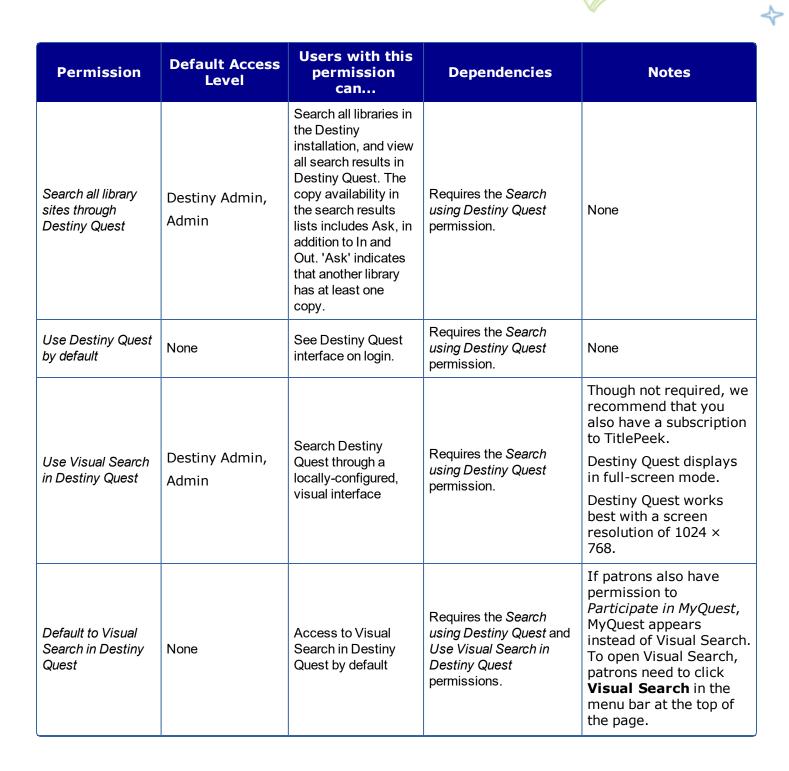
Permission	Default Access Level	Users with this permission can	Dependencies	Notes
Basic search	Destiny Admin, District Library Cataloger, Admin, Library Admin, Staff, Teacher, Patron, Guest	Search in Catalog > Library Search > Basic using basic search terms	None	None

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

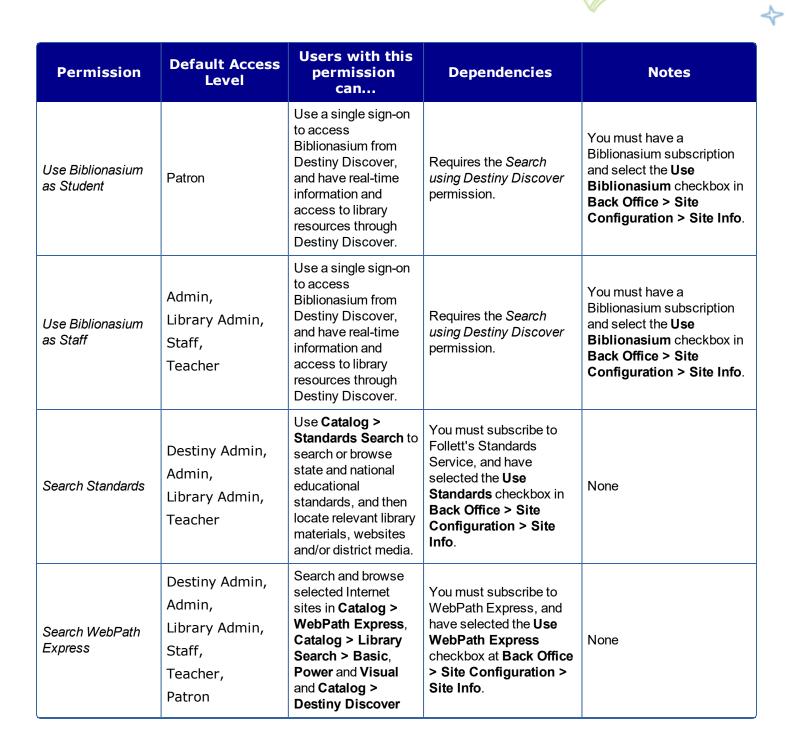


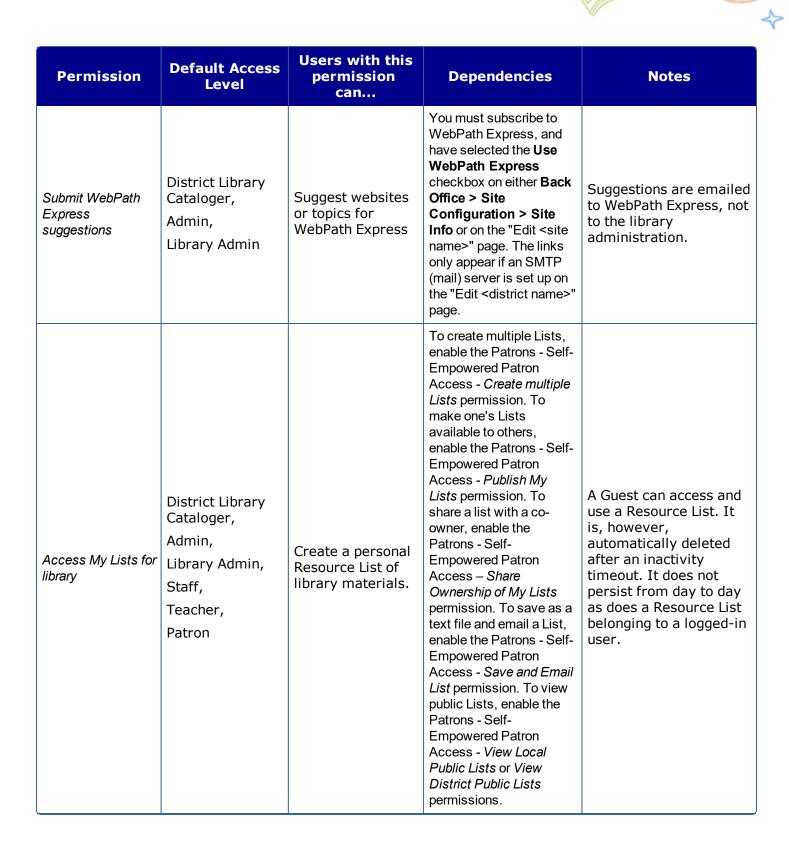
Permission	Default Access Level	Users with this permission can	Dependencies	Notes
Call number search	Destiny Admin, District Library Cataloger, Admin, Library Admin, Staff	Search the catalog by Call Number in Catalog > Library Search > Number	None	If a user has both <i>Use</i> standard/control number searches and <i>Use call number search</i> 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.

