# Permissions Procedures

*These are the procedures for adding new library operations duties to a staff member's **profile** in Ex Libris Alma. Rather than being able to assign specific duties to a specific person, the actions are bundled into specifically-named jobs, called **Roles**. In Alma, **circulation** duties are listed under **fulfillment.** Alma was designed with large universities in mind, which usually have a larger staff than the Illinois State Library. As such, there are many different roles, with various levels of permissions for various levels of staff hierarchies. Since the library operations staff is small, it is not uncommon for one person to have many roles assigned to them, to allow them to complete their position's various duties.*

1. Log-in to your Alma account. In the blue bar on the top of your homepage, click on the **Admin** button, and under **User Management**, click on **Manage Users.**
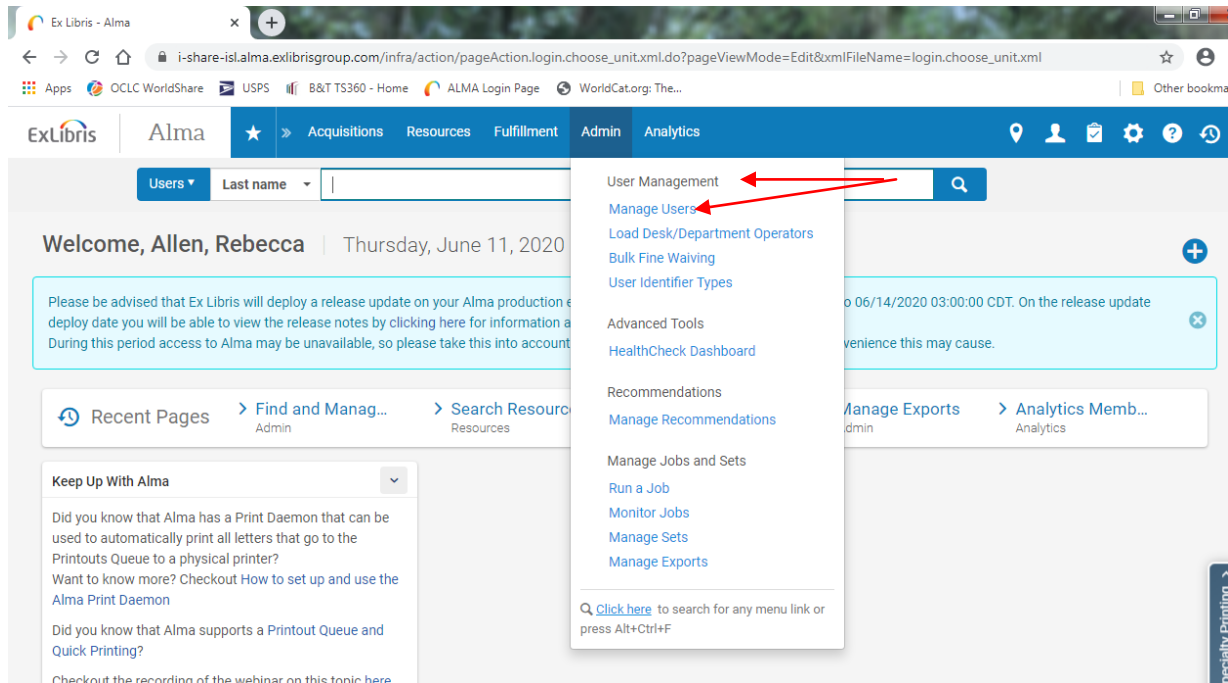

