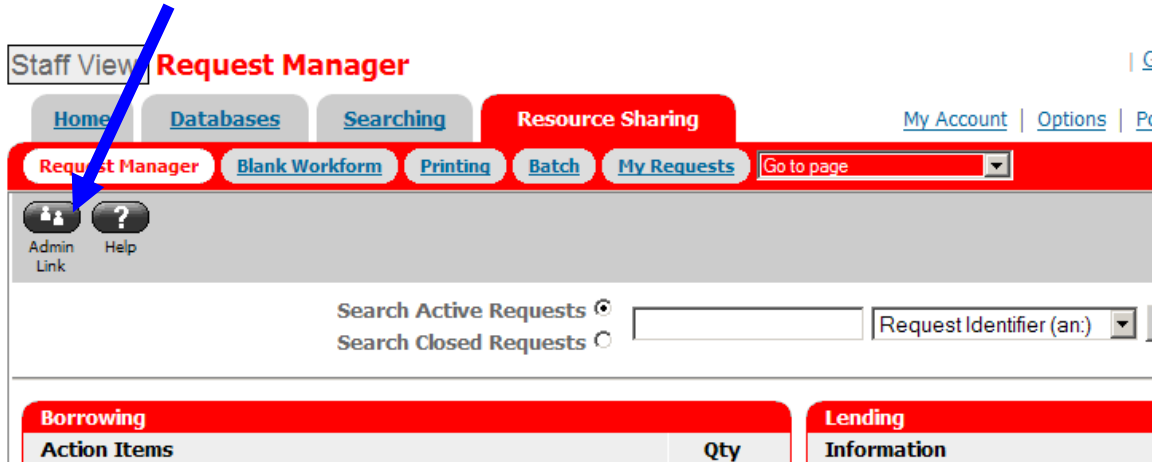


Adding COKAMO to OCLC Shipping Information

For libraries participating in OCLC, add **MO99 COKAMO** to your shipping address in your constant data. Follow the steps outlined below.

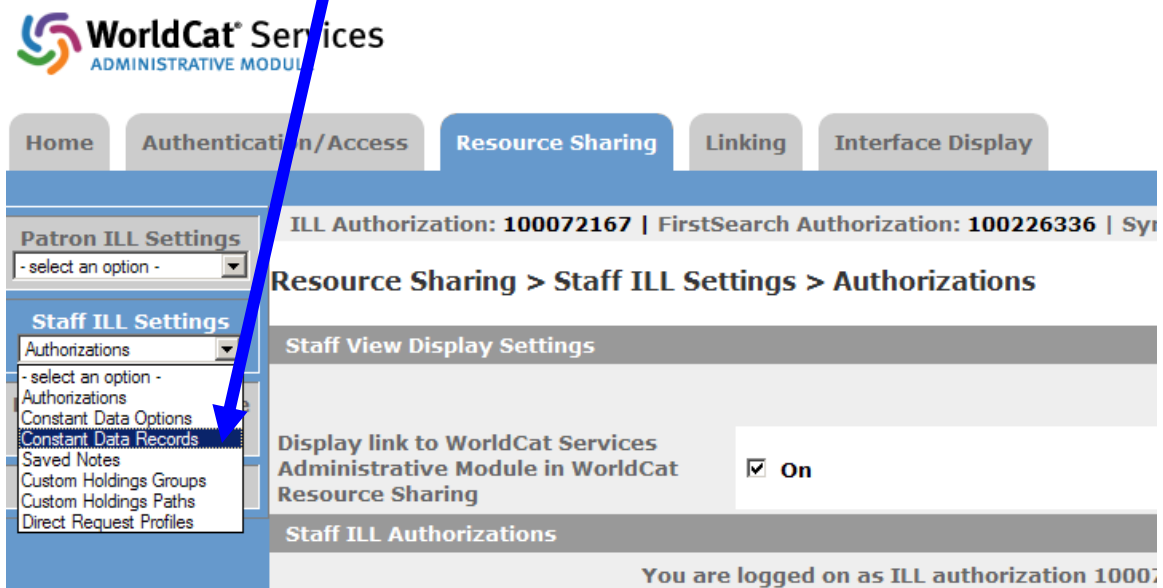
Log on to FirstSearch (<http://firstsearch.oclc.org>) as you normally would to complete your ILL work.

Click on the **Resource Sharing** tab to bring up the Request Manager screen. Click on the **Admin Link** button.



A pop-up window will open to your Administrative Module where you can customize your ILL settings such as constant data. (Make sure any pop-up blockers are turned off first!)

Select **Constant Data Records** from the **Staff ILL Settings** menu in the left-hand column.



Adding COKAMO to OCLC Shipping Information

Your current constant data will display. Add **MO99 COKAMO** to the **Ship To:** field in the **Borrowing Library Information** section of the screen.

Borrowing Library Information

*CD Name: Last Modified Date:20071205

Need Before: relative to today's date (format: +DD) ?

Request Type: ?

Edition:

Ship To: ?

Bill To: ?

Scroll to the bottom of the screen and add **MO99 COKAMO** to the **Return To:** field in the **Lending Library Information** section.

Lending Library Information

Lending Restrictions: ?

Return To: ?

Return Via: ?

If your library uses more than one **Constant Data** record, you will need to update the **Ship To** and **Return To** fields in each one. The drop-down menu seen here is found at the top of the **Constant Data** screen in the **Admin Module**.

To edit a specific Constant Data Record:

Select Constant Data Record Of

*CD Name: Last

For help editing constant data:

- Email Missouri Library Network Corporation (MLNC) at support@mlnc.org
- Call MLNC at 800-969-6562
- Download the *WorldCat Resource Sharing Quick Reference Guide* <http://www.oclc.org/us/en/support/documentation/resourcesharing/using/refcard/WCRS.pdf>. Instructions for editing constant data begin on page 7.