

Connecticut Digital Archive

Guidelines for Managing Users

December 2015

Contents

Introduction.....	3
Users	3
Roles	3
Roles currently in use.....	3
Namespaces currently in use.....	4
Permissions Associated with these roles:.....	7
XACML Permissions Associated with Curators in Connecticut History Illustrated	8
Users	10
Administrators.....	10
Site Administrators	10
Curators.....	10
Creating Users.....	11
Removing Users.....	11
Users & Security.....	12
Appendix: Top Level Collections in CHI	Error! Bookmark not defined.

Introduction

This document provides guidance on managing users through the Drupal interface “People” in the CTDA. Managing users covers definitions of roles, when to create a user and in what role, who creates these users, and when to remove these users in all channels. This document addresses security issues only in so much as what to do when a potential risk has been sited.

Users

All users are assigned one account that is to be used by only that individual. When the user first logs in, they are strongly encouraged to change their password, which was assigned when their account was created. If a participant needs an additional account or several user accounts, they can contact their Site Administrator or an Administrator at ctda@uconn.edu. Users may login on different machines using their same account.

Roles

All users are assigned a “role”. Roles are defined by the level and extent of permissions associated to Fedora and/or Islandora operations. XACML policies can at any time override designated roles and Drupal permissions. The role “curator” exists in the demo site (<http://ctda-stage.lib.uconn.edu>) as a general catch all role. In channels or aggregated sites, general permissions assigned to those adding content are designated by [institution namespace]Curator. These “[institution namespace]” Curator roles must be created for each institution.

Roles currently in use

- **Administrator:** This role is the highest level of access.
- **Anonymous:** This role designates someone without an account.
- **Authenticated:** This role designates someone who logs in to the site.
- **batchloader:** This role is used solely for the automated batch ingest process for eRegulations. This role was set up and is managed by Rick Sarvas.
- **[namespace]Curator:** This role designates a Curator from a specific institution.
- **Curator:** ONLY for CTDA Stage. This role designates a general account.
- **Site Administrator:** This role designates a user who has access to customize their channel but not as many permissions as the Administrator.
- **mrcclean:** This role was created for the cron job to cleanup the batch queue in all sites.

Namespaces currently in use

Namespaces are currently maintained on the CTDA main website.

- 10002: CTDA Small Images for Accordion Rotator
- 20002: University of Connecticut Libraries Archives & Special Collections
 - 20003: University of Connecticut Libraries Research Data Archive
- 30002: Connecticut State Library
 - 30003: Connecticut State Library Electronic Regulations
- 40002: Connecticut Historical Society
- 50002: Hartford Public Library (including Hartford History Center)
- 60002: Barnum Museum
- 70002: Mystic Seaport
- 80002: Fairfield Historical Center and Museum
- 920002: *Used for Administrative Testing Purposes only*
- 110002: Bridgeport History Center
- 120002: Trinity College
- 140002-149999: Bibliomation members within this range
 - 140002: *Used for Bibliomation Testing Purposes only*
 - 140003: Ansonia Public Library
 - 140004: Beacon Falls Public Library
 - 140005: Bentley Memorial Library – Bolton
 - 140006: Bethel Public Library
 - 140007: Brookfield Library
 - 140008: C.H. Booth Library – Newtown
 - 140009: Cornwall Library
 - 140010: David M. Hunt Library – Falls Village
 - 140011: Derby Public Library
 - 140012: Derby Neck Library
 - 140013: Douglas Library of Hebron
 - 140014: Douglas Library – North Canaan
 - 140015: Easton Public Library
 - 140016: Edith Wheeler Memorial Library – Monroe
 - 140017: Guilford Smith Library – South Windham
 - 140018: Gunn Memorial Library – Washington
 - 140019: Hagaman Memorial Library – East Haven
 - 140020: Hall Memorial Library – Ellington
 - 140021: Hotchkiss Library – Sharon
 - 140022: Howard Whittemore Library – Naugatuck