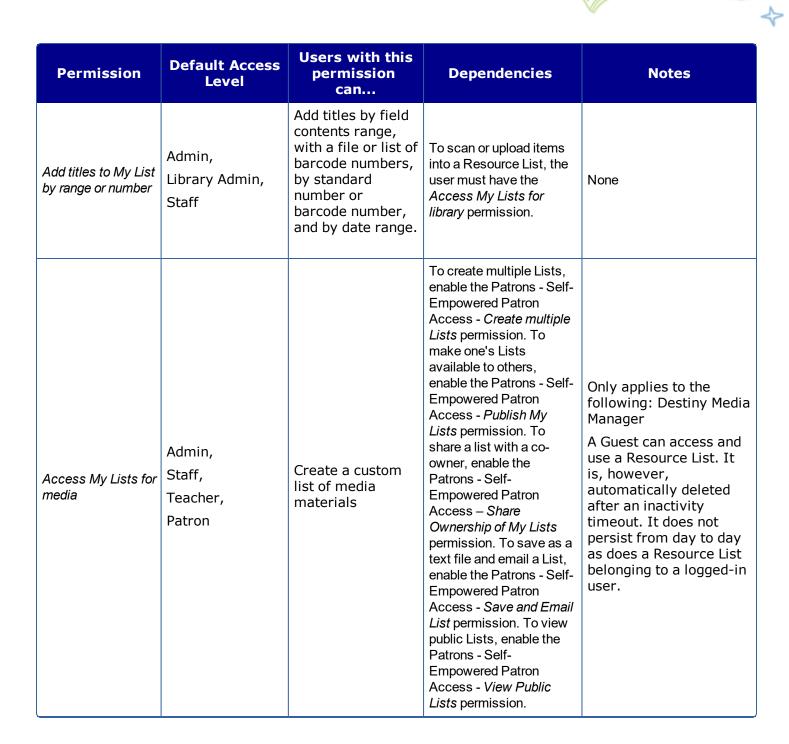
Permission	Default Access Level	Users with this permission can	Dependencies	Notes
Participate in MyQuest	Admin	Use MyQuest book club in Catalog > Destiny Quest, which lets them create "Have Read", "Now Reading", and "Want to Read" shelves, recommend books to other patrons, rate and review books, make 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



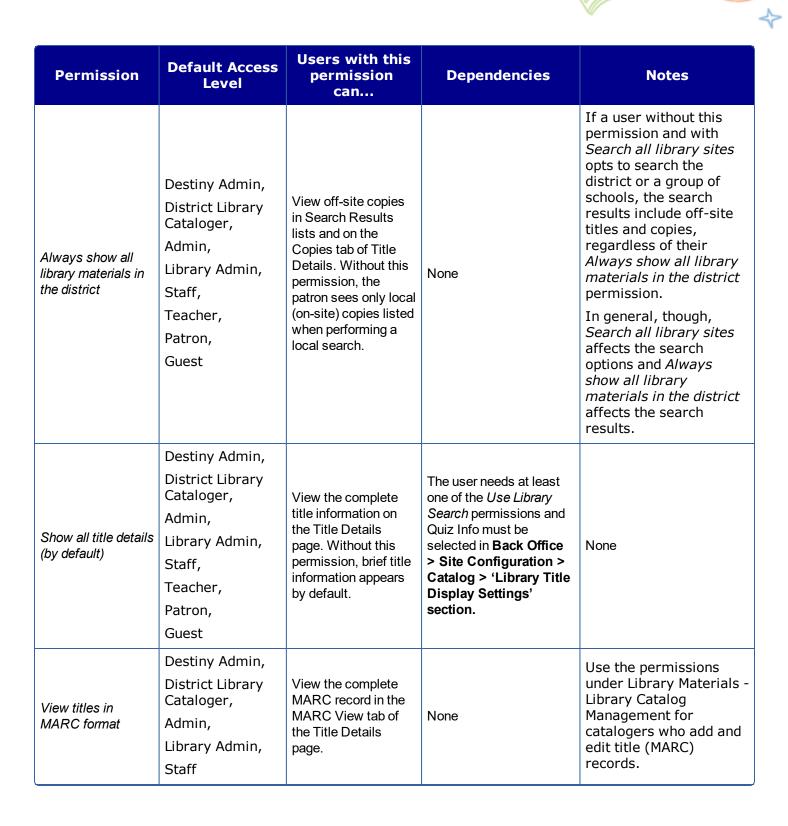
Permission	Default Access Level	Users with this permission can	Dependencies	Notes
Search Using Destiny Discover	Destiny Admin, Admin, Library Admin, Staff, Teacher, Patron, Guest	Search the Destiny Discover interface in Catalog > Destiny Discover	None	None
Search all library sites through Destiny Discover	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

