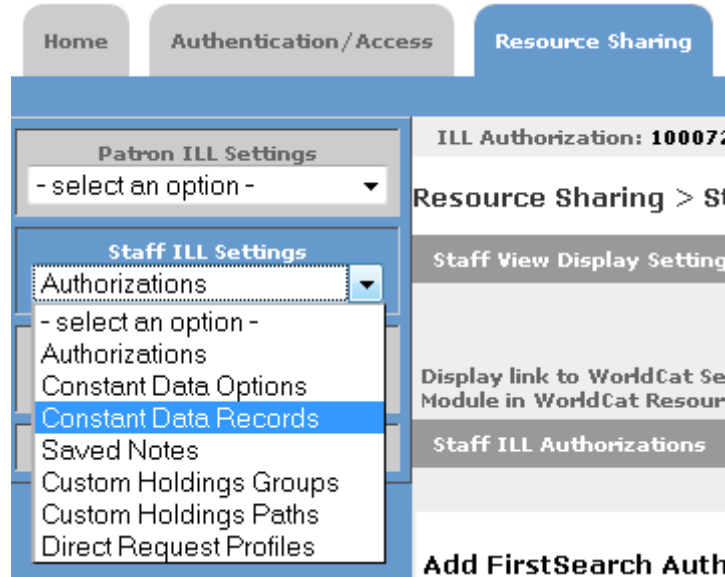
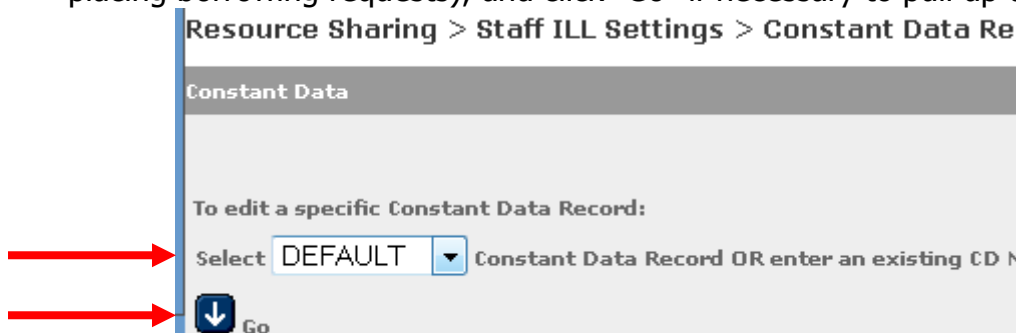


## Updating your Constant Data for COKAMO

1. Login to the OCLC Administrative Module (<http://www.firstsearch.oclc.org/admin>)
2. In the "Staff ILL Settings" menu, select "Constant Data Records"



3. Make sure you have DEFAULT selected (or whichever record you use when placing borrowing requests), and click "Go" if necessary to pull up the record



4. In the Ship To section, type "MO99 COKAMO/" (without quotes), making it the first line of your ship to address

Borrowing Library Information	
*CD Name:	DEFAULT Last Modified Date:20090428
Need Before:	+30 relative to today's date (format: +DD) ?
Request Type:	- select a Request Type - ?
Edition:	?
Ship To:	MO99 COKAMO/University of Missouri - Kansas City/Miller Nichols Library - ILL/800 E. 51st St./Kansas City, MO 64110 ?

5. Save Changes