- 140023: Janet Carlson Calvert Library – Franklin
- 140024: Jonathan Trumbull Library – Lebanon
- 140025: Kent Library Association – Kent
- 140026: Kent Memorial Library – Suffield
- 140027: Killingly Library
- 140028: Mansfield Library
- 140029: Mark Twain Library Association – Redding
- 140030: Middlebury Public Library
- 140031: Minor Memorial Library – Roxbury
- 140032: Morris Public Library
- 140033: New Milford Public Library
- 140034: Norfolk Library
- 140035: Oliver Wolcott Library – Litchfield
- 140036: Owl Box
- 140037: Oxford Public Library
- 140038: Putnam Public Library
- 140039: Ridgefield Library
- 140040: Rockville Public Library
- 140041: Rowayton Library
- 140042: Salem Free Public Library
- 140043: Scoville Memorial Library – Salisbury
- 140044: Seymour Public Library
- 140045: Plumb Memorial Library – Huntington Branch
- 140046: Plumb Memorial Library – Shelton
- 140047: Sherman Library
- 140048: Silas Bronson Library – Bunker Hill Branch
- 140049: Silas Bronson Library – Waterbury
- 140050: Silas Bronson Library – Griswold
- 140051: Somers Public Library
- 140052: Southbury Public Library
- 140053: Sprague Public Library – Baltic
- 140054: Stafford Library
- 140055: Terryville Public Library
- 140056: Thomaston Public Library
- 140057: Thompson Public Library
- 140058: Tolland Public Library
- 140059: Union Free Public Library

- 140060: Warren Public Library
- 140061: Weston Public Library
- 140062: Willimantic Public Library
- 140063: Windham Free Library – Windham Center
- 140064: Wolcott Public Library
- 140065: Woodbury Public Library
- 150002: Avon Free Public Library
- 160002: Eastern Connecticut State University (ECSU)
- 170002: Lyman Allen
- 180002: Groton Public Library
- 190002: Western Connecticut State University (WCSU)
- 200002: Mystic Arts Center (MAC)
- 210002: New Britain Museum of American Art
- 220002: Ivoryton Library Association
- 230002: Slater Memorial Museum
- 240002: Stonington Historical Society
- 250002: Wadsworth Atheneum
- 260002: Mattatuck Museum
- 270002: Florence Griswold Museum
- 280002: New Haven Museum (N.H. Museum & Historical Society; N.H. Colonial Historical Society)
- 290002: American School for the Deaf
- 300002: Wesleyan University
- 310002: Hartford Medical Society
- 320002: Case Memorial Library
- 330002: The Gunnery
- 340004: Manchester Historical Society

Recommendations for Permissions:

- Permissions should be linked to roles
- Administrators should have all permissions
- Site administrators should have permissions that allow adding new Drupal content as well as XML forms and configure the Drupal site
- Curators should have enough permissions to add and manage digital objects

XACML Permissions Associated with Curators in Managed Sites

XACML object policies are enacted on top level collections in aggregated channels. Please Note: XACML policies set on objects in aggregated sites AFFECT permissions in individual channels. These policies help ensure that curators are only able to manage their own content. These XACML policies are enabled to each top collection level in only.

XACML Restrictions are set on the Top Level Collection according to allowed users and roles by “admin”, “site administrators”, “anonymous” and “[namespace]Curator”. The namespace corresponds the institution of the person managing the content in that collection. These viewing restrictions apply to that collection, all its children, and collections within that top collection, new and existing. In the example below, for this collection, only administrators, site administrators, anonymous users, and people assigned the 40002Curator role can view objects. Allowed users is set to “anonymous” and “admin”. Allowed roles is set to “administrator”, “site administrator”, “anonymous” and “[namespace]Curator” where namespace designates the institution that acts as the steward for that top level collection. These policies are always enacted for “All children of this collection and collections within this collection (existing and new).”