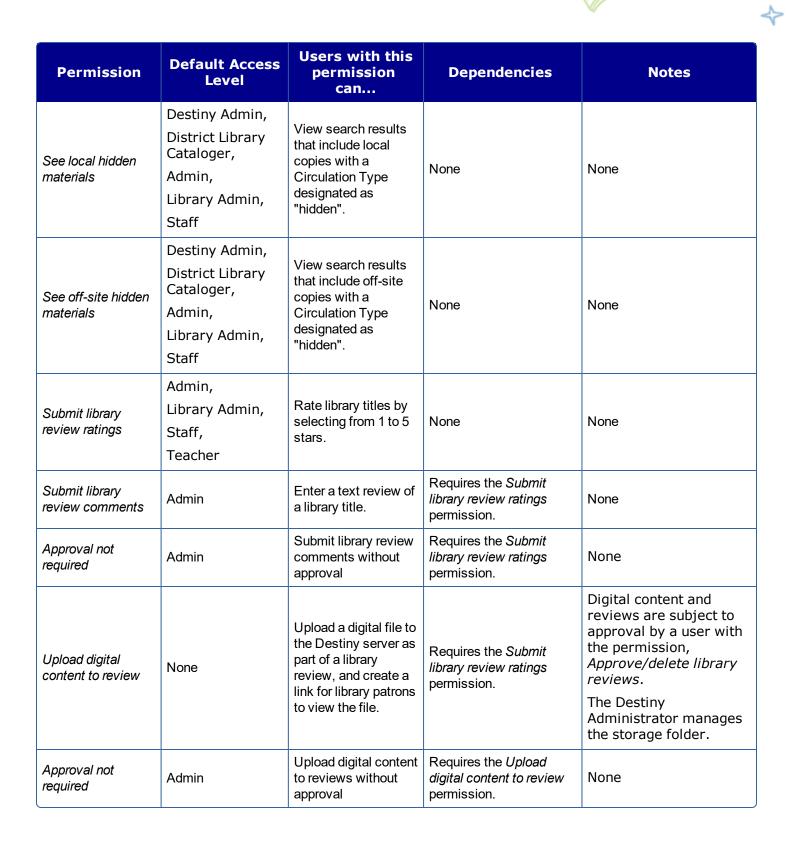






Permission	Default Access Level	Users with this permission can	Dependencies	Notes
Search all library sites	Destiny Admin, Admin, Library Admin, Staff, Teacher, Patron, Guest	Choose to search all libraries in the Destiny installation	None	If a user with this permission opts to search the district or a group of schools, the search results include offsite 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.
				Only applies to the following: Destiny Media Manager  If a user with this
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	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.

