Reader password management

Any address record registered in the BiblioMaker database can be assigned a password, which will be used in the online catalog to prove a reader's identity, or in loan management for self-service lending.

This document describes password management for address records.
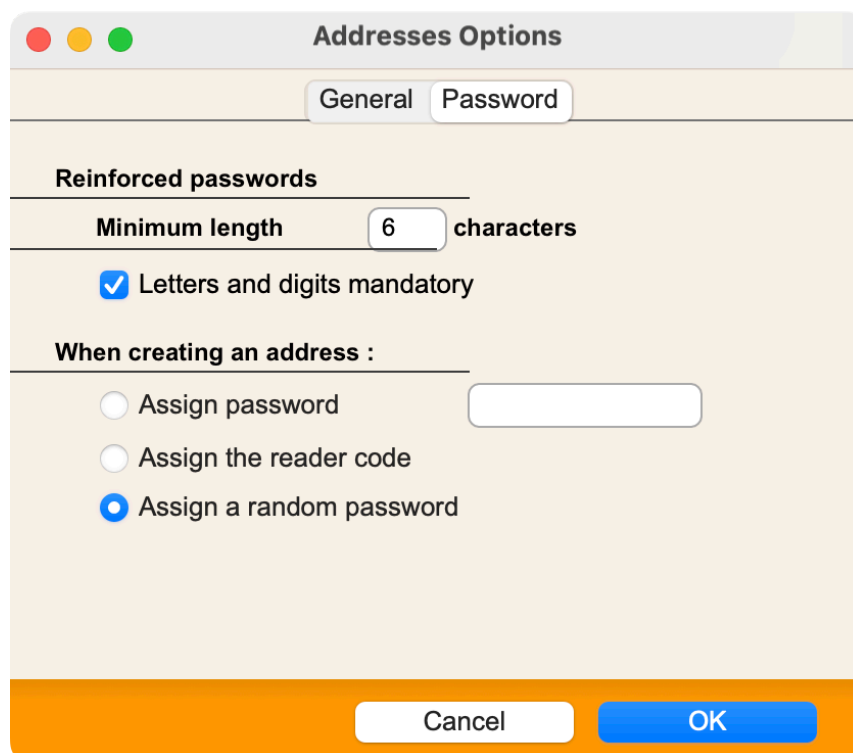
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1. Creating an Address record

When an address record is created, the program automatically generates a password in the PASSWORD field. This password can be changed immediately by the person creating the Address record, or at a later date, either by a librarian, or by the person who is the subject of the Address record.

1.1 Options for generating a password

To generate passwords, the program uses one of three selectable rules, represented by radio buttons accessible via the **Action>Options** menu, **General** button, **Password** tab.

- **Assign password [enter the password here]**

If you check this radio button, the program will generate the same password for all new addresses. This option has the advantage of simplicity when it comes to communicating the password to a reader, but the obvious drawback of a lack of security. Indeed, a reader could attempt to log in on behalf of another reader with this default password, and would have a not inconsiderable chance of accessing the account of another reader who had not taken the precaution of changing the initial password.

- **Assign the reader code**

If you check this radio button, the program will generate the reader's code as the password. Thus, the reader with code *L1234* will be assigned password *L1234*. Here too, the main advantage is that the initial password is easily communicated to the reader, but a major disadvantage is the poor security of this option. A reader could also easily attempt to log into another reader's account using the same code and password.

- Assign a random password

If you check this radio button, the program will assign a different password for each Address record, which is the safest solution. But how do you communicate this random password to the reader? There are several possible solutions:

- If the address record is created at the loan counter in the presence of the reader, the password can be transcribed by hand onto a piece of paper and given to the reader (it is also possible to replace the automatically generated password with a password agreed with the reader).

- A letter or e-mail can be sent to the reader, containing the initial password. This mail is generated via the **File>Print** command in the Addresses file, by selecting the **Password letter** print format. Please note that, for security reasons, sending this letter will trigger the generation of a new password. In addition, the first time the reader logs on, he/she must set a new password, in order to maintain confidentiality.

- Another solution is not to communicate the initial password to the reader, but to instruct him/her to simulate forgetting the password. In this way, the first time the reader logs on to the online catalog, he or she is sent the password by e-mail, which he or she must change in the interests of confidentiality.