[Home](#) » [Digital Collections](#)

☐ Enable XACML Restrictions on Object Management

☒ Enable XACML Restrictions on Object Viewing

▼ OBJECT VIEWING

Allowed Users

anonymous
admin
aharrell
astpierre
bausten
BHC
bpittman
cpittsley
dbretthauer
dlee

Allowed Roles

110002Curator
140002Curator
150002Curator
40002Curator
50002Curator
60002Curator
70002Curator
80002Curator
administrator
anonymous user

☐ Enable XACML Restrictions on DSIDs and MIME types

What items would you like to apply this policy to?

All children of this collection and collections within this collection (existing and new). ▼

Set Permissions

photographs are images of the campus, banquets celebrating
the opening of the College Theatre, and Trustees' meetings
devoted to particular people, projects, or events connected

Users

Administrators

Administrators have all permissions and act as stewards for all channels of CTDA. Administrators are the primary developers, digital project leads and key personal for the CTDA.

Administrators:

- Are users on all channels except those used specifically for developers or locally hosted Fedora/Islandora instances used for local testing which are managed by their local administrators.
- Create new roles for any site.
- Create and remove users on any site.
- Monitor user security breaches.

Site Administrators

A Site administrator is the primary contact person designated by an institution that has its own channel. The Site administrator is the “steward” of their channel or channels if the institution has both a production and stage channel. All site administrators are responsible for managing their site and the users on their site only. Also site administrators have access only to their channel(s). If a site administrator needs help correcting an error created on their part, they can email ctda@uconn.edu describing the issue. Currently this list is:

Site administrators:

- Are the primary contact person for those institutions that have their own channel(s).
- Create and remove users for their channels only.
- Monitor user security breaches for their channels only.
- Have limited ability to configure the channel’s theme.
- Are responsible for maintaining their site.

[namespace]Curators

Curators are individuals who add content to their channel. They have permissions limited to managing content and changing their user password. For help with issues that go beyond managing content, such as changing thumbnail icons for their collections, they can contact ctda@uconn.edu or their Site Administrator. If they need help correcting an error created on their part, they can email ctda@uconn.edu or their Site Administrator describing the issue.

[namespace]Curators:

- Manage their content on their channel only.
- Are responsible for managing their content.

Reserved System Users

Users such as automated batch loader or mrclean that typically don't have an associated role are necessary for the system to run properly for either cleanup and maintenance or special ingest processes such as eregulations.

Creating Users

Only Administrators or Site Administrators create new users. All new users must be assigned a role. If a user needs a new role, then an administrator needs to create that role.

For CTDA-stage, users should be created with the "Curator" role only during the test drive period. In CTDA-stage, users have 90 days to test CTDA at which point their accounts will be cancelled and content removed.

Removing Users

Only Administrators or Site Administrators remove users or cancel accounts. Site Administrators cancel accounts only for their channels. Administrators can cancel accounts on any channel. However, if an administrator cancels an account on a channel that has a designated Site Administrator, the Administrator must consult with that Site Administrator first.

When cancelling an account, it is necessary to determine the level of deletion. For all channels, except CTDA-stage, this will need to be determined by the Administrator and/or Site Administrator. If "Delete the account and its content" is selected, then any content added by this user will also be removed from CTDA.

For CTDA-stage, select "Delete the account and its content".

UConn UNIVERSITY OF CONNECTICUT

Are you sure you want to cancel the account *jeustis2*?

[Home](#) » [jeustis2](#)

When cancelling the account

- ☒ Disable the account and keep its content.
- ☐ Disable the account and unpublish its content.
- ☐ Delete the account and make its content belong to the *Anonymous* user.
- ☐ Delete the account and its content.

☐ Require e-mail confirmation to cancel account.
When enabled, the user must confirm the account cancellation via e-mail.

Select the method to cancel the account above. This action cannot be undone.

[Cancel](#)

History

Users & Security

All Administrators and Site Administrators must monitor their users. If unusual activity is seen, email ctda@uconn.edu with a description.