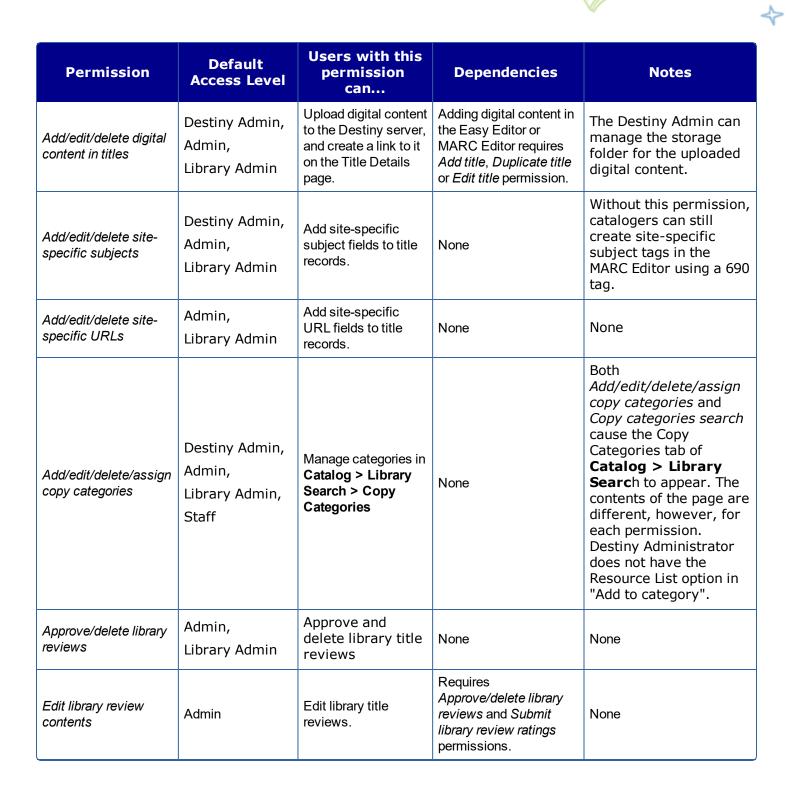


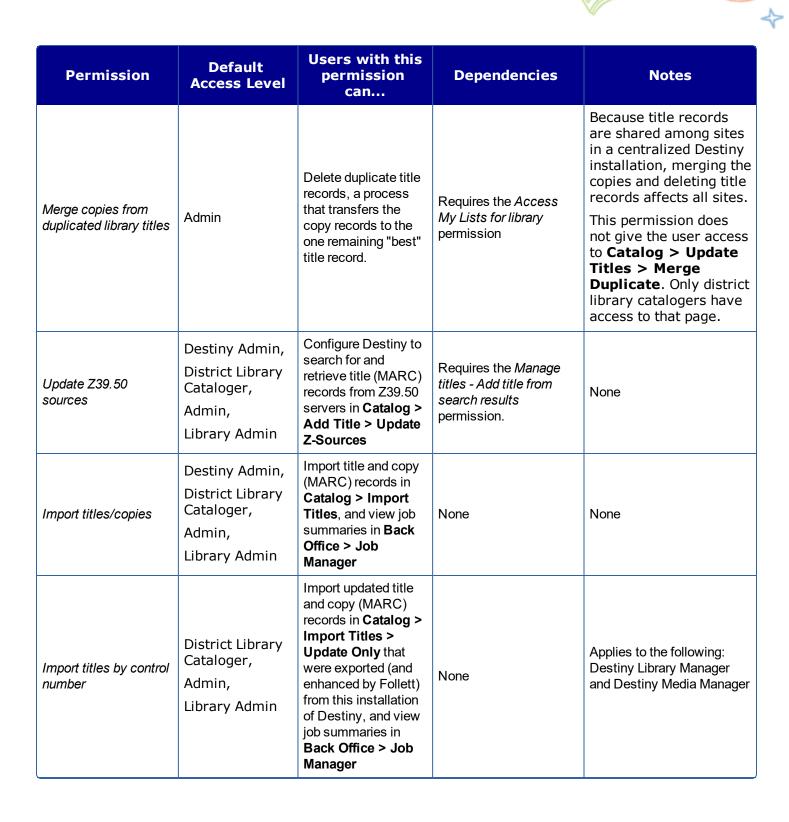


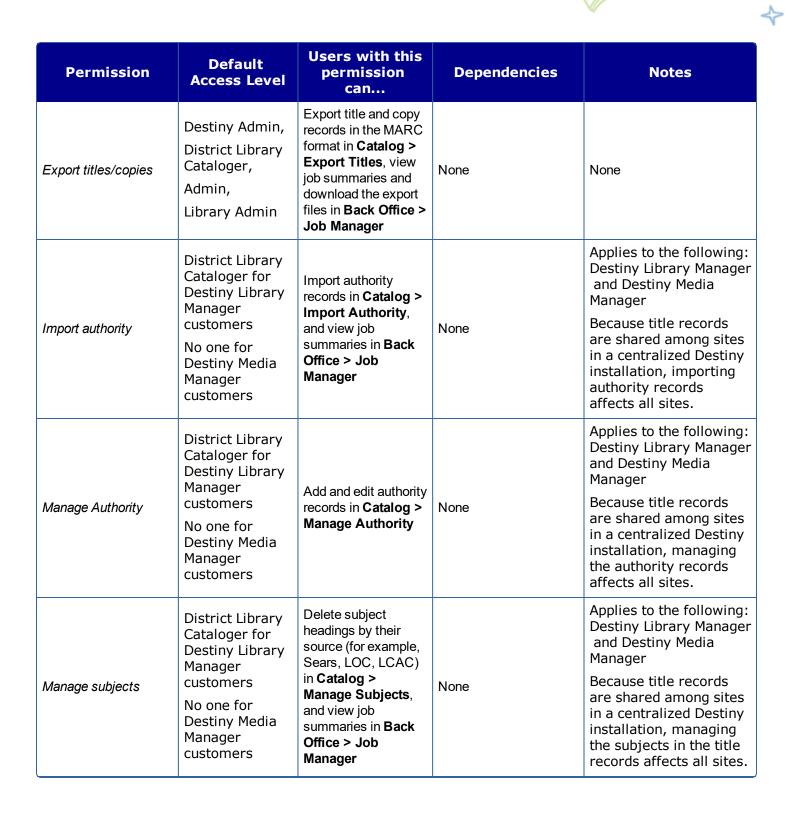
## **Library Catalog Management**

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 <i>View titles in MARC format</i> 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 <i>View titles in MARC format</i> 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 <i>View titles in MARC format</i> 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.

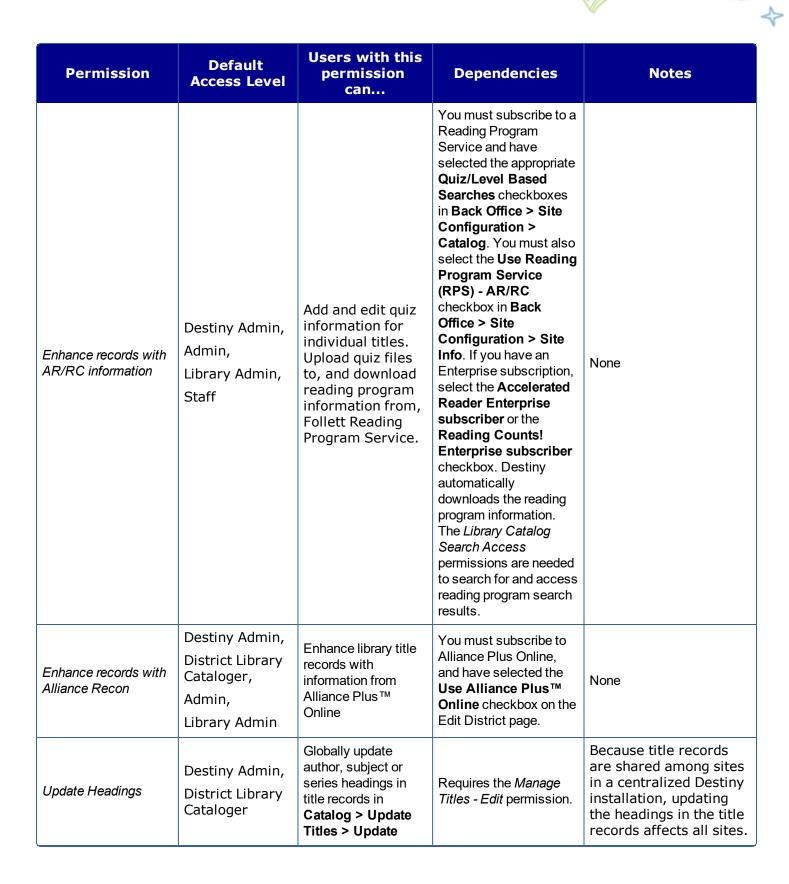
Permission	Default Access Level	Users with this permission can	Dependencies	Notes
Manage titles – Relate Library Titles	Destiny Admin, District Library Cataloger, Admin, Library Admin	View related titles' information that appears on the Title Details page if the title is in a group.	None	A title can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



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 <i>Manage</i> <i>Titles - Edit</i> 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	Destiny Admin, District Library	Remove title records that do not have local copies in Catalog > Update Titles > Remove Titles. If other sites have	Requires the General - Administrative Access-	None

Monitor/delete site's

jobs permission.

copies of a title, the

collection. If no other sites have copies, the title is deleted from the collection.

title remains in the

copies

Cataloger,

Library Admin

## **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, 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 <i>Check out library materials</i> 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 topborrowing patrons, homerooms, and grades, and topcirculating titles in Circulation >	None	None

Library Information.

