

What is an Unscoped Login?

SCOPED LOGIN

- Staff users **CANNOT** edit or delete attached item records outside of their assigned login scopes, only view them (example: Bailey staff can't edit Curtis Memorial's records).
- Login scoping does not restrict the editing of bibliographic records (any library staff is able to update a bib record, because it is a universal record. That is of course, only as long as the staff member has the permissions to update bibliographic records.
- At libraries that use scoped logins for editing records, the system enforces those scopes when using Rapid Update, Delete Record or Global Update. The system does not update out of scope records.

UNSCOPED LOGIN

- Staff users **CAN** edit and delete attached item records outside of their assigned login scopes (unscoped Thomas ML staff can edit or delete Freeport's records).
- Are able to merge duplicate bibliographic records and move attached item records.

Verification

Please verify the following:

- If deleting your item record, please verify that you have opened your item record before deleting.
- Before deleting bibliographic records, please verify that there are no other libraries attached to the record.
- When merging records, please double-check that they are indeed duplicates and that any "local system fields" have been moved to the better record. If you have any doubts or questions, please contact the owning libraries and/or the Maine InfoNet Cataloging Consultant, Ellen Conway.
- When creating a list that will need to be Rapid Updated or deleted using Delete Records, please sort your list and verify that all locations appear to be yours. Depending on the type of list you are running it is important to verify that you have used the correct barcode range, home library or beginning part of the location code, so as not to bring in other library records into your review file. REMINDER: Unscoped logins have the ability to delete or rapid update records that are not their own.

Responsibility

It is the user's responsibility for the following:

- Notify member libraries attached to records that may be duplicates, but need further assertion before merging.
- Verify duplicate records before merging.
- Verify that no other libraries' records are inadvertently added to any Create Lists review file before Rapid Updating or Deleting Records.
- Not give out their unscoped login, which is to be used by the documented users only.

Ramifications

- Unscoped Logins will not have circulation functions or permissions, so as to curb any inadvertent circulation issues that happen with these types of logins. Items with holds that are going to another library may check in and show that they are already on the Holdshelf at the patron's library.
- For users with Global Update, Rapid Update or Delete Record functions, please note that the potential for inadvertently altering or deleting another library's records is extremely high.