



## **User Levels/Privileges** (Last Updated 2-10-2011)

### **Reviewer**

- can review volumes with status 0-1; priority 0-2
- can view and edit unprocessed reviews
- can set a “hold” on unprocessed reviews for up to 72 hours
- can view historical reviews
- can view their own review stats
- matching reviews (with other reviewers) become status 3s and must be reviewed or accepted by an expert

### **Advanced Reviewer** (all above plus:)

- matching reviews (with other reviewers and advanced reviewers) become final

### **Expert** (all above plus:)

- can review conflicting (status 2) reviews and provisionally matching (status 3) reviews
- can review any reviews with priority level 0-3
- can designate volumes “pdus/cdpp”
- can accept and finalize matching reviews (automatically generate “dummy” reviews)
- can add new review that overrides matching reviews
- can neutralize prior reviews (prior reviews that don’t agree with expert’s final review are not invalidated)
- can view user accounts and can change to one’s own alternate lower level identities (e.g. regular or advanced reviewer identities, must use same base/Kerberos username)
- can view active reviews, volumes in queue and all held reviews
- can view all report interfaces (all review stats; system summary, determinations breakdown, export stats)
- can query rights database
- can retrieve volume IDs associated with a (catalog) record number
- can add volumes to the queue (as priority level 0-3)

### **External Admin** (Reviewer or Advanced Reviewer privileges\*, plus:)

- can view aggregated Institutional Stats for reviewers at their own institution
- \*Depending on their reviewer level. If not also a reviewer, External Admins can only view institutional stats, Historical Reviews, Active Reviews, All Held Reviews and reviewer documentation)

### **Admin** (all above plus:)

- can designate volumes “pd/add”
- can use Override to add volumes to the queue from 1964-1977 (US) and designate them pd/ncn (with no renewal info)
- can add, modify and delete user accounts
- can change identities to be any other user of equivalent or lower user level in Dev/Training
- can clear locked volumes
- can change system status and create/display system-wide messages
- can view/search/sort by System ID in Historical Reviews

### **Super Admin** (all above plus:)

- can use Override to add volumes to queue as priority level 4 (no date/place/format restrictions) and review priority 0-4
- can process current day’s reviews in Dev (for testing purposes)
- can use the debugging facilities on the System Administration page