## **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 copyspecific fine types, you must have this permission.
Pay library fines	Destiny Admin, Admin, Library Admin	Accept payment for library copyspecific 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



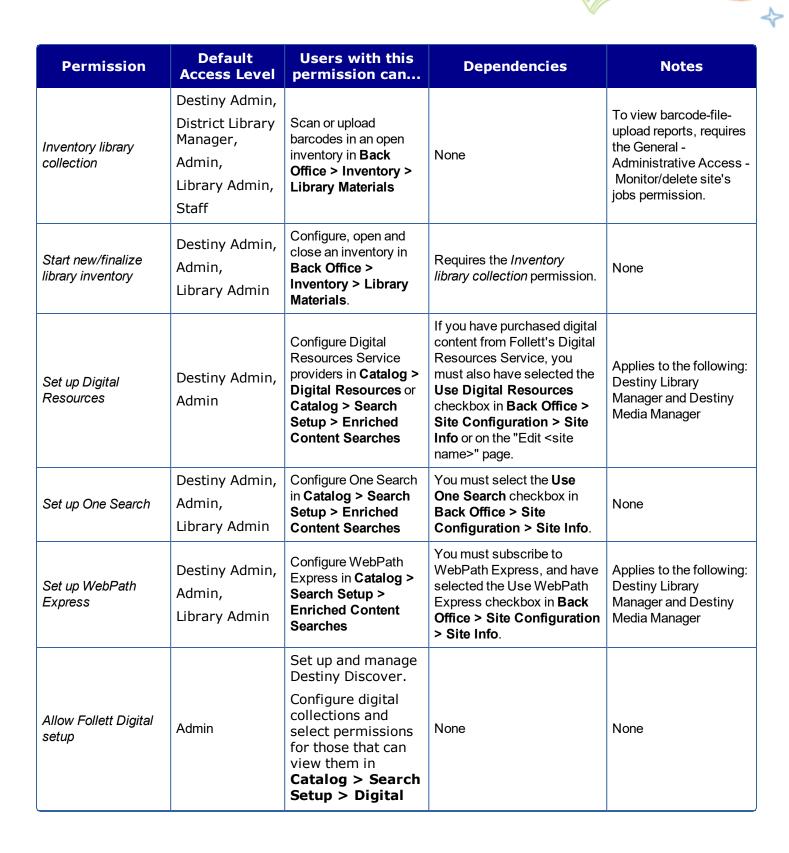
Permission	Default Access Level	Users with this permission can	Dependencies	Notes
Waive library fines	Destiny Admin, Admin, Library Admin	Waive library copy-specific fines.  If you automatically calculate fines for overdue items, the Pay/Waive link in the alert message appears when checking in an overdue 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 <b>Circulation</b> > <b>Holds/ILL</b> , 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 <b>Reports</b> > <b>Report Builder</b> . District managers can create district-wide reports and make reports available to selected sites.	Requires the <i>Generate library collection reports</i> 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.



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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 <b>Dashboard</b>	None	The information on the Dashboard is at-a-glance only. For detailed data, run the corresponding report found in <b>Reports</b> .

### **Resource Permissions**

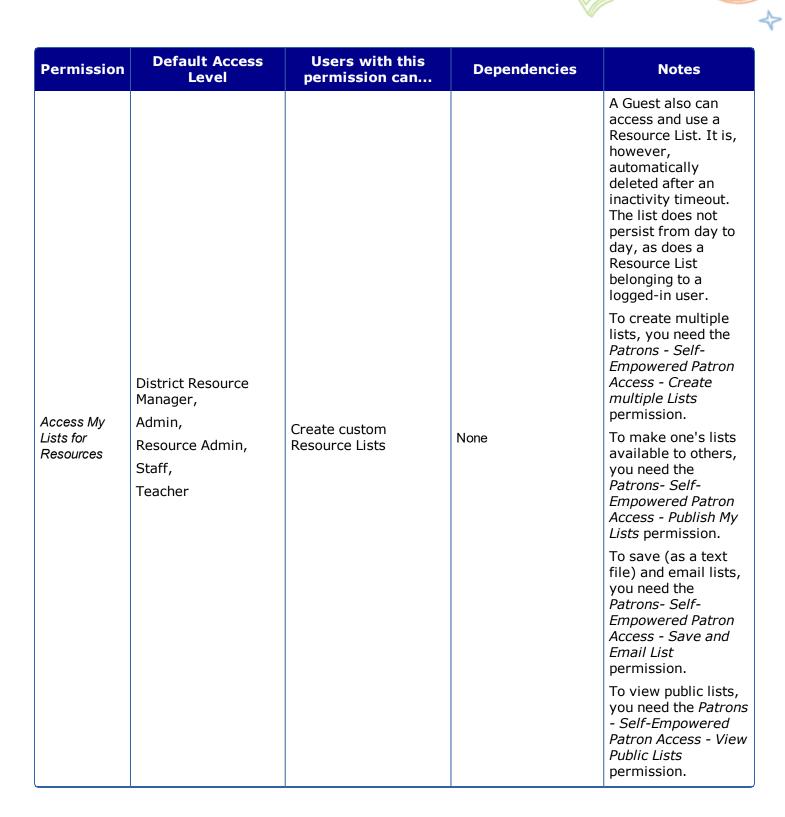
**Note:** Permissions apply to Destiny Resource Manager unless otherwise noted.

### **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 offsite 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.