The General **Options** of the Addresses file also allow you to require a minimum length for passwords (currently, the consensus is that a secure password should consist of at least 12 characters) and a mix of numbers and letters.

2. Assigning a password afterwards

An Address record created with a version of BiblioMaker prior to 7.1 may contain no password. Here's how to correct this situation:

Search for Addresses records containing no password: call the **Action>Search** command and enter the following search criterion:

<p style="text-align:center"><i>P<small>ASSWORD</small> is equal to [leave empty]</i></p>

Remove from the selection of records found addresses for which it makes no sense to assign a password (e.g. institutions or individuals who have no reason to log in to the online catalog).

Then activate the remaining addresses and call the **Action>Apply** command. Select **Password** from the **Target** pop-up menu.
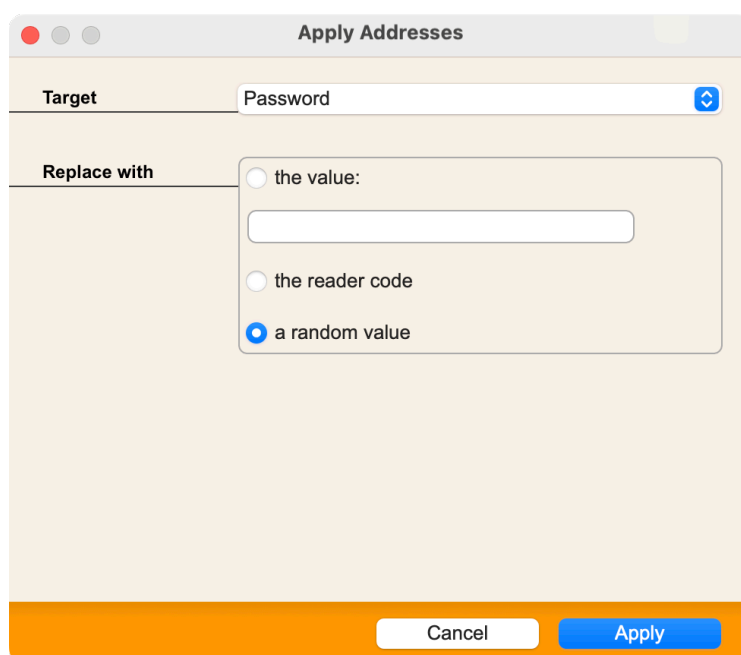
Select the desired radio button:

- **The value** [enter a value]

- **The reader code**

- **A random value**

Please refer to chapter 1.1 for more information on this choice and on how to communicate (or not) these passwords.

3. Changing the password

A reader's password can be changed at any time by the reader him/herself or by librarians. This chapter lists various scenarios:

3.1 The reader changes his/her own password

Readers can change their password from their online catalog account, provided this operation has been authorized in the online catalog settings.

To do this, they log in to their account with their current password, then click on the **Change password** link. In the password change dialog box, they must enter their current password, then the new password twice.

3.2 The librarians change the password

Librarians can change the password. To do so, they modify the reader's address record and replace the scrambled password with a new one.

3.3 Require a password change

Librarians can also leave the reader's password as it is, but require the reader to change it the next time he or she logs in. To do this, edit the reader's Address record and, in the cogwheel to the right of the PASSWORD field, call up the **Require a password change** command.
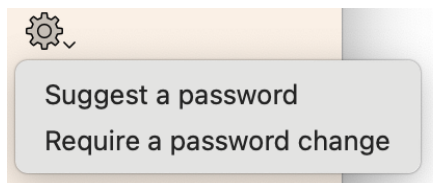
Librarians wishing to force several readers to change their passwords call the **Action>Apply** command in the Addresses file and select the **Change password** value from the **Target** pop-up menu.

The next time the reader logs in to the online catalog, he/she will be asked to change his/her password. It is not possible to replace a password with the same one.

4. Forgotten password

If the reader has forgotten his/her password and has not saved it in his/her web browser, a new password can be e-mailed to him/her from the online catalog. The e-mail contains a temporary password, which the reader must replace with a new one.