



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 a Site 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 Administrator
- Resource Administrator
- Teacher
- Staff
- Patron
- Guest

By default, these users are granted specific permissions. This document lists all available permissions on every sub-tab in **Admin > 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 **Admin > Access Levels**, and next to an access level, click **Edit**.

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

Home Dashboard Catalog Circulation Reports Admin Messages

Access Levels > Edit Patron Access

Manage Patrons
Update Patrons
Update Classes
Import Patrons
Export Patrons
Manage Homerooms
Upload Patron Pictures
Resource Policies
Library Policies
Access Levels
Calendar / Hours
Site Configuration
Help Tickets

Access Level: Patron Default Access Level **Save**

User is automatically logged out after this many minutes of inactivity (max. 480): **Cancel**

Self Circulation Access: ?

Reset Circulation tab after this many seconds of inactivity (max. 9999)

Display limited circulation information (Library only)

Suppress circulation messages (Library only)

Collection Role: Student ▼

	Library Materials	Resources	Patrons	General
Library Home Page <input checked="" type="checkbox"/> <input type="checkbox"/>	Library Circulation Access <input checked="" type="checkbox"/> <input type="checkbox"/>			
<input type="checkbox"/> View home page	<input type="checkbox"/> Check out library materials			
<input type="checkbox"/> Edit home page	<input type="checkbox"/> Check out by homeroom			
	<input checked="" type="checkbox"/> Check in library materials			
Library Catalog Search Access <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Renew library materials			
Use Library Search <input type="button" value="Setup"/>	<input type="checkbox"/> Change library due dates			
<input checked="" type="checkbox"/> Basic search <input type="button" value="Setup"/>	<input type="checkbox"/> Override library blocks			

Under the Access Level field, 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 protect patron information and privacy by selecting to:

- Set the number of seconds of inactivity before the Circulation tab resets.
- Display limited circulation information (Library only): Only patron first name, picture and last item checked out will show during checkout.
- Suppress circulation messages (Library only): Hold and block messages will direct patrons to talk to their librarian during checkout and checkin.

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Use the **Collection Role** drop-down to choose a role, which defines:

- The actions a user can perform in Collections by Destiny®.

Note: For more information, see Collections Help: <http://collectionshelp.follettsoftware.com/>

- The version of Destiny Discover® a user sees.

Note: For more information, see Destiny Discover Help: <http://destinydiscoverhelp.fsc.follett.com/>

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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
<i>View home page</i>	Destiny Administrator, Site Administrator, Library Administrator	View the library's home page	None	None
<i>Edit home page</i>	Destiny Administrator, Library Administrator	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
<i>Basic search</i>	Destiny Administrator, District Library Cataloger, Site Administrator, Library Administrator, Staff, Teacher, Patron, Guest	Search in Catalog > Library Search > Basic using basic search terms	None	None

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Power search</i>	Destiny Administrator, District Library Cataloger, District Reports Creator, Site Administrator, Library Administrator, Staff, Teacher, Patron, Guest	Search on Catalog > Library Search > Power using complex search terms, and apply limiters	None	Destiny Administrator, District Library Catalogers and District Reports Creators cannot limit searches by a reading program, if available.
<i>Visual search</i>	Destiny Administrator, Site Administrator, Library Administrator, 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.

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Copy categories search</i>	Destiny Administrator, Site Administrator, Library Administrator, 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 <i>Add/edit/delete/assign categories</i> and <i>Copy categories search</i> cause Catalog > Library Search > Categories to appear. The contents of the page are different, however, for each permission.
<i>Search One Search as Student</i>	Patron	Search online databases that you've allowed "Students" to search in Catalog > Library Search > Basic and Power	Requires the <i>Basic search</i> or <i>Power Search</i> permission. You must have a valid Destiny subscription and have selected the Use One Search checkbox at Admin > Site Configuration > Site Info .	None

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

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Call number search</i>	Destiny Administrator, District Library Cataloger, Site Administrator, Library Administrator, Staff	Search the catalog by Call Number in Catalog > Library Search > Number	None	If a user has both <i>Use standard/control number searches</i> and <i>Use call number search</i> permissions, the Number tab offers a combined list containing Call Number, LCCN, ISBN, ISSN and Control Number.
<i>Barcode search</i>	Destiny Administrator, District Library Cataloger, Site Administrator, Library Administrator, Staff	Search by copy barcode number in Catalog > Library Search > Barcode	None	None
<i>Brief records search</i>	Destiny Administrator, District Library Cataloger, Site Administrator, Library Administrator	Search the catalog for brief records in Catalog > Library Search > Brief Records	None	None

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Search Using Destiny Discover</i>	Destiny Administrator, Site Administrator, Library Administrator, Staff, Teacher, Patron, Guest	Search the Destiny Discover interface in Catalog > Destiny Discover .	None	None
<i>Search all library sites through Destiny Discover</i>	Site Administrator	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 <i>Search using Destiny Discover</i> permission.	None
<i>Use Destiny Discover by default</i>	None	Display and use the Destiny Discover interface by default.	Requires the <i>Search using Destiny Discover</i> permission.	None
<i>Search curriculum tags</i>	Site Administrator, Library Administrator, Staff, Teacher	Search Curriculum Tag information in Destiny Discover.	Requires the <i>Search using Destiny Discover</i> permission.	None

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Search Open Educational Resources (OER)</i>	Site Administrator, Library Administrator, Staff, Teacher, Patron	View and open Open Educational Resources in Destiny Discover.	Requires the <i>Search using Destiny Discover</i> permission.	None
<i>Use Biblionasium as Student</i>	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 <i>Search using Destiny Discover</i> permission.	You must have a Biblionasium subscription and select the Use Biblionasium checkbox in Admin > Site Configuration > Site Info .
<i>Use Biblionasium as Staff</i>	Site Administrator, Library Administrator, 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 <i>Search using Destiny Discover</i> permission.	You must have a Biblionasium subscription and select the Use Biblionasium checkbox in Admin > Site Configuration > Site Info .
<i>Search Standards</i>	Destiny Administrator, Site Administrator, Library Administrator, 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 Admin > Site Configuration > Site Info .	None

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Search WebPath Express</i>	Destiny Administrator, Site Administrator, Library Administrator, 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 Admin > Site Configuration > Site Info .	None
<i>Submit WebPath Express suggestions</i>	District Library Cataloger, Site Administrator, Library Administrator	Suggest websites or topics for WebPath Express	You must subscribe to WebPath Express, and have selected the Use WebPath Express checkbox on either Admin > 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.

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Access My Lists for library</i>	District Library Cataloger, Site Administrator, Library Administrator, Staff, Teacher, Patron	Create a personal Resource List of library materials.	In the Patrons - Self-Empowered Patron Access section, enable: <i>Create multiple Lists</i> permission, to create multiple Lists; <i>Publish My Lists</i> permission, to make one's Lists available to others; <i>Share Ownership of My Lists</i> permission, to share a list with a co-owner; <i>Save and Email List</i> permission, to save as a text file and email a List; <i>View Local Public Lists</i> or <i>View District Public Lists</i> permissions to view public Lists.	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.
<i>Add titles to My List by range or number</i>	Site Administrator, Library Administrator, 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 <i>Access My Lists for library</i> permission.	None

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Access My Lists for media</i>	Site Administrator, Staff, Teacher, Patron	Create a custom list of media materials.	To create multiple Lists, enable the Patrons - Self-Empowered Patron Access - <i>Create multiple Lists</i> permission. To make Lists available to others, enable the Patrons - Self-Empowered Patron Access - <i>Publish My Lists</i> permission. To have a co-owner, enable the Patrons - Self-Empowered Patron Access - <i>Share Ownership of My Lists</i> permission. To save as a text file and email a List, enable the Patrons - Self-Empowered Patron Access - <i>Save and Email List</i> permission. To view public Lists, enable the Patrons - Self-Empowered Patron Access - <i>View Public Lists</i> permission.	Applies to Destiny Media Manager. A Guest can access and use a Resource List. The Resource List is automatically deleted after an inactivity timeout. Unlike a Resource List for a logged-in user, a Guest's Resource List is not saved.