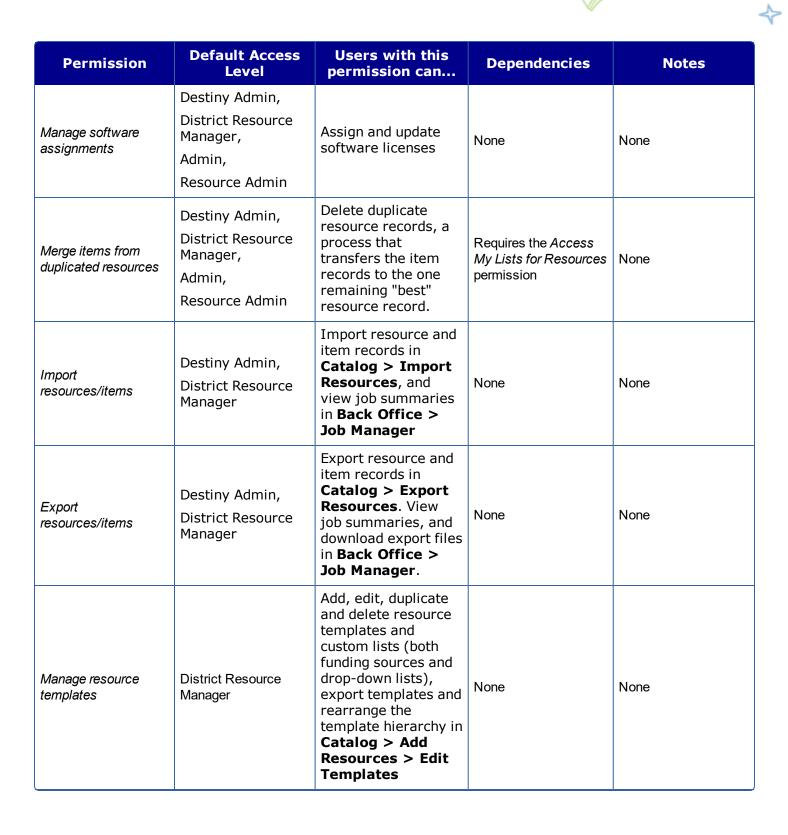
Permission	Default Access Level	Users with this permission can	Dependencies	Notes
Add Resources to My List by range or number	District Resource Manager, Admin, Resource Admin	Add items to a Resource List by barcode number, with a file or list of barcode numbers, or by a date range.	Requires the Access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

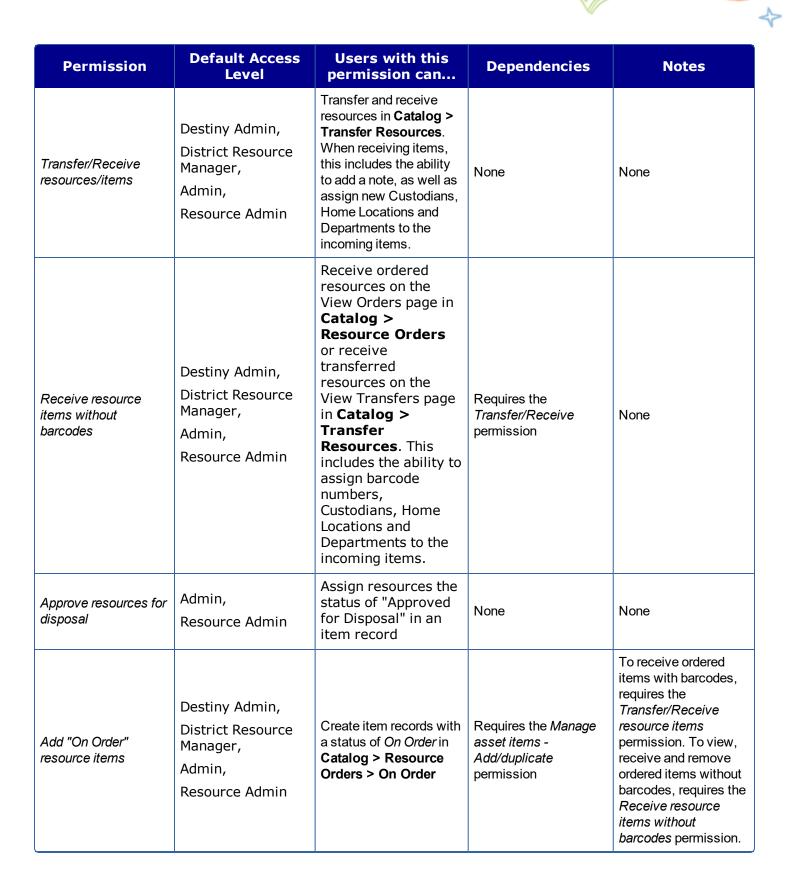
# Resource Management

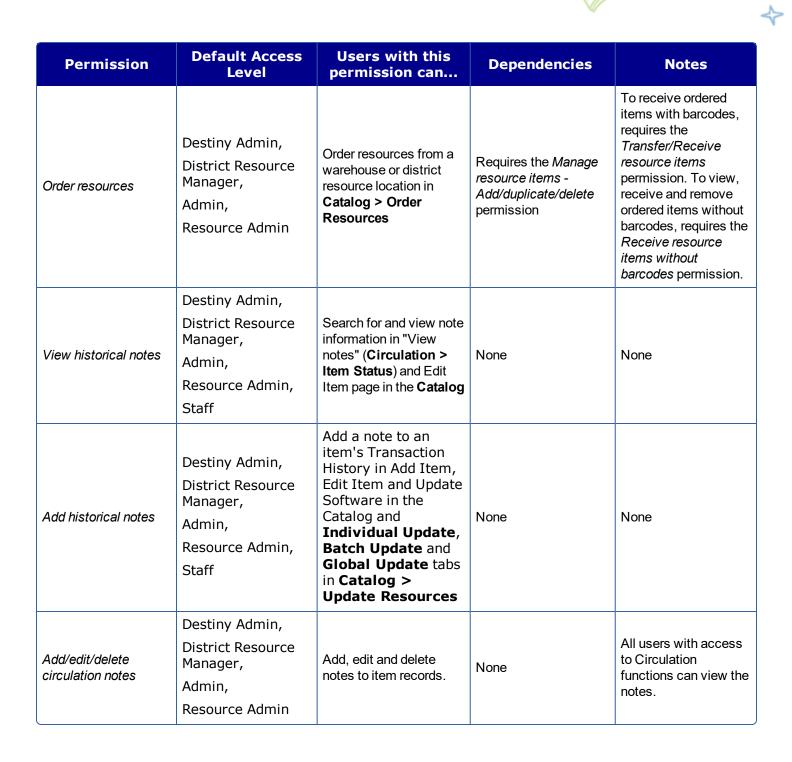
Permission	Default Access Level	Users with this permission can	Dependencies	Notes
Manage resource descriptions - Add/duplicate	Destiny Admin, District Resource Manager, Admin, Resource Admin, Staff	Create resource records in Catalog > Add Resource, and duplicate records on a Resource Details page	None	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 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







