

# PINES Staff Accounts

PINES library staff members are granted passwords for access to the PINES database via the Evergreen staff client. PINES member libraries are required to change PINES passwords once a year [2002.09], and at the library's discretion when a key staff member with high-level access leaves, or if an employee leaves under hostile circumstances [2005.08].

As of May 2023, shared staff logins are no longer allowed. All staff members must use individual accounts. Individual logins allow for better tracking and accountability as well as increased security. Individual accounts should be changed from a staff account to a patron account if the staff member leaves employment.

Staff with a LibraryManager account may update circulation staff accounts. Staff with a LocalAdmin account may update all other types of accounts except for CatCoord and Cat1 accounts. LocalAdmin accounts may only be created by PINES staff at the request of the library director after the staff member has successfully completed the required [PINES LocalAdmin Certification](#), and Cat1 accounts may only be created after a staff member has successfully completed the required Cat1 training. CatCoord accounts require Cat1 training as well as the completion of the [PINES CatCoord Certification](#). Staff with LocalAdmin, CatCoord, or Cat1 accounts should submit help desk requests when the accounts need to be renewed or otherwise updated.

All staff accounts require two additional steps to function in the staff client:

1. **Register a workstation.** LocalAdmins and CatCoords can register workstations for staff accounts at the system level, and LibraryManagers at the branch level, by following the steps [here](#).
2. **Assign a working location.** Working locations can be assigned to staff by Local Admins and are assigned through the User Permission Editor. Instructions for assigning a working location can be found [here](#).



If a working location is not set, staff will see white screens upon logging in.

As of the January 2023 Evergreen upgrade, staff will not be able to log in to the staff client with an expired account. Most account types expire after 2 years and will need to be renewed by library staff or by submitting a help desk ticket.

Although staff members cannot edit their own accounts in the staff client, they may log in to the [My Account](#) portion of the online catalog to update their password, search preferences, etc.

In the event of presentation of a National Security/FBI letter requesting information under the PATRIOT ACT, any PINES Director may give his/her system password access to PINES [2006.01].



Staff should read, agree to, and sign the [PINES Code of Ethics](#).

See also: [Staff Permission Groups \(aka Profiles\)](#)

## When a Staff Member Leaves Employment

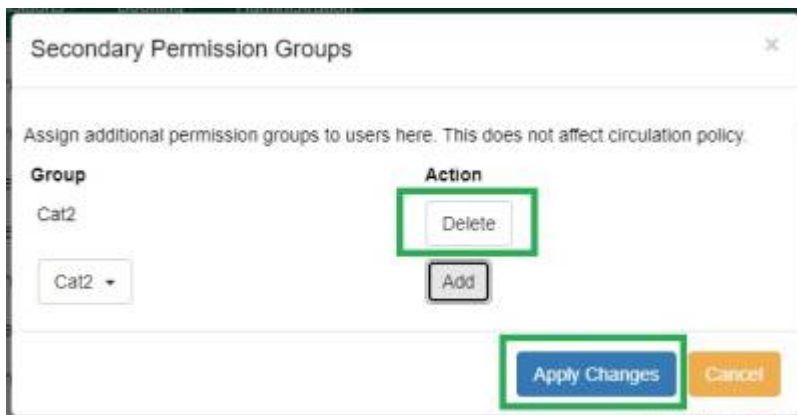
When a PINES staff member leaves employment, their account should be immediately changed from a staff permission group to the standard Patron permission group (or StaffNoPerm if you would like them to continue receiving staff borrowing privileges), and their email address and other contact info should be updated to reflect personal rather than business information. The Secondary Permission Group should also be checked and removed to ensure that no other staff permission group is assigned to the account.

To review and remove a Secondary Permission Group:

1. Open the **Edit** screen of the user's account.
2. Click **Secondary Groups** next to the Main (Profile) Permission Group field.



1. If there is a secondary permission group listed, click **Delete** and then **Apply Changes**.



1. Click **Save** at the top of the edit screen.

From:  
<https://pines.georgialibraries.org/dokuwiki/> - **PINES Documentation**

Permanent link:  
<https://pines.georgialibraries.org/dokuwiki/doku.php?id=circ:accounts:staff>

Last update: **2023/08/31 17:09**

