

## Appendix 6: KnowledgeShare Permission Groups

Whole system – can view/edit across the entirety of KnowledgeShare

Own LKS – can view/edit own LKS but not other LKSs

Own – can view/edit own information but not others in their LKS

- no permission

| Permission level                 | LKS Administrators | Librarians   | Library Assistants | Members      |
|----------------------------------|--------------------|--------------|--------------------|--------------|
| <b>LKS</b>                       |                    |              |                    |              |
| May add, edit and delete the LKS | Own LKS            | -            | -                  | -            |
| May view LKS details             | Whole system       | Whole system | Whole system       | Whole system |
| <b>Organisations</b>             |                    |              |                    |              |
| May edit organisations           | Own LKS            | -            | -                  | -            |
| May view organisations           | Whole system       | Whole system | Whole system       | Whole system |
| <b>Regions</b>                   |                    |              |                    |              |
| May add, edit and delete regions | -                  | -            | -                  | -            |
| May view regions                 | Whole system       | Whole system | Whole system       | Whole system |
| <b>Members</b>                   |                    |              |                    |              |
| May add members                  | Own LKS            | Own LKS      | Own LKS            | -            |
| May delete members               | Own LKS            | -            | -                  | -            |
| May edit members                 | Own LKS            | Own LKS      | Own LKS            | Own profile  |

|  |              |              |              |              |
|--|--------------|--------------|--------------|--------------|
| May merge members  | Own LKS      | Own LKS      | Own LKS      | -            |
| May view members   | Whole system | Whole system | Whole system | Whole system |
| <b>Staff accounts</b>                                      |              |              |              |              |
| May add staff  | Own LKS      | -            | -            | -            |
| May delete staff   | Own LKS      | -            | -            | -            |
| May edit staff   | Own LKS      | Own profile  | Own profile  | -            |
| May view staff   | Whole system | Whole system | Whole system | Own LKS      |
| <b>Evidence Searches</b>                                   |              |              |              |              |
| May assign evidence searches                               | Own LKS      | Own searches | -            | -            |
| Can clone an evidence search request to a new one          | Own LKS      | Own LKS      | -            | -            |
| May edit an existing evidence search request               | Own LKS      | Own LKS      | Own LKS      | -            |
| Can manage evidence search request feedback                | Own LKS      | Own LKS      | Own LKS      | -            |
| May start a new evidence search request                    | Own LKS      | Own LKS      | Own LKS      | Own searches |
| May view evidence search requests                          | Own LKS      | Own LKS      | Own LKS      | Own searches |
| May edit the evidence search capacity for members of staff | Own LKS      | -            | -            | -            |
| May view the evidence search capacity for members of staff | Own LKS      | -            | -            | -            |
|  |              |              |              |              |

| <b>Resources</b>   |              |              |              |              |
|--|--------------|--------------|--------------|--------------|
| May add, edit and delete resources   | Own LKS      | Own LKS      | Own LKS      | -            |
| May publish resources  | Own LKS      | Own LKS      | Own LKS      | -            |
| May view resources   | Whole system | Whole system | Whole system | Whole system |
| <b>Skills sessions</b>   |              |              |              |              |
| May add, edit, cancel sessions; mark attendees as having attended; view questionnaire responses; generate certificates; add time spent | Own LKS      | Own LKS      | Own LKS      | -            |
| Can add or cancel bookings and people on the waiting list  | Own LKS      | Own LKS      | Own LKS      | -            |
| May view sessions; see who attended; view responses, certificates, and time spent  | Own LKS      | Own LKS      | Own LKS      | Own LKS      |
| May add and edit training templates  | Own LKS      | -            | -            | -            |
| May view training templates  | Own LKS      | Own LKS      | -            | -            |
| <b>Newsletters</b>   |              |              |              |              |
| May add, edit and delete newsletters   | Own LKS      | Own LKS      | -            | -            |
| May view newsletters   | Whole system | Whole system | Whole system | Whole system |
|  |              |              |              |              |

| <b>Emails</b>                            |         |               |         |            |
|--|---------|---------------|---------|------------|
| May manage emails                        | Own LKS | Own emails    | -       | -          |
| May add, edit and delete email templates | Own LKS | Own templates | -       | -          |
| May view email templates                 | Own LKS | Own LKS       | -       | -          |
| <b>Networking groups</b>                 |         |               |         |            |
| May add groups                           | Own LKS | Own LKS       | Own LKS | Own LKS    |
| May add users to groups                  | Own LKS | Own LKS       | Own LKS | Own groups |
| May delete groups                        | Own LKS | Own LKS       | Own LKS | Own groups |
| May edit groups                          | Own LKS | Own LKS       | Own LKS | Own LKS    |
| May invite users to groups               | Own LKS | Own LKS       | Own LKS | Own LKS    |
| May remove users from groups             | Own LKS | Own LKS       | Own LKS | Own groups |

LKS Administrators also receive the following emails:

- Weekly email report of members who have self-registered in the previous week
  - o Email subject: Weekly report of self-registered members on KnowledgeShare
- Weekly email alert when a member is manually or automatically Unassigned
  - o Email subject: Manually and automatically unassigned members on KnowledgeShare
- Email alert when a member logs in to KnowledgeShare and requests an evidence search
  - o Email subject when deadline is less than 7 days: New KnowledgeShare Evidence Search Request by a Member: Short Deadline
  - o Email subject when deadline is greater than 7 days: New KnowledgeShare Evidence Search Request by a Member [optional]
- Email alert when a member self-registers and adds information to their Professional Interests page or is transferred and has Professional Interests
  - o Email subject: Member is missing an assigned librarian on KnowledgeShare