### **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.

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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 <b>Reports &gt; Patron</b> , see Patrons - Administrative Access - <i>Generate patron reports</i> .
Add/edit/delete Report Builder – resource reports	Destiny Admin, District Resource Manager, Admin, Resource Admin	Create and manage custom resource reports in <b>Reports &gt; Report Builder</b> .  District managers can create district-wide reports, and make reports available to selected sites.	Requires the <i>Generate</i> 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 <i>Inventory</i> 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 Inhand 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 <b>Dashboard</b> .	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 <b>Back Office</b> > <b>Manage Patrons</b> or by using the <b>Edit</b> 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 <i>Add/Edit</i> 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 <i>View patron status</i> 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
				Without this permission, users must enter a barcode number to retrieve a patron record in Circulation.
Barcode not	Destiny Admin, Admin, Library Admin,	Retrieve a patron record by keyword in Circulation using an <b>Only search</b> checkbox and adjacent list that contains fields in a		The user must also have at least one of the following permissions to access a page in Circulation:
required to find patrons Textbook Admin,	Textbook Admin, Resource Admin, Staff	patron record.  In Library Manager's Check Out (only), it also includes retrieving patrons by browsing a list of all patrons.		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
	Destiny Admin, Admin,	View a patron's circulation transaction information in Circulation >		
View patron status	Library Admin, Textbook Admin,	Patron Status. Use the Patron Status	None	None
	Resource Admin, Staff	button in Back Office > Manage Patrons and in various patron lists.		
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 <i>View</i> 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 <i>View</i> patron status permission.	Only applies to the following: Destiny Resource Manager
View media		View a patron's media checkouts in the "Items	Requires the View	Only applies to the following: Destiny

patron status

patron status

permission.

Requires the View

Requires the View

patron status

permission.

permission.

Out: Media" section of a

View a patron's textbook

checkouts in the "Items

View patron barcodes when searching for a

circulation - check out and

Out: Textbook" section of

patron record in

a patron record in

patron and during

Circulation.

Circulation.

check in

View media

View textbook

items out

View patron

barcodes

items out

Destiny Admin, Admin

Destiny Admin,

Textbook Admin

Destiny Admin,

Admin,

Admin

Media Manager (with or

without Destiny Library

Only applies to the

following: Destiny

Textbook Manager

Manager)

### **Administrative Access**

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

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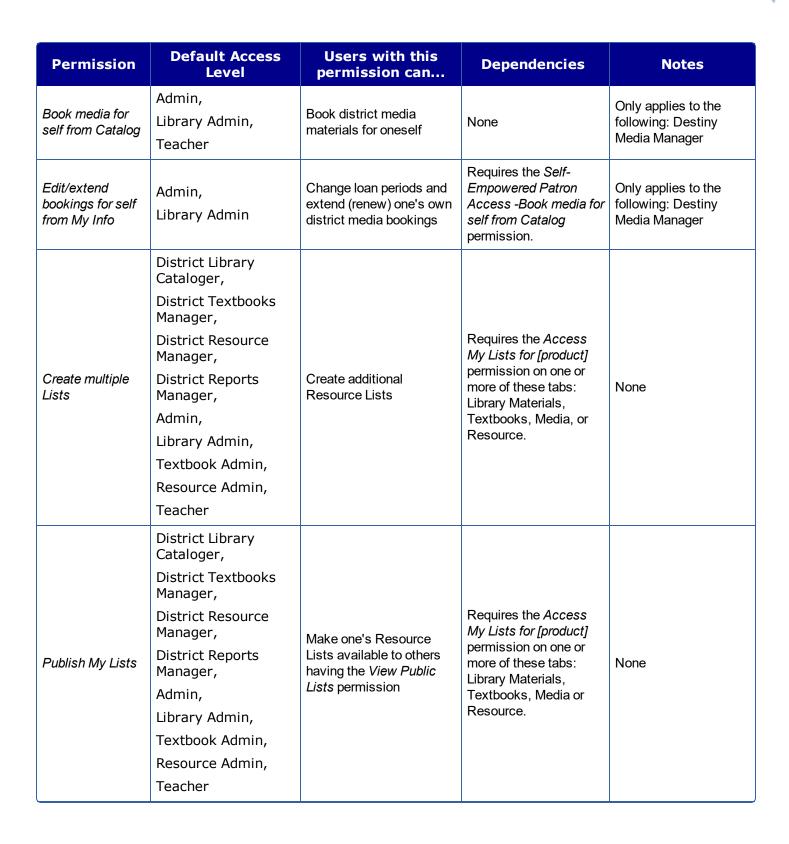
Permission	Default Access Level	Users with this permission can	Dependencies	Notes
Change patron site preferences	Destiny Admin, District Patrons Manager, Admin,	Configure the following setup options in Back Office > Site Configuration > Circulation:  Display patron pictures  Preferred Barcode Symbologies — Patrons  Customize User-Defined Patron Field	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
	Resource Admin	Names When searching for patrons in Circulation, display [patron fields].		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 <i>View</i> 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 <i>View</i> 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