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Search all library sites</i>	Destiny Administrator, Site Administrator, Library Administrator, 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 <i>Always show all library materials in the district</i> permission. In general, though, <i>Search all library sites</i> affects the search options and <i>Always show all library materials in the district</i> affects the search results.

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Search all district media sites (from a district media center)</i>	Destiny Administrator, Site Administrator, Staff, Teacher, Patron, Guest	Choose to search all district media centers in the Destiny installation.	None	Applies to 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 <i>Always show all media in the district</i> permission. In general, <i>Search all media sites</i> affects the search options and <i>Always show all media in the district</i> affects the search results.

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Always show all library materials in the district</i>	Destiny Administrator, District Library Cataloger, Site Administrator, Library Administrator, 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 <i>Search all library sites</i> opts to search the district or a group of schools, the search results include off-site titles and copies, regardless of their <i>Always show all library materials in the district</i> permission. In general, <i>Search all library sites</i> affects the search options and <i>Always show all library materials in the district</i> affects the search results.
<i>Show all title details (by default)</i>	Destiny Administrator, District Library Cataloger, Site Administrator, Library Administrator, 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 <i>Use Library Search</i> permissions and Quiz Info must be selected in Admin > Site Configuration > Catalog > 'Library Title Display Settings' section.	None

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>View titles in MARC format</i>	Destiny Administrator, District Library Cataloger, Site Administrator, Library Administrator, 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.
<i>See local hidden materials</i>	Destiny Administrator, District Library Cataloger, Site Administrator, Library Administrator, Staff	View search results that include local copies with a Circulation Type designated as "hidden".	None	None
<i>See off-site hidden materials</i>	Destiny Administrator, District Library Cataloger, Site Administrator, Library Administrator, Staff	View search results that include off-site copies with a Circulation Type designated as "hidden".	None	None
<i>Submit library review ratings</i>	Site Administrator, Library Administrator, Staff, Teacher	Rate library titles by selecting from 1 to 5 stars.	None	None

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Submit library review comments</i>	Site Administrator	Enter a text review of a library title.	Requires the <i>Submit library review ratings</i> permission.	None
<i>Approval not required</i>	Site Administrator	Submit library review comments without approval	Requires the <i>Submit library review ratings</i> permission.	None
<i>Upload digital content to review</i>	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 <i>Submit library review ratings</i> permission.	Digital content and reviews are subject to approval by a user with the permission, <i>Approve/delete library reviews</i> . The Destiny Administrator manages the storage folder.
<i>Approval not required</i>	Site Administrator	Upload digital content to reviews without approval	Requires the <i>Upload digital content to review</i> permission.	None

Library Catalog Management

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Manage titles - Add title from search results</i>	Destiny Administrator, District Library Cataloger, Site Administrator, Library Administrator	Add title records found in a search of the district collection, Alliance Plus, or Z-Sources in Catalog > Add Title .	None	None
<i>Manage titles - Add new title after searching</i>	Destiny Administrator, District Library Cataloger, Site Administrator, Library Administrator	Add title records after first searching for existing records.	Requires the <i>Add title from search results</i> permission.	This permission includes the <i>View titles in MARC format</i> permission.
<i>Manage titles - Add new title without searching</i>	Destiny Administrator, District Library Cataloger	Add title records without first searching for existing records.	Requires the <i>Add title from search results</i> and <i>Add new title after searching</i> permissions.	None
<i>Manage titles - Duplicate</i>	Destiny Administrator, District Library Cataloger, Site Administrator, Library Administrator	Duplicate title records.	None	This permission includes the <i>View titles in MARC format</i> permission.

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Manage titles - Edit</i>	Destiny Administrator, District Library Cataloger, Site Administrator, Library Administrator	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.
<i>Manage titles - Delete</i>	Destiny Administrator, District Library Cataloger, Site Administrator, Library Administrator	Delete title records	None	This permission includes the ability to delete the title's copies, even if the user does not have the <i>Manage copies – Delete</i> permission.
<i>Manage titles – Relate library titles</i>	Destiny Administrator, District Library Cataloger, Site Administrator, Library Administrator	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 .
<i>Manage titles – Access to Titlewave</i>	Destiny Administrator, District Library Cataloger, Site Administrator, Library Administrator	Access Titlewave account through Catalog > Titlewave > Use Titlewave .	None	Buttons are links that will take you to Follett Titlewave.

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Manage copies - Add/duplicate</i>	Destiny Administrator, District Library Cataloger, Site Administrator, Library Administrator	Add copy-specific information for materials in your collection.	None	Required fields are Number Copies, Starting Barcode and Call Number.
<i>Manage copies - Edit</i>	Destiny Administrator, District Library Cataloger, Site Administrator Library Administrator	Edit an existing copy record in the catalog.	None	None
<i>Manage copies - Delete</i>	Destiny Administrator, District Library Cataloger, Site Administrator, Library Administrator	Delete a copy record from the catalog.	None	None
<i>Add to purchasing wish list</i>	Site Administrator, Library Administrator	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, <i>View/delete wish list entries.</i>

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>View/delete wish list entries</i>	Site Administrator, Library Administrator	Manage library titles Wish List recommendations.	Requires the <i>Generate library collection reports</i> permission.	None
<i>Add/edit/delete digital content in titles</i>	Destiny Administrator, Site Administrator, Library Administrator	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 <i>Add title</i> , <i>Duplicate title</i> or <i>Edit title</i> permission.	The Destiny Administrator can manage the storage folder for the uploaded digital content.
<i>Add/edit/delete site-specific subjects</i>	Destiny Administrator, Site Administrator, Library Administrator	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.
<i>Add/edit/delete site-specific URLs</i>	Site Administrator, Library Administrator	Add site-specific URL fields to title records.	None	None

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Add/edit/delete/assign copy categories</i>	Destiny Administrator, Site Administrator, Library Administrator, Staff	Manage categories in Catalog > Library Search > Copy Categories .	None	Both <i>Add/edit/delete/assign copy categories</i> and <i>Copy categories search</i> cause the Copy Categories sub-tab of Catalog > Library Search to appear. The contents of the page are different, for each permission. Destiny Administrator does not have the Resource List option in "Add to category".
<i>Approve/delete library reviews</i>	Site Administrator, Library Administrator	Approve and delete library title reviews.	None	None
<i>Edit library review contents</i>	Site Administrator	Edit library title reviews.	Requires <i>Approve/delete library reviews</i> and <i>Submit library review ratings</i> permissions.	None

