

Aleph User Privileges

Staff name: _____

Date: _____

Primary contact name: _____

College: _____

Cataloging

____ All subfunctions

____ CUN01

____ CUN10

____ Delete record on server

____ Local cataloging functions

____ Retrieve and view record

____ Send record to server

Items control

____ All subfunctions for sublibraries _____, _____, _____, _____

____ Display bind list

____ Bind action

____ Delete action

____ Display item

____ Display item history

____ Delete item history record

____ View item history record

____ Restore item from history

____ Print label

____ Update item

____ Expand item information

____ Display items list

____ Retrieve HOL record list

____ Link item to HOL record

____ Unlink item from HOL record

____ Global changes on items

OPAC

____ Correct headings for sublibraries _____, _____, _____, _____, _____

____ Move tree item (order, item.) from adm for sublibraries _____, _____, _____, _____

____ Delete document record for sublibraries _____, _____, _____, _____

Quick Catalog

____ (Acq, Items) for sublibraries _____, _____, _____, _____

Aleph User Privileges (continued) for staff name: _____

Holdings

_____ All subfunctions for sublibraires _____, _____, _____, _____

Acquisitions

_____ All subfunctions for sublibraries _____, _____, _____, _____

- _____ Delete arrival
- _____ Display arrival
- _____ Display list of arrivals
- _____ Update arrival
- _____ Print order arrival slip
- _____ Display budgets linked to order/invoice
- _____ Update budgets linked to order/invoice
- _____ Delete claim
- _____ Display claim
- _____ Display list of claims
- _____ Update claim
- _____ Display list of related copies
- _____ Display list or related items
- _____ Display orders index
- _____ Delete item debit
- _____ Display item debits
- _____ Delete general invoice + budge debits
- _____ Display general invoice
- _____ Display general invoice and list of
- _____ Update general invoice
- _____ Update "PAID" general invoice
- _____ Display list of invoices
- _____ Update item debits
- _____ New and cancelled order index
- _____ View order's log
- _____ Update order's log
- _____ Delete orders
- _____ Display order
- _____ Display list of orders
- _____ Update order which is not NEW
- _____ Update order and related records
- _____ Update orders
- _____ View order summary information
- _____ Get vendor information

Aleph User Privileges (continued) for staff name:

Budget Maintenance

- _____ All subfunctions for sublibraries _____, _____, _____, _____
- _____ Display budge balance
- _____ Transfer budget
- _____ Delete budget
- _____ Display budgets list
- _____ Display budget
- _____ Update Budge

Budget Usage

- _____ Display list of budget transactions for sublibraries _____, _____, _____
- _____ Display budget transaction for sublibraries _____, _____, _____
- _____ Assign budget transaction for sublibraries _____, _____, _____,

Vendor Maintenance

- _____ All subfunctions for sublibraries _____, _____, _____, _____
- _____ Add vendor to subscription
- _____ Delete vendor
- _____ Display vendor
- _____ Update vendor

Subscription

- _____ All subfunctions for sublibraries _____, _____, _____, _____
- _____ Delete Subscriptions
- _____ Display subscriptions
- _____ Update subscriptions

Subscription (from ACQ)

- _____ Display subscriptions from ACQ Order for sublibraries _____, _____, _____

Serials

- _____ All subfunctions for sublibraries _____, _____, _____, _____
- _____ Display fast checkin-list
- _____ Delete Claims
- _____ Display claims

(Serials continued on next page...)

Aleph User Privileges (continued) for staff name:

(Serials continued...)

- Display claim list
- Register vendor's reply
- Retrieve copy list
- View copy list
- Display open schedule information
- Item arrival
- Retrieve Item list
- Retrieve HOL record list
- Retrieve list of routing groups
- Open schedule
- Open all items
- Open next item
- Print route list members
- Delete routing list
- Display routing list
- Retrieve routing lists
- Create routing lists
- Routing list – return issue
- Remove user from routing list
- Display schedule record
- Update schedule record
- Delete schedule record
- Retrieve schedule list
- Open schedule information
- Send claims
- Item unarrive
- Item arrival in serials
- Delete member
- Display member information
- Update member information

Circulation

Circ override level: __ 01-beginner, __ 02- intermediate, __ 20-supervisor

- All subfunctions for sublibraries _____, _____, _____, _____
 - Delete local user record
 - Renew local user registration
 - Display local user record
 - Update local user record
 - Display user information

(Circulation continued on next page...)

Aleph User Privileges (continued) for staff name:

(... Circulation continued)

- Update dates list
- Retrieve item list
- Change item information
- Restore item information
- Offline circulation
- Return item
- Return item (override date)
- Loan item
- Change loan date
- Change to claimed returned
- Delete loan
- Display loan details
- Change to lost
- Override loan errors
- Delete hold request
- Update hold request
- Create hold request printouts
- Delete photocopy request
- Create photocopy request
- Update photocopy request
- Create photophy request printouts
- Delete advanced booking request
- Quick catalog of item
- _NO_ Global change of due dates
- _NO_ Global delete of hold requests

User Ids

- Display Ids
- Update Ids
- Delete Ids
- Get list of Ids

User Registration

All subfunctions

- Delete addresses
- Display Addresses
- Update Addresses
- Delete user
- Display user
- Update user
- Retrieve user list

Aleph User Privileges (continued) for staff name: _____

Cash Management

- _____ All subfunctions for sublibraries _____, _____, _____, _____
- _____ Expand cast transaction
- _____ Make payment
- _____ Waive payment
- _____ Print cast receipt
- _____ Print cast summary
- _____ Update cast transaction

Course Reserve

- _____ All subfunctions for sublibraries _____, _____, _____, _____

Oct-04

Directions: Please print this blank form and fill it out manually.
The completed form should be faxed to:

Pat Young
CUNY Library Services
fax: 212-541-0357