2. On the **Manage Users** page, search for the patron in the search bar and click on their name.

3.   Scroll down to the **User Roles** section at the bottom of the page and click on **Add Role.**
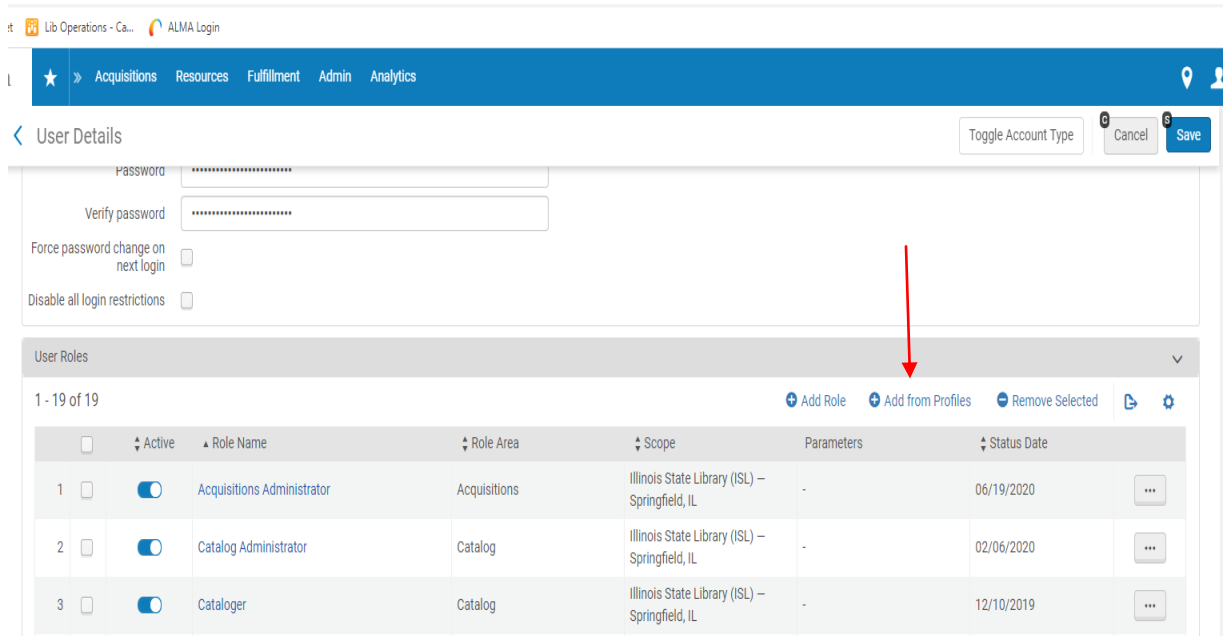
4. This will take you to the **Add New Roles** page, which will have several lists of possible roles, divided up by department. Check the appropriate box (es) and then click on the **Add Role** button at the top of the page.
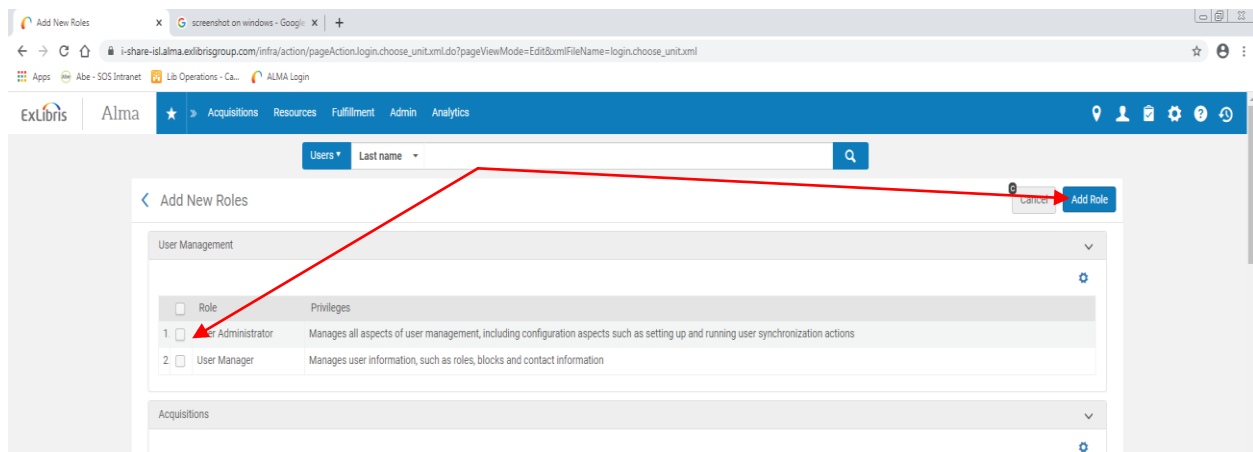
5. This will take to the **User Role Details** page. The role must be scoped to either the **Illinois State Library** or the **Resource Sharing Library**. *People who are working in*