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Merge copies from duplicated library titles</i>	Site Administrator	Delete duplicate title records, a process that transfers the copy records to the one remaining "best" title record.	Requires the <i>Access My Lists for library</i> 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.
<i>Update Z39.50 sources</i>	Destiny Administrator, District Library Cataloger, Site Administrator, Library Administrator	Configure Destiny to search for and retrieve title (MARC) records from Z39.50 servers in Catalog > Add Title > Update Z-Sources .	Requires the <i>Manage titles - Add title from search results</i> permission.	None
<i>Import titles/copies</i>	Destiny Administrator, District Library Cataloger, Site Administrator, Library Administrator	Import title and copy (MARC) records in Catalog > Import Titles , and view job summaries in Admin > Job Manager .	None	None

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Import titles by control number</i>	District Library Cataloger, Site Administrator, Library Administrator	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 Admin > Job Manager .	None	Applies to Destiny Library Manager and Destiny Media Manager.
<i>Export titles/copies</i>	Destiny Administrator, District Library Cataloger, Site Administrator, Library Administrator	Export title and copy records in the MARC format in Catalog > Export Titles , view job summaries and download the export files in Admin > Job Manager .	None	None
<i>Import authority</i>	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 Admin > Job Manager .	None	Applies to 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.

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Manage authority</i>	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 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.
<i>Manage subjects</i>	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 Admin > Job Manager .	None	Applies to 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.
<i>Edit MARC Templates</i>	Destiny Administrator 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 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.

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Receive library copies</i>	Destiny Administrator, Site Administrator, Library Administrator	Receive transferred library copies in Catalog > Update > Receive .	None	None
<i>View library copy notes</i>	Destiny Administrator, District Library Cataloger, Site Administrator, Library Administrator, Staff	View any copy notes in Circulation > Check Out, Check In and Copy Status .	Requires either Library Circulation Access - <i>View library item status</i> or <i>Check out library materials</i> permission.	Copy notes created.
<i>Add/edit/hide/delete library copy notes</i>	Destiny Administrator, District Library Cataloger, Site Administrator, Library Administrator, Staff	Manage copy notes.	Requires the <i>Manage copies - Add/duplicate</i> or <i>Manage copies - Edit</i> permission.	None

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Enhance records with AR/RC information</i>	Destiny Administrator, Site Administrator, Library Administrator, 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 Admin > Site Configuration > Catalog . You must also select the Use Reading Program Service (RPS) - AR/RC checkbox in Admin > 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	None

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
			<i>Library Catalog Search Access</i> permissions are needed to search for and access reading program search results.	
<i>Enhance records with Alliance Recon</i>	Destiny Administrator, District Library Cataloger, Site Administrator, Library Administrator	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
<i>Update headings</i>	Destiny Administrator, District Library Cataloger	Globally update author, subject or series headings in title records in Catalog > Update Titles > Update	Requires the <i>Manage Titles - Edit</i> permission.	Because title records are shared among sites in a centralized Destiny installation, updating the headings in the title records affects all sites.
<i>Globally update material type</i>	Destiny Administrator, District Library Cataloger	Globally update material types in title records in Catalog > Update Titles > Update	Requires the <i>Manage 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.

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Remove titles without copies</i>	Destiny Administrator, District Library Cataloger, Library Administrator	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- <i>Monitor/delete site's jobs</i> permission.	None

Library Circulation Access

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Check out library materials</i>	Destiny Administrator, Site Administrator, Library Administrator, 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 - <i>Patron Circulation Info Access - Barcode not required</i> to find patrons. To check out by Homeroom, also requires the <i>Check out by homeroom</i> permission. For Circulation > Offline Circulation to appear, requires the following permissions: <i>Check out library materials</i> , <i>Check in library materials</i> , and <i>General - Administrative Access - Monitor/delete site's jobs</i> .
<i>Check out by homeroom</i>	Destiny Administrator, Administrator	Retrieve patrons by selecting their homeroom in Circulation > Check Out > By Homeroom	Requires the <i>Check out library materials</i> permission.	None

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Check in library materials</i>	Destiny Administrator, Site Administrator, Library Administrator, Staff	Check in library materials in Circulation > Check In	None	Circulation > Offline Circulation , requires the following permissions: <i>Check out library materials</i> , <i>Check In library materials</i> , and General - Administrative Access - Monitor/delete site's jobs.
<i>Renew library materials</i>	Destiny Administrator, Site Administrator, Library Administrator, Staff	Renew checked-out library materials in Circulation > Renew	None	None
<i>Change library due dates</i>	Destiny Administrator, Site Administrator, Library Administrator, Staff	Change due dates in Circulation > Check Out and Renew	Requires one of the following permissions: <i>Check out library materials</i> or <i>Renew library materials</i>	None
<i>Override library blocks</i>	Destiny Administrator, Site Administrator, Library Administrator, Staff	Override circulation blocks	Requires the <i>Check out library materials</i> permission. To override blocks during renewals, also requires the <i>Renew library materials</i> permission.	None

Destiny®

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Add temporary titles during checkout</i>	Destiny Administrator, Site Administrator, Library Administrator, 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 - <i>Add title from search results</i> and the <i>Check out library materials</i> permissions can add temporary and permanent titles in Circulation > Check Out , regardless of this permission.
<i>View library item status</i>	Destiny Administrator, Site Administrator, Library Administrator, Staff	Retrieve and view library copy records in Circulation > Copy Status	None	None
<i>Mark library copies "Lost"</i>	Destiny Administrator, Site Administrator, Library Administrator, Staff	Change the status of a copy to "Lost"	Requires at least one of these permissions for Circulation: <i>Check out library materials</i> , <i>Check in library materials</i> , <i>View library item status</i> or <i>View patron status</i> .	None

Destiny®

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>View library information</i>	Destiny Administrator, Site Administrator, Library Administrator, 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
<i>View library fines</i>	Destiny Administrator, Site Administrator, Library Administrator, Staff	View library copy-specific fines in Circulation > Fines and the Fines section of a patron record in Circulation > Patron Status	None	None
<i>Add library fines</i>	Destiny Administrator, Site Administrator, Library Administrator	Change the fine amount when marking a checked-out copy Lost. Assess library copy-specific fines, and manage copy-specific fine types.	Requires the <i>View library fines</i> permission. Accessing Patron Status requires the <i>View patron status</i> permission.	To access the Manage Fine Types page where you can create, edit, and delete copy-specific fine types, you must have this permission.

