



Staff Accounts and Circulation in V.18

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Cover Story

Staff Accounts and Privileges

[V.18 Upgrade Overview](#)

Staff privileges in Aleph have always allowed for very fine-grained accounts. V.18 staff accounts are now offering the system librarian more controls for your staff user accounts. This includes more staff detail fields, better password management, as well as two new services/reports for staff accounts.

Features

[Sandbox](#)

The first thing you will notice when you open an existing account, or when you create a new account, is that there are more fields to fill in. These fields are optional, so you should not need to change existing accounts, unless you really feel the need to do so. They are designed to provide the system librarian with more “personal information” about the staff member who “owns” the user account. Examples of the staff detail fields are: Department, Notes, telephone number, email address. There are also fields that allow the system librarian to create an expiration date for the account as well as allowing for a block to be placed on the account.

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Password management has also been added via tab100. Some of the password management features offered are:

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- Setting for minimum length for passwords
- Determining whether or not passwords are a combination of alpha and numeric characters
- Determining whether or not a password must be changed immediately after new user’s first login
- Lock and disable accounts that have not been used recently and after three failed login attempts
- Expiration dates for the accounts

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All of this is optional but does provide for more control over the accounts.

Also new to V.18 are 2 new staff services/reports. These reports provide detailed information about specific accounts.

Circulation

Staff will not immediately notice big changes to the circulation module. The look and feel of it remains very close to the V.16 client. Some of the new features are:

Display of Global and local notes from the patron record during check out and check in

Recalls no longer require holds to be placed first

More Holds checks when holds are placed in either the Web OPAC or staff client

Partial waiving from the patron’s cash record has been enhanced to allow for the selection of multiple lines

A Circulation Log has been added that provides much more detail about each circulation transaction. There are circulation logs for both patron and item records. Information included in the logs are cash transactions, loan and return information. This feature has received rave reviews from Aleph circ staff across the country!



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