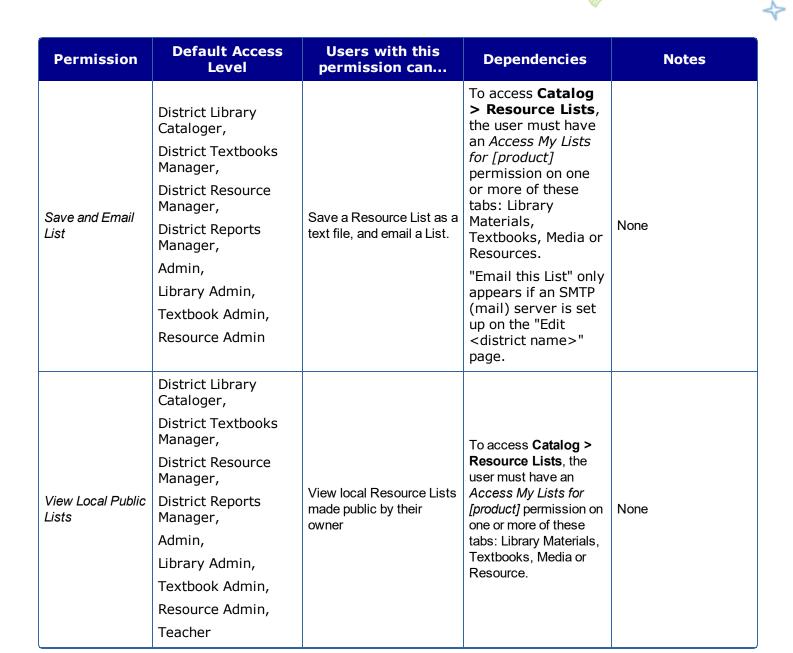
# **Self-Empowered Patron Access**

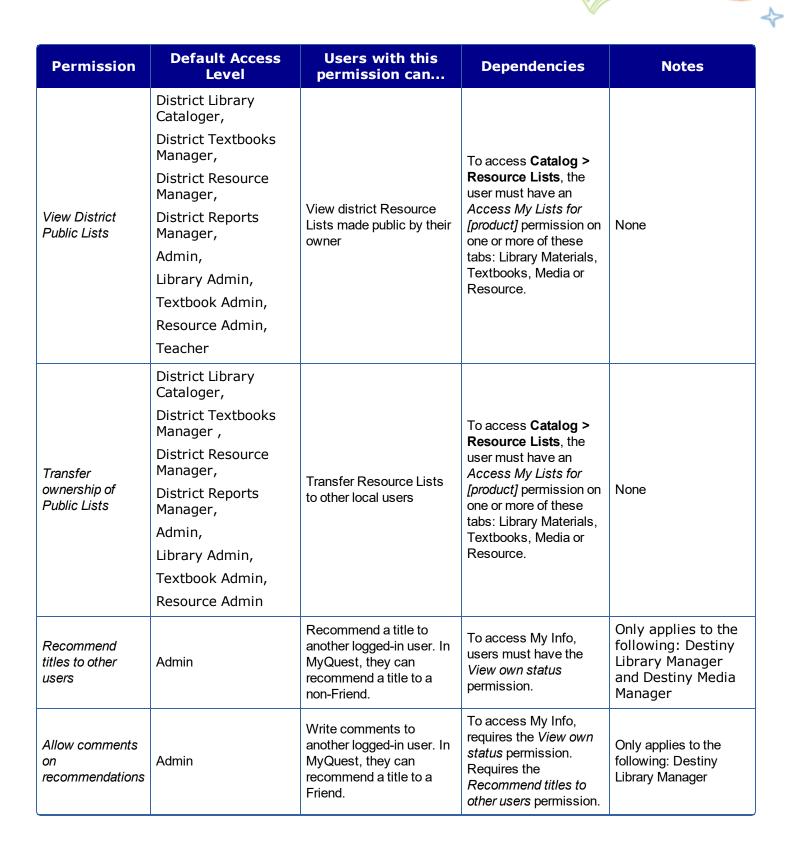
Permission	Default Access Level	Users with this permission can	Dependencies	Notes
View own status	Admin, Library Admin, Textbook Admin, Resource Admin, Staff, Teacher, Patron	View a list of one's own checkouts, fines, holds and bookings through My Info	None	None
Renew own library materials	Admin, Library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





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 and submit Help

tickets in Back Office >

resource on My Info page

Help Ticket or from a

Admin,

Resource Manager

Create Help

ticket for self

Library Manager

Only applies to the

following: Destiny

Resource Manager

Service Team must be

set up in Resource

Templates prior to

creating Help tickets

### **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 <b>Shop</b> 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.

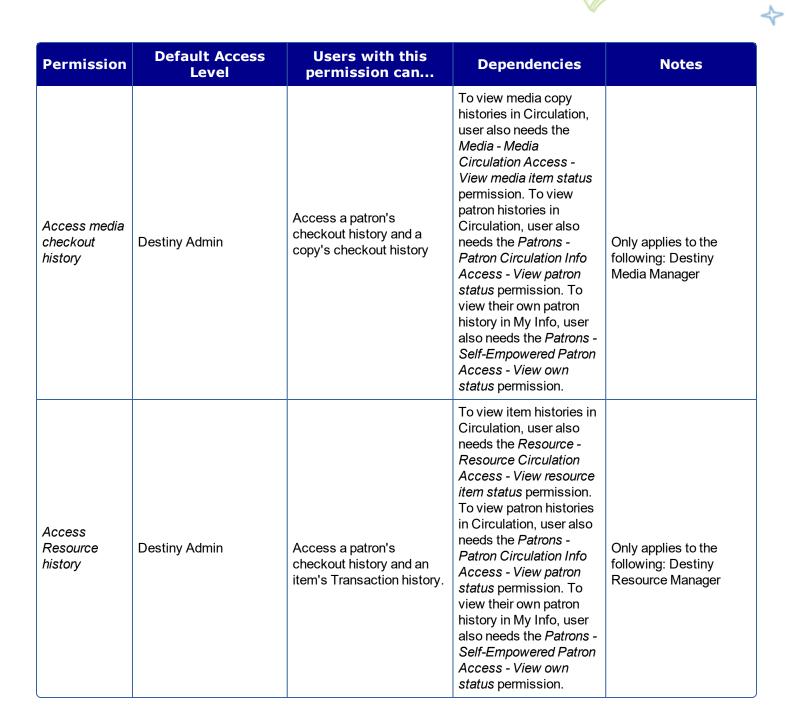
Permission	Default Access Level	Users with this permission can	Dependencies	Notes
Manage Site Administration Options	Destiny Admin, Admin, Library Admin, Textbook Admin, Resource Admin	Manage patron homerooms, library vendors, departments and the principal in Back Office > Site Configuration > Site Administration	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





# **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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