*fulfillment should have their roles, such as circulation desk manager, scoped to **both** the Illinois State Library and the Resource Sharing Library*. Make sure that the **Status** is marked **Active**.
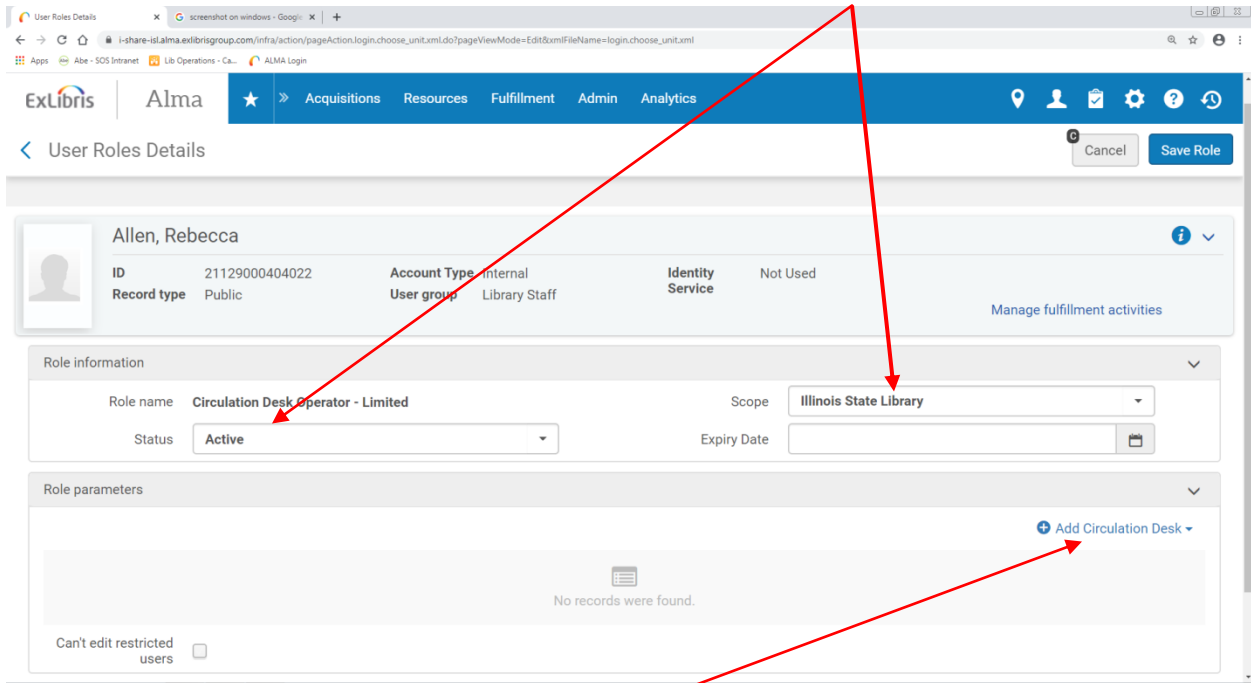
6. If the role in question is for circulation, it will need to be attached to the circulation desk. Large academic libraries have several desks to choose from, but we only have one. Click on the **Add Circulation Desk** button. Click on the **list button** in the box on the right. The circulation desk option should show up. Click on it, and then click on **Save Role**. This will take you back to the **User Details** page. The role should be in the **User Roles** list. Press **Save** and you can exit the profile.