Destiny®

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Pay library fines</i>	Destiny Administrator, Site Administrator, Library Administrator	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 <i>View library fines</i> permission. Accessing Patron Status requires the <i>View patron status</i> permission.	None
<i>Waive library fines</i>	Destiny Administrator, Site Administrator, Library Administrator	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 <i>View library fines</i> permission. Accessing Patron Status requires the <i>View patron status</i> permission.	None
<i>Delete library fines</i>	Destiny Administrator, Site Administrator, Library Administrator,	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 <i>View library fines</i> permission. Accessing Patron Status requires the <i>View patron status</i> permission.	None

Hold Management

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>View any patron's holds</i>	Destiny Administrator, Site Administrator, Library Administrator, Staff	View library holds in Circulation > Holds/ILL , the Holds section of a Patron Status page and the Copy Status page	None	None

Destiny®

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Add/edit/delete holds for patrons</i>	Destiny Administrator, Site Administrator, Library Administrator, Staff	View, create, edit and delete holds in Circulation > Holds/ILL , the Holds section of a Patron Status page.		If the user does not have the <i>View any patron's holds</i> 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 Admin > Site Configuration > Circulation .
<i>Place multiple holds for patrons</i>	Site Administrator, Library Administrator, Staff	Place multiple holds on the same title or copies of a Related Title Group.	Requires the <i>Add/edit/delete holds for patrons</i> 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
<i>Generate library collection reports</i>	Destiny Administrator, District Library Cataloger, District Reports Manager, Administrator, Library Administrator, Staff	Generate and view library reports in Reports > Library Reports, Report Builder, and Report Manager and Admin > Job Manager .	To delete reports (jobs), requires the General - Administrative Access - <i>Monitor/delete site's jobs</i> permission. Users with this permission but without the <i>Add/edit/delete Report Builder - library reports</i> 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 - <i>Generate patron reports</i> .
<i>Add/edit/delete Report Builder - library reports</i>	Destiny Administrator, District Library Cataloger, District Reports Manager, Site Administrator, Library Administrator	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 <i>Generate library collection reports</i> permission.	None
<i>Add/edit/delete library policies</i>	Destiny Administrator, Site Administrator, Library Administrator	Create and configure Patron Types and Circulation Types, and their loan periods, fines and holds limits in Admin > Library Policies .	None	None

Destiny®

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Change library site preferences</i>	Destiny Administrator, Site Administrator	Configure library settings in Admin > Site Configuration > Catalog and Circulation	None	For configuring options that pertain to patrons, see Patrons - Administrative Access - <i>Change patron site preferences</i> .
<i>Inventory library collection</i>	Destiny Administrator, District Library Manager, Site Administrator, Library Administrator, Staff	Scan or upload barcodes in an open inventory in Admin > Inventory > Library Materials	None	To view barcode-file-upload reports, requires the General - Administrative Access - <i>Monitor/delete site's jobs</i> permission.
<i>Start new/finalize library inventory</i>	Destiny Administrator, Site Administrator, Library Administrator	Configure, open and close an inventory in Admin > Inventory > Library Materials .	Requires the <i>Inventory library collection</i> permission.	None
<i>Set up One Search</i>	Destiny Administrator, Site Administrator, Library Administrator	Configure One Search in Catalog > Search Setup > Enriched Content Searches	You must select the Use One Search checkbox in Admin > Site Configuration > Site Info .	None

Destiny®

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Set up WebPath Express</i>	Destiny Administrator, Site Administrator, Library Administrator	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 Admin > Site Configuration > Site Info .	Applies to Destiny Library Manager and Destiny Media Manager.
<i>Allow Follett Digital setup</i>	Site Administrator	Set up and manage Destiny Discover. Configure digital collections and select permissions for those who can view them in Catalog > Search Setup > Digital	None	None
<i>Set up Visual Search</i>	Destiny Administrator, Site Administrator, Library Administrator, Staff	Configure Visual Search in Catalog > Search Setup > Visual Search	None	None
<i>Process unapproved recommendations</i>	Destiny Administrator, Site Administrator, Library Administrator	Approve, edit and delete patron recommendations.	None	None
<i>Display Library Dashboard</i>	Site Administrator, Library Administrator	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 .

Destiny®

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
<i>Use Resource Search</i>	Destiny Administrator, District Resource Manager, Resource Administrator, Staff, Teacher	Search for and view resources and items	None	None
<i>Search all resource sites</i>	Destiny Administrator, District Resource Manager, Resource Administrator, Staff, Teacher	Use the Look in drop-down to search for resources in the entire district or a site type.	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 <i>Always show all resources in the district</i> permission. In general, <i>Search All Resource Sites</i> affects the search options.

Destiny®

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Always show all resources in the district</i>	Destiny Administrator, District Resource Manager, Site Administrator, Resource Administrator, 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 <i>Search All Resource Sites</i> permission opts to search the district or a group of schools, the search results include off-site resources, regardless of their <i>Always Show all Resources in the District</i> permission. In general, <i>Search All Resource Sites</i> affects the search options. <i>Always Show all Resources in the District</i> affects the search results.

Destiny®

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Access My Lists for resources</i>	District Resource Manager, Site Administrator, Resource Administrator, Staff, Teacher	Create custom Resource Lists	None	<p>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.</p> <p>To create multiple lists, you need the <i>Patrons - Self-Empowered Patron Access - Create multiple Lists</i> permission.</p> <p>To make one's lists available to others, you need the <i>Patrons- Self-Empowered Patron Access - Publish My Lists</i> permission.</p> <p>To save (as a text file) and email lists, you need the <i>Patrons- Self-Empowered Patron Access - Save and Email List</i> permission.</p> <p>To view public lists, you need the <i>Patrons - Self-Empowered Patron Access - View Public Lists</i> permission.</p>

Destiny®

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

Resource Management

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Manage resource descriptions - Add/duplicate</i>	Destiny Administrator, District Resource Manager, Administrator, Resource Administrator, Staff	Create resource records in Catalog > Add Resource and duplicate records on a Resource Details page.	None	None
<i>Manage resource descriptions - Add without searching</i>	Destiny Administrator, District Resource Manager	Create resource records without first searching the database for existing records	Requires the <i>Manage resource descriptions: Add/duplicate</i> permission	None

Destiny®

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Manage resource descriptions - Edit</i>	Destiny Administrator, District Resource Manager, Administrator, Resource Administrator, Staff	Edit resource records	None	None
<i>Manage resource descriptions - Delete</i>	Destiny Administrator, 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 <i>Manage resource items - Delete</i> permission.
<i>Manage resource descriptions - Globally remove resources</i>	Destiny Administrator, District Resource Manager, Site Administrator, 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.

Destiny®

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Manage resource descriptions digital content - View resource description digital content</i>	Destiny Administrator, District Resource Manager, Site Administrator, Resource Administrator	View digital content or resource URL on the Resource Details page and the Update Digital page	None	None
<i>Manage resource descriptions digital content - Add/Edit resource description digital content</i>	Destiny Administrator, District Resource Manager, Site Administrator, Resource Administrator	Add or edit digital content or resource URL to a resource record	None	None
<i>Manage resource descriptions digital content - Delete resource description digital content</i>	Destiny Administrator, District Resource Manager, Site Administrator, Resource Administrator	Delete digital content	None	None

Destiny®

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Manage resource items - Add/duplicate</i>	Destiny Administrator, District Resource Manager, Site Administrator, Resource Administrator, Staff	Create item, media and license records on a resource's Resource Details and Items tabs	None	None
<i>Manage resource items - Edit</i>	Destiny Administrator, District Resource Manager, Site Administrator, Resource Administrator, 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
<i>Manage resource items - Delete</i>	Destiny Administrator, District Resource Manager, Site Administrator, Resource Administrator, 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

Destiny®

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Manage resource items digital content – View resource item digital content</i>	Destiny Administrator, District Resource Manager, Site Administrator, Resource Administrator	View digital content on Update Item Digital Content page and in My Info if the checkbox is selected when adding content.	None	None
<i>Manage resource items digital content – Add/Edit resource item digital content</i>	Destiny Administrator, District Resource Manager, Site Administrator, Resource Administrator	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
<i>Manage resource items digital content – Delete resource item digital content</i>	Destiny Administrator, District Resource Manager, Site Administrator, Resource Administrator	Delete a resource's digital content on Update Item Digital Content page	None	None

