

Staff Login Accounts and Permission Policies

- Cataloging and administrative staff login accounts shall be assigned to individual users, who are responsible for activities using that login to ensure compliance with all consortium policies. NC Cardinal libraries can retain generic circulation staff login accounts. Generic accounts currently in use for reporting will be transferred to a "reports only" permission group.
- Each library system shall have a local administrator who is responsible for maintaining staff user login accounts in consultation with their library director and State Library NC Cardinal staff, creating accounts for new library staff and updating, merging, and deleting staff login accounts as necessary to keep employee access current and in compliance with all NC Cardinal policies.
- Staff user login accounts are to be used only for access to Evergreen and work related activities, not to circulate materials or any other personal use.