

Person vs. Position in ASPeN

I'm confused about the difference between a "person" and a "position." Positions are denoted by a person's name, so aren't they the same thing?

No, "positions" and "persons" in ASPeN are not the same thing.

A "person" represents an individual human being. When you create an account, you are generating a "persons" record that is all your own. When you go to your admin screen, everything in the gray box is associated with your "person" record, not your "position." With a person record, you can:

- Store all your personal/contact information
- Track your Continuing Education credits even if you are retired or not associated with a specific Montana library
- Serve roles at multiple libraries (this is not typical)
- Create a user image
- Select person "specialties" and add professional organizations

A "position" represents a role at an organization. For example, a "library aide" is a position in ASPeN, but not a "person." You do not want a "position" to be permanently attached to a "person" because that person may leave the library, and you may want to give those responsibilities to another person. With a position record, you can:

- Attach certain levels of editing access (director positions will have more access than an aide)
- Specify contact information for a certain "position" that is separate from the person
- Associate a "person" record with a "position"
- Remove a "person" from a position and replace it with someone else

However, you *cannot*:

- Associate *more than one* person with a position

A single person has only one "person" record in ASPeN. However, they can hold multiple "positions." This may be useful in several circumstances. For example, you can be a board member at one library and a staff member at another. Leaving or adding one "position" to a "person" does not tamper with the "person" record. It simply describes what positions that person holds within one or more organizations.