Destiny®

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Add/edit/delete/assign categories</i>	Destiny Administrator, Site Administrator, Library Administrator, Resource Administrator, Staff	Manage item categories in Catalog > Resource Search > Item Category	None	None
<i>Manage software assignments</i>	Destiny Administrator, District Resource Manager, Site Administrator, Resource Administrator	Assign and update software licenses	None	None
<i>Merge items from duplicated resources</i>	Destiny Administrator, District Resource Manager, Site Administrator, Resource Administrator	Delete duplicate resource records, a process that transfers the item records to the one remaining "best" resource record.	Requires the <i>Access My Lists for Resources</i> permission	None
<i>Import resources/items</i>	Destiny Administrator, District Resource Manager	Import resource and item records in Catalog > Import Resources , and view job summaries in Admin > Job Manager	None	None

Destiny®

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Export resources/items</i>	Destiny Administrator, District Resource Manager	Export resource and item records in Catalog > Export Resources . View job summaries, and download export files in Admin > Job Manager .	None	None
<i>Manage resource templates</i>	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
<i>Transfer/Receive resources/items</i>	Destiny Administrator, District Resource Manager, Site Administrator, Resource Administrator	Transfer and receive resources in Catalog > Transfer Resources . When receiving items, you can add a note, as well as assign new Custodians, Home Locations and Departments to the incoming items.	None	None

Destiny®

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Receive resource items without barcodes</i>	Destiny Administrator, District Resource Manager, Site Administrator, Resource Administrator	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 <i>Transfer/Receive</i> permission	None
<i>Approve resources for disposal</i>	Site Administrator, Resource Administrator	Assign resources the status of "Approved for Disposal" in an item record	None	None
<i>Add "On Order" resource items</i>	Destiny Administrator, District Resource Manager, Site Administrator, Resource Administrator	Create item records with a status of <i>On Order</i> in Catalog > Resource Orders > On Order	Requires the <i>Manage asset items - Add/duplicate</i> permission	To receive ordered items with barcodes, requires the <i>Transfer/Receive resource items</i> permission. To view, receive and remove ordered items without barcodes, requires the <i>Receive resource items without barcodes</i> permission.

Destiny®

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Order Resources</i>	Destiny Administrator, District Resource Manager, Site Administrator, Resource Administrator	Order resources from a warehouse or district resource location in Catalog > Order Resources	Requires the <i>Manage resource items - Add/duplicate/delete</i> permission	To receive ordered items with barcodes, requires the <i>Transfer/Receive resource items</i> permission. To view, receive and remove ordered items without barcodes, requires the <i>Receive resource items without barcodes</i> permission.
<i>View Historical Notes</i>	Destiny Administrator, District Resource Manager, Site Administrator, Resource Administrator, Staff	Search for and view note information in "View notes" (Circulation > Item Status) and Edit Item page in the Catalog	None	None
<i>Add historical notes</i>	Destiny Administrator, District Resource Manager, Site Administrator, Resource Administrator, 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

Destiny®

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Add/edit/delete circulation notes</i>	Destiny Administrator, District Resource Manager, Site Administrator, Resource Administrator	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
<i>Check out resources</i>	Destiny Administrator, Administrator, Resource Administrator, 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, <i>Patrons - Patron Circulation Info Access - Barcode not required to find patrons.</i>
<i>Reassign resources</i>	Destiny Administrator, Administrator, Resource Administrator, Textbook Administrator, Staff	Reassign resources to students for resources that have been checked out to a teacher in Circulation > Check Out Items > To Teacher	Requires the <i>Check out resources/textbooks</i> permission.	Applies to Destiny Resource Manager and Destiny Textbook Manager.

Destiny®

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Check in resources</i>	Destiny Administrator, Administrator, Resource Administrator, Staff	Check in resources in Circulation > Check In tems	None	None
<i>Renew resources</i>	Destiny Administrator, Administrator, Resource Administrator, Staff	Renew resources in Circulation > Renew	Requires the <i>Check Out resources</i> permission	None
<i>Change resource due dates</i>	Destiny Administrator, Administrator, Resource Administrator, Staff	Change due dates during checkout in Circulation > Check Out Items	Requires the <i>Check out resources</i> permission.	This permission does not allow the user to have access to Admin > Resource Policies . See <i>Add/edit/delete resource policies</i> for that permission.
<i>Override resource blocks</i>	Destiny Administrator, Administrator, Resource Administrator, Staff	Override circulation blocks in Circulation	Requires the <i>Check out resources</i> 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.

Destiny®

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>View resource item status</i>	Destiny Administrator, Administrator, Resource Administrator, 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
<i>Mark resource items "Lost" or "Stolen"</i>	Destiny Administrator, Administrator, Resource Administrator, Staff	Change an item's status to "Lost" or "Stolen" in Circulation	Requires at least one of these permissions for Circulation: <i>Check out resources, Check in resources, View resource item status</i> or <i>View patron status</i> .	None

Fine Management

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>View resource fines</i>	Destiny Administrator, Administrator, Resource Administrator, 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

Destiny®

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Add resource fines</i>	Destiny Administrator, Administrator, Resource Administrator	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 <i>View resource fines</i> permission. Accessing Patron Status requires the <i>View patron status</i> 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 <i>View patron fines</i> and <i>Add patron fines</i> permissions on the Patrons tab.
<i>Pay resource fines</i>	Destiny Administrator, Administrator, Resource Administrator	Accept payment for resource copy-specific fines, and pay refunds	Requires the <i>View resource fines</i> permission. Accessing Patron Status requires the <i>View patron status</i> permission.	None
<i>Waive resource fines</i>	Destiny Administrator, Administrator, Resource Administrator	Waive resource copy-specific fines.	Requires the <i>View resource fines</i> permission. Accessing Patron Status requires the <i>View patron status</i> permission.	None
<i>Delete resource fines</i>	Destiny Administrator, Administrator, Resource Administrator	Delete resource copy-specific fines	Requires the <i>View resource fines</i> permission. Accessing Patron Status requires the <i>View patron status</i> permission.	None

Administrative Access

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Generate resource reports</i>	Destiny Administrator, District Resource Manager, Administrator, Resource Administrator	Generate and view reports in Reports > Resource Reports, Report Builder and Report Manager ; and in Admin > Job Manager	To delete reports (jobs), requires the General - Administrative Access - <i>Monitor/delete site's jobs</i> permission. Users with this permission but without the <i>Add/edit/delete Report Builder – resource reports</i> permission can access and generate custom reports, but not create, edit or delete them.	To access Reports > Patron , see Patrons - Administrative Access - <i>Generate patron reports</i> .
<i>Add/edit/delete Report Builder – resource reports</i>	Destiny Administrator, District Resource Manager, Administrator, Resource Administrator	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 <i>Generate resource reports</i> permission.	None
<i>Add/edit/delete resource policies</i>	Destiny Administrator, Administrator, Resource Administrator	Manage loan periods and their assignments to resource types, and of Patron Types in Admin > Resource Policies .	None	None

