

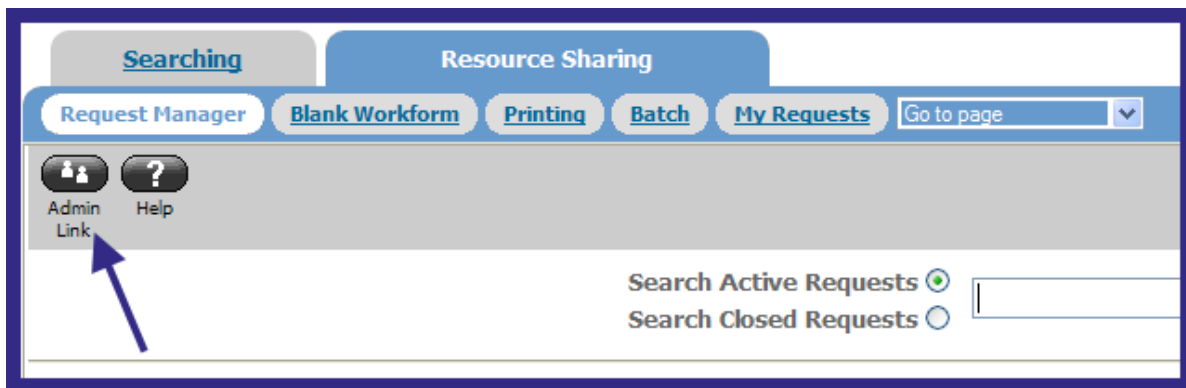
## Adding COKAMO to OCLC Shipping Information

For libraries participating in OCLC, add **COKAMO plus your library's courier code** to your shipping address in your constant data. Follow the steps outlined below.

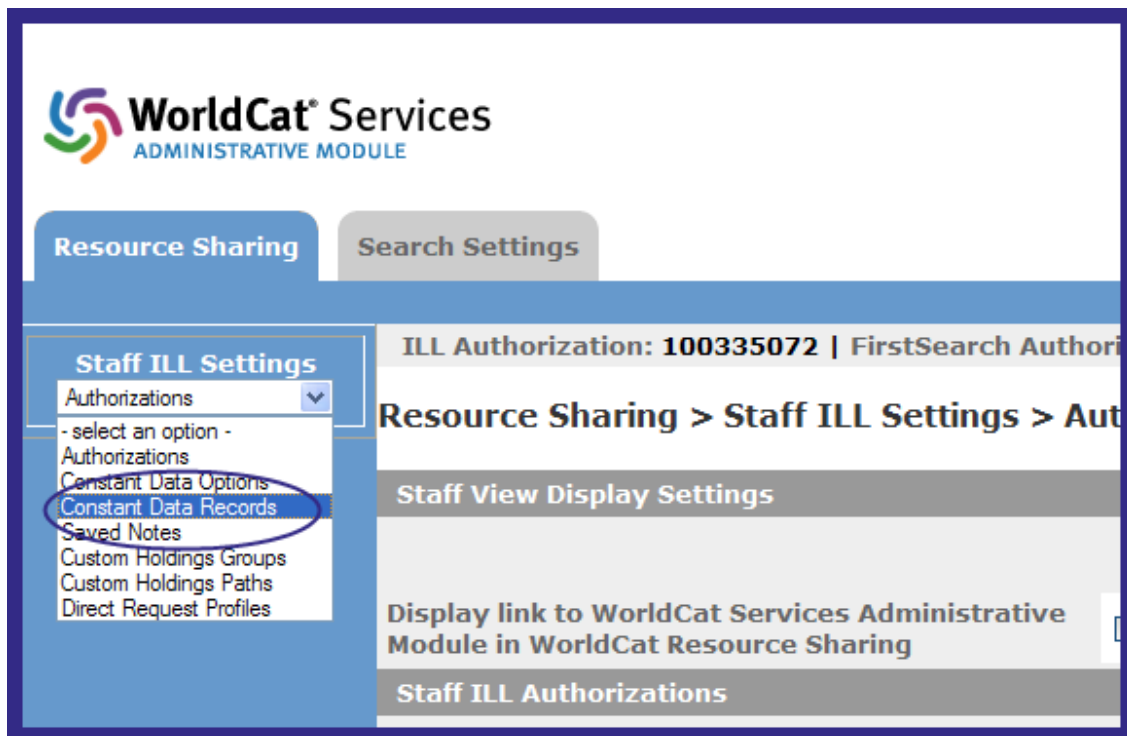
Log on to FirstSearch (<http://firstsearch.oclc.org>) as you normally would to complete your ILL work.

