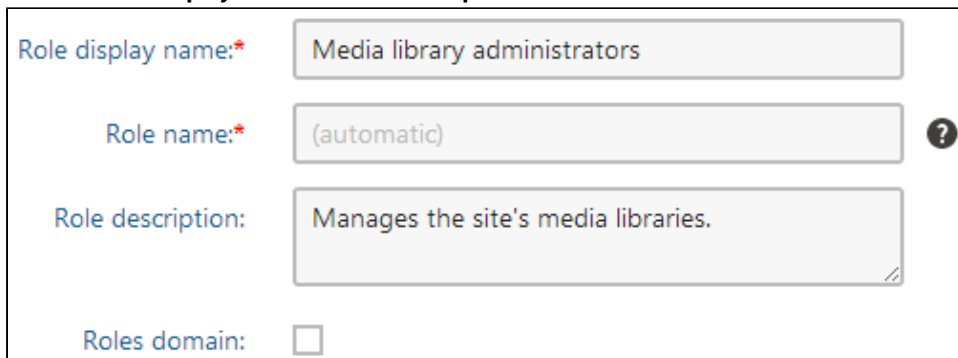


This topic guides you through an example of setting media library permissions for a specific role. The example uses users that are available on the sample Corporate site. Learn more about how you can [create new sample sites from templates](#). You can also use the users already available on your site or create new users.

Creating a role to manage media libraries

If you already have a role for managing your media libraries, then proceed to [Setting media library application](#) permissions.

1. Open the **Roles** application.
2. Click **New role**.
3. Fill in the **Role display name** and **Role description** fields.



4. **Save** the role.

The **General** tab of the role that you just created opens.

Assigning a user to the media library administrators role

1. Switch to the **Users** tab.
2. Click on **Add users**. The **Select users** dialog opens.
3. Turn on the check-box next to the users that you want to assign to the role.
4. **Save & Close** the dialog.

Now that you created the role and assigned it users, you can set its permissions.

Following users are assigned to the role:		
<input type="checkbox"/>	Action	User
		<u>Valid to</u>
<input type="checkbox"/>		Andrew Jones (Andy)

Setting Media libraries application permissions

1. Open the **Permissions** application.
2. In the **Site** drop-down list, select **Corporate site**.
3. In the first **Permissions for** drop-down list choose **Module** and **Media libraries** in the second.
4. Grant the **Read** permission to the **CMS Community administrators** role.
5. Grant the **Read** and **Manage** permissions to the **Media library administrators** role.

The **Read** permission allows to access the **Media libraries** application and view properties of available media libraries. In addition, users assigned to the two roles can do the following:

- **CMS Community administrators** role: users can, based on the configuration of [media library permissions](#), work with files and folders in media libraries.
- **Media library administrators** role: users can create, edit, and delete media libraries in the **Media libraries** application.

Setting media library permissions

On the **Security** tab of each media library, you can assign permissions for particular actions. This can be useful if the permission settings for the **Media libraries** application are not sufficient for your needs and you want to restrict users from performing certain actions in certain media libraries.

In this part of the example, you assign permissions to delete files and folders to the **CMS Community administrators** role. This way, they can, for example, delete inappropriate content. You also make sure that only **Authenticated users** can create new files and folders in the media library.

1. Open the **Media libraries** application.
2. **Edit** (🔧) the Media library for which you want to set the permissions.
3. Switch to the **Security** tab.
4. Set the **Create file** and **Create folder** permissions to **Authenticated users**.
5. Set the **Delete file** and **Delete folder** permissions to **Authorized roles**.
6. In the role listing part of the grid, select the check box so that **CMS Community Administrators** can **Delete file** and **Delete folder**.

	Create file	Create folder	Delete file	Delete folder
Nobody	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All users	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Authenticated users	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Authorized roles	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Please select the authorized roles (available only when you select the "Authorized roles" option above):				
	Create file	Create folder	Delete file	Delete folder
Chat support engineers (global)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CMS Basic users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CMS Community administrators	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CMS Designers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

With these settings, any authenticated users that have the **Read** permission for the **Media libraries** module can create files and folders in the media library. Users in the **CMS Community administrator** role can delete the files and folders in the library.

Setting group media library permissions

Note that groups have roles separate from the rest of the system. If you want to set group media library permissions for group roles, create a group role first, as described in [Working with groups](#).

1. Open the **Groups** application.
2. **Edit** (🔧) the group in which you want to modify the media library.
3. Switch to the **Media libraries** tab.
4. **Edit** (🔧) the media library you want to set the permissions for.
5. Switch to the **Security** tab.
6. Set the **Create folder**, **Delete file** and **Delete folder** permissions to **Authorized roles**.
7. In the role listing part of the grid, select the check box so that **Group media libraries administrator** can **Create folder**, **Delete file** and **Delete folder**.

With these settings, any group member can create files in the media library. Users in the **Group media libraries administrator** role can create folders and delete the files and folders in the library.

Permissions Grid

The following table shows which permissions need to be assigned to allow users to perform particular actions. Users with the Global administrator [privilege level](#) can perform all of these actions for all general and group media libraries on the site. Group administrators can perform all of these actions for group media libraries of groups where they are group administrators.

Action/Permission				File	Folder	
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	Read	Manage		Create	Delete	Modify	Create	Delete	Modify	See library content
Files										
upload / import		✓	or	✓						
rename / change file properties		✓	or			✓				
delete		✓	or		✓					
copy		✓	or	✓						
move		✓	or			✓				
Folders										
create		✓	or				✓			
rename		✓	or						✓	
delete		✓	or					✓		
copy		✓	or				✓			
move		✓	or						✓	
Administration										
Access the Media library application	✓		or							
Modify media library properties and content		✓	or							
Live site administration										
Access the Media library application	✓		or							
Modify media library properties and content		✓	or							
Live site										
See and browse library content (Media gallery web part)	✓		or							✓
Upload file (Media file uploader web part)		✓	or	✓						



By default, Kentico does not check the **See library content** permission for visitors on the live site. If you wish to require users to have this permission to view media library content, you need to enable the following settings in the **Content -> Media** category of the **Settings** application:

- **Use permanent URLs**
- **Check file permissions**