



Libraries In Cooperation

# LINC Horizon Security Form

Date: \_\_\_\_\_

Agency: \_\_\_\_\_

Building(s): \_\_\_\_\_

<i>For Lincoln Trail Use Only Do Not Write in this Space</i>		
<u>Task</u>	<u>Date</u>	<u>Initial</u>
Approved	_____	_____
Input	_____	_____
User ID _____		
	On	UL    Off

User's Name: \_\_\_\_\_  
(last) (first) (middle initial)

User's Email: \_\_\_\_\_  
( required )

LINC Horizon Password: \_\_\_\_\_  
(required, must be a unique password\*)

LINC Horizon Passkey: \_\_\_\_\_  
(required, must be a unique password\*)

**\*\*Passwords must be unique, at least 6 characters, not a word found in a dictionary, must combine alpha/numeric characters\*\***

Please circle the appropriate security level for this staff person, for each functionality area (choose any combination, depending on the work level of the staff person). See attached Horizon Security Summary for an explanation of each level.

Acquisitions				4	
Cataloging			3	4	
Circulation		1	2	3	4
Community Resources				4	
Home Services				4	
Serials Control			3	4	

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

**Return to:**  
LTLS Automation  
1704 W. Interstate Drive  
Champaign, IL 61822

## HORIZON SECURITY SUMMARY

Horizon security has been set up to emulate existing staff security records as closely as possible. However, Horizon security utilizes four levels (roles, privileges, groups, and passkey) in setting up users whereas Dynix only used two. Also, many of the definitions of functionality are not similar in the two products.

Each library staff member is assigned to one or a combination of Horizon templates, depending on the work they need to do in the library.

Horizon Template	Functions they can do	Functions they can't do
Circulation1	Basic checkin/checkout	Can't waive/take payment, add/delete/edit borrower records, add blocks, fill holds, delete holds, print notices
Circulation2	All of Circ1 plus print notices, fill/delete holds, add/delete/edit borrowers, add blocks, take money, waive fines, can upload PC Reliance data	Can't change status or codes in item records, can't print statistics
Circulation3	All of Circ2 plus inventory, change item codes, change item status, print statistics	Can't change location, update calendar, delete holds from pull list
Circulation4	All of Circ3 plus can change location, update calendar, delete holds from pull list	
Cataloging3	Can add items, MARC for vertical files/equipment	Can't import records
Cataloging4	Can add items, MARC bibs, authorities, can import records	
Serials3	Can checkin serials, add serials copy records, claim	Can't add publication patterns, edit vendor records
Serials4	All of Serials3 plus can add publication patterns, edit vendor records	
Acquisitions4	Can update budgets, hierarchies, vendor records, order records, approve orders, claim	
Home Services4	Can add readers advisors, routes, assign homebound ptypes to patrons, run reports for next visits	
Community Resources4	Can add/edit/delete community resources records	