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

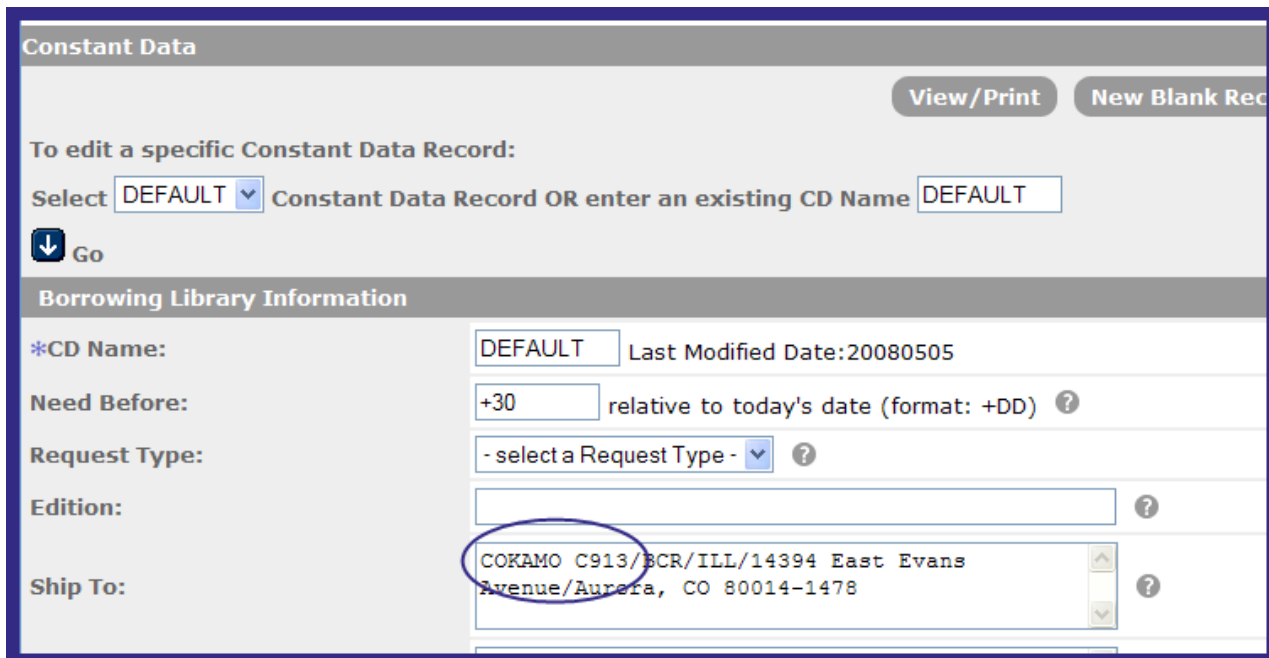
If you have disabled the **Admin Link**, log directly into the FirstSearch Administrative Module (<http://firstsearch.oclc.org/admin>).



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!)

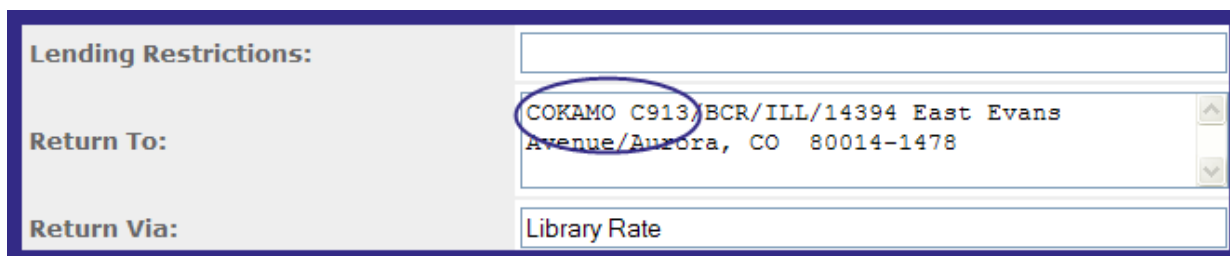


Your current constant data will display. Add **COKAMO plus your library's courier code** to the **Ship To:** field in the **Borrowing Library Information** section of the screen.



The screenshot shows the 'Constant Data' interface. At the top, there are buttons for 'View/Print' and 'New Blank Rec'. Below this, a section titled 'To edit a specific Constant Data Record:' contains a dropdown menu set to 'DEFAULT' and a text input field also containing 'DEFAULT'. A 'Go' button with a downward arrow is below this. The main section is 'Borrowing Library Information' and includes fields for: '\*CD Name:' (DEFAULT, Last Modified Date: 20080505), 'Need Before:' (+30 relative to today's date), 'Request Type:' (-select a Request Type -), 'Edition:' (empty), and 'Ship To:' (COKAMO C913/BCR/ILL/14394 East Evans Avenue/Aurora, CO 80014-1478). The 'Ship To:' field is circled in red.

Scroll to the bottom of the screen and add **COKAMO plus your library's courier code** to the **Return To:** field in the **Lending Library Information** section.



The screenshot shows the 'Lending Library Information' section. It includes fields for: 'Lending Restrictions:' (empty), 'Return To:' (COKAMO C913/BCR/ILL/14394 East Evans Avenue/Aurora, CO 80014-1478), and 'Return Via:' (Library Rate). The 'Return To:' field is circled in red.

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**.

For help editing constant data:

- Email OCLC at [support@oclc.org](mailto:support@oclc.org)
- Call OCLC at 800.848.5800 or 614.793.8682 (Mon.-Fri. 7 AM-9 PM Eastern time)
- 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.