Destiny®

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Change resource site preferences</i>	Destiny Administrator, Administrator	Set up resource-related options in Admin > Site Configuration > Circulation	None	For options that pertain to patrons, see Patrons - Administrative Access - <i>Change patron site preferences</i> .
<i>Inventory resources</i>	Destiny Administrator, District Resource Manager, Administrator, Resource Administrator, Staff	Scan or upload barcodes in an open inventory in Admin > Inventory > Resources	None	To view barcode-file-upload reports, requires the General - Administrative Access - <i>Monitor/delete site's jobs</i> permission.
<i>Start new/finalize resource inventory</i>	Destiny Administrator, District Resource Manager, Administrator, Resource Administrator	Configure, open and close an inventory in Admin > Inventory > Resources	Requires the <i>Inventory resources</i> permission.	
<i>Transfer resources through inventory</i>	Destiny Administrator, District Resource Manager, Administrator, Resource Administrator	Transfer resource items to the location where they are inventoried	Perform Resource In-hand transfers only if the district has given the <i>Allow sites to receive by barcode scan</i> permission.	None

Destiny®

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Manage Help Tickets</i>	Destiny Administrator, District Resource Manager, Administrator, Resource Administrator	Track, resolve and archive submitted Help Tickets in Admin > Help Tickets	Service Teams must be set up in Resource Templates prior to submitting Help Tickets.	None
<i>Display Resource Dashboard</i>	Destiny Administrator, District Resource Manager, Administrator, Resource Administrator	See a graphical, at-a-glance view of various report data in Dashboard .	Data only shows on the Dashboard if the configuration is set up by the district or for site users with the permission.	None

Destiny®

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
<i>Add/Edit patrons</i>	Destiny Administrator, District Patrons Manager, Site Administrator, Library Administrator, Textbook Administrator, Resource Administrator	Retrieve, add and edit local patron records in Admin > Manage Patrons or by using the Edit button, available in various patron lists	None	None
<i>Search for patrons across the district</i>	Destiny Administrator, District Patrons Manager	Retrieve any patron record in the district with a "Search across the district" checkbox in Admin > 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 patrons</i> permission.	None

Destiny®

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Delete patrons</i>	Destiny Administrator, District Patrons Manager, Site Administrator, Library Administrator, Textbook Administrator, Resource Administrator	Delete patron records in Admin > Manage Patrons and in various patron lists.	None	None
<i>Merge duplicated patron records</i>	Destiny Administrator, District Patrons Manager, Site Administrator	Merge patron records in Admin > Update Patrons > Merge Duplicates	None	None
<i>Update patrons</i>	Destiny Administrator, District Patrons Manager, Site Administrator, Library Administrator, Textbook Administrator, Resource Administrator	Update patron records in Admin > Update Patrons > on subtabs: Update, Delete and Move Fields . View job summaries in Admin > Job Manager .	None	The Destiny Administrator and (site) Administrator also have access to the Merge Duplicates tab in Admin > Update Patrons . A District Patrons Manager has access to Upload Changes for uploading XML files, Merge Duplicates and Move Fields subtabs.

Destiny®

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Import patrons</i>	Destiny Administrator, Site Administrator, Library Administrator, Textbook Administrator, Resource Administrator	Import patron records in Admin > Import Patrons , import pictures in Admin > Upload Pictures and view job summaries in Admin > Job Manager	None	None
<i>Export patrons</i>	Destiny Administrator, Site Administrator, Library Administrator, Textbook Administrator, Resource Administrator	Export patron records in Admin > Export Patrons . View job summaries and download export files in Admin > Job Manager	None	None
<i>View patron notes</i>	Destiny Administrator, Site Administrator, Library Administrator, Textbook Administrator, Resource Administrator, 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

Destiny®

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Add/edit/hide/delete patron notes</i>	Destiny Administrator, Site Administrator, Library Administrator, Textbook Administrator, Resource Administrator, Staff	Manage patron notes on the Patron Status page.	Requires the <i>Patron Circulation Info Access - View patron status</i> permission.	None

Patron Circulation Info Access

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Barcode not required to find patrons</i>	Destiny Administrator, Administrator, Library Administrator, Textbook Administrator, Resource Administrator, 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: <i>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.</i>

Destiny®

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>View patron status</i>	Destiny Administrator, Administrator, Library Administrator, Textbook Administrator, Resource Administrator, Staff	View a patron's circulation transaction information in Circulation > Patron Status . Use the Patron Status button in Admin > Manage Patrons and in various patron lists.	None	None
<i>View library items out</i>	Destiny Administrator, Administrator, Library Administrator	View a patron's library checkouts in the "Items Out: Library Materials" section of a patron record in Circulation.	Requires the <i>View patron status</i> permission.	Only applies to Destiny Library Manager.
<i>View resource items out</i>	Destiny Administrator, Administrator, Resource Administrator	View a patron's resource checkouts in the "Items Out: Resources" section of a patron record in Circulation.	Requires the <i>View patron status</i> permission.	Only applies to Destiny Resource Manager.
<i>View media items out</i>	Destiny Administrator, Administrator	View a patron's media checkouts in the "Items Out: Media" section of a patron record in Circulation.	Requires the <i>View patron status</i> permission.	Applies to Destiny Media Manager (with or without Destiny Library Manager).
<i>View textbook items out</i>	Destiny Administrator, Administrator, Textbook Administrator	View a patron's textbook checkouts in the "Items Out: Textbook" section of a patron record in Circulation.	Requires the <i>View patron status</i> permission.	Applies to Textbook Manager.

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>View patron barcodes</i>	Destiny Administrator, Administrator	View patron barcodes when searching for a patron and during circulation – check out and check in	Requires the <i>View patron status</i> permission.	None

Administrative Access

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Generate patron reports</i>	Destiny Administrator, District Patrons Manager, District Reports Creator, Administrator, Library Administrator, Textbook Administrator, Resource Administrator Staff	Generate and view patron reports in Reports > Patron Reports , Report Builder and Report Manager and access Admin > Job Manager	To delete reports (jobs), the user must also have the <i>Monitor/delete site's jobs</i> permission. Users with this permission but without the <i>Add/edit/delete Report Builder - patron reports</i> permission can access and generate custom reports, but not create, edit or delete them.	None

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Add/edit/delete Report Builder - patron reports</i>	Destiny Administrator, District Patrons Manager, District Reports Manager, Administrator, Library Administrator, Textbook Administrator, Resource Administrator	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 <i>Generate patron reports</i> permission	None
<i>Edit patron passwords/logins</i>	Destiny Administrator, District Patrons Manager, Administrator, Library Administrator, Textbook Administrator, Resource Administrator	Manage patron user names and passwords in Admin > Manage Patrons	Requires the <i>Patron Management - Add/Edit patrons</i> permission.	None

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Change patron site preferences</i>	Destiny Administrator, District Patrons Manager, Administrator, Library Administrator, Textbook Administrator, Resource Administrator	Configure the following setup options in Admin > 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: <i>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.</i>

Fine Management

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>View patron fines</i>	Administrator, Library Administrator, Textbook Administrator, Resource Administrator, Staff	View fines in Circulation > Fines and Patron Status , and when viewing patron status in Admin > Manage Patrons	None	None
<i>Add patron fines</i>	Administrator, Library Administrator, Textbook Administrator, Resource Administrator	Add fines in Circulation > Fines and Patron Status , and in Admin > Manage Patrons	Requires the <i>View patron fines</i> permissions	None
<i>Pay patron fines</i>	Administrator, Library Administrator, Textbook Administrator, Resource Administrator	Pay fines in Circulation > Fines and Patron Status , and in Admin > Manage Patrons	Requires the <i>View patron fines</i> permissions	None

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Waive patron fines</i>	Administrator, Library Administrator, Textbook Administrator, Resource Administrator	Waive fines in Circulation > Fines and Patron Status , and in Admin > Manage Patrons	Requires the <i>View patron fines</i> permissions	None
<i>Delete patron fines</i>	Administrator, Library Administrator, Textbook Administrator, Resource Admin	Delete fines in Circulation > Fines and Patron Status , and in Admin > Manage Patrons	Requires the <i>View patron fines</i> permissions	None
<i>Globally delete fines</i>	Administrator	Delete fines for all students at a school in Admin > Update Patrons > Excuse Fines	None	None

Self-Empowered Patron Access

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>View own status</i>	Site Administrator, Library Administrator, Textbook Administrator, Resource Administrator, Staff, Teacher, Patron	View a list of one's own checkouts, fines, holds and bookings through My Info.	None	None
<i>Renew own library materials</i>	Site Administrator, Library Administrator	Renew one's own library material checkouts in My Info.	Requires the <i>View own status</i> permission.	Applies to Destiny Library Manager.
<i>Renew own textbooks</i>	Site Administrator, Textbook Administrator	Renew one's own textbook checkouts in My Info.	Requires the <i>View own status</i> permission.	Applies to Destiny Textbook Manager.
<i>Renew own resources</i>	Site Administrator, Resource Administrator	Renew one's own resource checkouts in My Info.	Requires the <i>View own status</i> permission.	Applies to Destiny Resource Manager.

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Edit own classes (teachers only)</i>	Site Administrator, Textbook Administrator, Resource Administrator, 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.	Applies to 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.
<i>Place hold for self from Catalog</i>	Site Administrator, Library Administrator, Teacher, Patron	Place a hold request for oneself on a title details page in the Catalog.	None	Applies to Destiny Library Manager.
<i>Place multiple holds for self</i>	Site Administrator, Library Administrator, Teacher	Place multiple holds on library materials for oneself from the Catalog.	Requires the <i>Place hold for self from Catalog</i> permission. The maximum number of holds depends on Max Holds setting for the patron type in Admin > Library Policies .	Applies to Destiny Library Manager.
<i>Delete holds and reserves for self</i>	Site Administrator, Library Administrator	Delete holds placed by oneself.	Requires the <i>Place hold for self from Catalog</i> permission.	Applies to Destiny Library Manager.

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Place reserve for self from Catalog</i>	Site Administrator, Library Administrator	Place a reserve on library materials for oneself from the Catalog.	Requires the <i>Place hold for self from Catalog</i> permission.	Applies to Destiny Library Manager.
<i>Place holds on available copies</i>	Site Administrator, Library Administrator, Teacher	Place a hold on an available copy.	Requires the <i>Place hold for self from Catalog</i> permission.	Applies to Destiny Library Manager. Without this permission, patrons can only hold titles that do not have copies available.
<i>Place ILL for self from Catalog</i>	Site Administrator, Library Administrator, Teacher	Place an ILL for oneself on the title details page of the Catalog.	Requires the <i>Place hold for self from Catalog</i> permission.	Applies to Destiny Library Manager.
<i>Book media for self from Catalog</i>	Site Administrator, Library Administrator, Teacher	Book district media materials for oneself	None	Applies to Destiny Media Manager.
<i>Edit/extend bookings for self from My Info</i>	Site Administrator, Library Administrator	Change loan periods and extend (renew) one's own district media bookings.	Requires the <i>Self-Empowered Patron Access -Book media for self from Catalog</i> permission.	Applies to Destiny Media Manager.

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Create multiple Lists</i>	District Library Cataloger, District Textbooks Manager, District Resource Manager, District Reports Manager, Site Administrator, Library Administrator, Textbook Administrator, Resource Administrator, Teacher	Create additional Resource Lists	Requires the <i>Access My Lists for [product]</i> permission on one or more of these tabs: Library Materials, Textbooks, Media, or Resource.	None

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Publish My Lists</i>	District Library Cataloger, District Textbooks Manager, District Resource Manager, District Reports Manager, Site Administrator, Library Administrator, Textbook Administrator, Resource Administrator, Teacher	Make one's Resource Lists available to others having the <i>View Public Lists</i> permission.	Requires the <i>Access My Lists for [product]</i> permission on one or more of these tabs: Library Materials, Textbooks, Media or Resource.	None

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Publish My Lists across the District</i>	District Library Cataloger, District Textbooks Manager, District Resource Manager, District Reports Manager, Site Administrator, Library Administrator, Textbook Administrator, Resource Administrator	Make one's Resource Lists available throughout the district to others having the <i>View District Public Lists</i> permission.	Requires the <i>Access My Lists for [product]</i> permission on one or more of these tabs: Library Materials, Textbooks, Media or Resource.	None

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Share ownership of My Lists</i>	District Library Cataloger, District Textbooks Manager, District Resource Manager, District Reports Manager, Site Administrator, Library Administrator, Textbook Administrator, Resource Administrator	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 <i>Access My Lists for [product]</i> permission on one or more of these tabs: Library Materials, Textbooks, Media or Resource.	None

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Save and Email List</i>	District Library Cataloger, District Textbooks Manager, District Resource Manager, District Reports Manager, Site Administrator, Library Administrator, Textbook Administrator, Resource Administrator	Save a Resource List as a text file, and email a List.	To access Catalog > Resource Lists , the user must have an <i>Access My Lists for [product]</i> 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.

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>View Local Public Lists</i>	District Library Cataloger, District Textbooks Manager, District Resource Manager, District Reports Manager, Site Administrator, Library Administrator, Textbook Administrator, Resource Administrator, Teacher	View local Resource Lists made public by their owner	To access Catalog > Resource Lists , the user must have an <i>Access My Lists for [product]</i> permission on one or more of these tabs: Library Materials, Textbooks, Media or Resource.	None

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>View District Public Lists</i>	District Library Cataloger, District Textbooks Manager, District Resource Manager, District Reports Manager, Site Administrator, Library Administrator, Textbook Administrator, Resource Administrator, Teacher	View district Resource Lists made public by their owner	To access Catalog > Resource Lists , the user must have an <i>Access My Lists for [product]</i> permission on one or more of these tabs: Library Materials, Textbooks, Media or Resource.	None

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Transfer ownership of Public Lists</i>	District Library Cataloger, District Textbooks Manager , District Resource Manager, District Reports Manager, Site Administrator, Library Administrator, Textbook Administrator, Resource Administrator	Transfer Resource Lists to other local users	To access Catalog > Resource Lists , the user must have an <i>Access My Lists for [product]</i> permission on one or more of these tabs: Library Materials, Textbooks, Media or Resource.	None
<i>Recommend titles to other users</i>	Site Administrator	Recommend a title to another logged-in user.	To access My Info, users must have the <i>View own status</i> permission.	Applies to Destiny Library Manager and Destiny Media Manager.
<i>Allow comments on recommendations</i>	Site Administrator	Write comments to another logged-in user.	To access My Info, requires the <i>View own status</i> permission. Requires the <i>Recommend titles to other users</i> permission.	Applies to Destiny Library Manager.

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Approval not required</i>	Site Administrator	Send recommendations directly to other patrons without approval	Requires the <i>Recommend titles to other users</i> permission.	Applies to Destiny Library Manager and Destiny Media Manager.
<i>Able to create own login and modify password</i>	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 Admin > Site Configuration > Circulation .	None
<i>Able to post to social media sites</i>	Site Administrator, Library Administrator	Click links to social media sites on a title details page in the Catalog.		Applies to Destiny Library Manager.
<i>Create Help ticket for self</i>	Site Administrator, Resource Manager	Create and submit Help tickets in Admin > Help Ticket or from a resource on My Info page	Service Team must be set up in Resource Templates prior to creating Help tickets	Applies to Destiny Resource Manager.

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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
<i>Product Access Levels</i>	Destiny Administrator, Site Administrator	Set permissions for one, two or more of the access level sub-tabs – including Library Materials, Resources, Textbooks, Patrons or General.	None	The Destiny Administrator is the only role who can change Administrator rights.

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Access Destiny online help & support</i>	Destiny Administrator, District Library Cataloger, District Textbooks Manager, District Patrons Manager, District Reports Creator, District Resource Manager, Site Administrator, Library Administrator, Textbook Administrator, Resource Administrator	Access searchable online Help, contact information for the Destiny Administrator, and district summary statistics on the About Destiny page, which are available on the blue ribbon at the bottom of every page.	None	None
<i>Access Follett online store</i>	Administrator	Access Destiny Express via the Shop button in Destiny Back Office. Purchase products such as labels, scanners and receipt printers; and services, such as training, in this online store.	None	None

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Administrative Access

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Edit open/closed days & hours</i>	Destiny Administrator, Site Administrator, Library Administrator, Textbook Administrator, Resource Administrator	Edit the Calendar	None	None
<i>Monitor / delete sites jobs</i>	Destiny Administrator, District Library Cataloger, District Textbooks Manager, District Patrons Manager, District Reports Creator, Site Administrator, Library Administrator, Textbook Administrator, Resource Administrator	View and delete jobs, and, if applicable, download files produced by the jobs in Admin > Job Manager .	None	For Offline Circulation in Circulation to appear, the user must have the following permissions: <i>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)</i> .

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Batch delete jobs</i>	Destiny Administrator, District Library Cataloger, District Textbooks Manager, District Resources Manager, District Patrons Manager, District Reports Creator, Site Administrator, Library Administrator, Textbook Administrator, Resource Administrator	Delete multiple jobs and reports by date, name, or date and name in Admin > Job Manager and Reports > Report Manager .	Requires the <i>Monitor/delete site's jobs</i> 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.

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Manage Site Administration Options</i>	Destiny Administrator, Site Administrator, Library Administrator, Textbook Administrator, Resource Administrator	Manage patron homerooms, library vendors, departments and the principal in Admin > Site Configuration > Site Administration .	None	Departments and principal available only in Resource Manager.
<i>Update Site Information</i>	Destiny Administrator, Site Administrator	Edit the site's address and customer number, set up services, and change the logo in Admin > Site Configuration > Site Info .	None	None
<i>Manage locations</i>	Destiny Administrator, Site Administrator, Textbook Administrator, Resource Administrator	Manage a site's locations in Admin > Site Configuration > Site Administration	None	Applies to Destiny Resource Manager and Destiny Textbook Manager.

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Add/edit/delete Report Builder - general reports</i>	Destiny Administrator, District Library Cataloger, District Textbooks Manager, District Resource Manager, District Patrons Manager, District Reports Manager, Site Administrator	Create and manage custom statistics reports. District managers can create district-wide reports, and make reports available to selected sites.	None	None
<i>Update class information</i>	Destiny Administrator, Site Administrator, Textbook Administrator, Resource Administrator	Add, edit and delete all class information, and transfer students and their checked-out textbooks to another class.	None	Applies to Destiny Resource Manager and Destiny Textbook Manager.
<i>Add transfer/shipment eSignature (Resource Manager)</i>	Destiny Administrator, District Resource Administrator, Resource Administrator	Add a signature to an in transit resource item using the VersaScan scanner device or the Follett Destiny Back Office app.	VersaScan scanner device or the Follett Destiny App	Applies to Destiny Resource Manager.

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

Historical Info Access

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Access library checkout history</i>	Destiny Administrator	Access a patron's checkout history and a copy's checkout history.	<p>To view library copy histories in Circulation, the user also needs the <i>Library Materials - Library Circulation Access - View library item status</i> permission.</p> <p>To view patron histories in Circulation, user also needs the <i>Patrons - Patron Circulation Info Access - View patron status</i> permission.</p> <p>To view their own patron history in My Info, user also needs the <i>Patrons- Self-Empowered Patron Access - View own status</i> permission.</p>	Applies to Destiny Library Manager.

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
Access <i>textbook checkout history</i>	Destiny Administrator	Access a patron's checkout history and a copy's checkout history.	To view textbook copy histories in Circulation, the user also needs the <i>Textbooks - Textbook Circulation Access - View textbook item status</i> permission. To view patron histories in Circulation, user also needs the <i>Patrons- Patron Circulation Info Access - View patron status</i> permission. To view their own patron history in My Info, user also needs the <i>Patrons - Self-Empowered Patron Access - View own status</i> permission.	Applies to Destiny Textbook Manager.

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Access media checkout history</i>	Destiny Administrator	Access a patron's checkout history and a copy's checkout history.	To view media copy histories in Circulation, the user also needs the <i>Media - Media Circulation Access - View media item status</i> permission. To view patron histories in Circulation, user also needs the <i>Patrons - Patron Circulation Info Access - View patron status</i> permission. To view their own patron history in My Info, user also needs the <i>Patrons - Self-Empowered Patron Access - View own status</i> permission.	Applies to Destiny Media Manager.

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Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Access resource history</i>	Destiny Administrator	Access a patron's checkout history and an item's Transaction history.	To view item histories in Circulation, the user also needs the <i>Resource - Resource Circulation Access - View resource item status</i> permission. To view patron histories in Circulation, user also needs the <i>Patrons - Patron Circulation Info Access - View patron status</i> permission. To view their own patron history in My Info, user also needs the <i>Patrons - Self-Empowered Patron Access - View own status</i> permission.	Applies to Destiny Resource Manager.

Follett Community

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

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e-Mail Notifications

Select e-Mail Fields Setup: If you enable one or both permissions in this section, you can designate which email addresses from the patron record to send notifications to. After selecting which email fields will receive notifications, click **OK**.

Note: During setup of the SMTP server, the Destiny Administrator must complete both the **From/Reply To Display Name** and **From/Reply To Email** fields at the district level (**Setup > Update District Options** sub-tab > **Edit SMTP Settings**) for proper email notification functionality.

Permission	Default Access Level	Users with this permission can...	Dependencies	Notes
<i>Receive Handling eSignature notification e-mails</i>	Destiny Administrator, District Resource Administrator, Resource Administrator	Receive emails when signatures are added to resource items in transit.	VersaScan scanner device or the Follett Destiny Back Office app	Applies to Destiny Resource Manager.
<i>Receive ILL notification e-mails</i>	Destiny Administrator, Site Administrator, Library Administrator	Automatically receive emails when an ILL is approved or denied at the requesting site; when a sending site approves or denies they will send the copy; when the copy is sent to requesting site, received at requesting site, shipped back to sending site, and received at sending site.	Requires the Destiny Administrator to turn on the Enable district-defined ILLs option in Setup > Update District Sites > Edit District page.	This permission will only appear when the option is enabled. Once it is enabled, the district cannot go back to allowing books to be picked up from the lending site.

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