Constant data description

Constant data allows you to create data records that can be saved and applied to both borrowing and lending requests. Once you have entered constant data and saved it, you can select any of your saved records and instantly populate your borrowing or lending fields with this information. This feature saves time in data entry on interlibrary loan requests and workforms.

Watch a video

Creating constant data (9:29)

This video shows how to create, edit and maintain constant data records in OCLC Service Configuration for accuracy and efficiency in ILL borrowing and lending.

Constant data records for Borrowers

Constant data records can be created to fit any routine borrowing situation. Examples of situations where constant data records can be useful for borrowers are listed in the table below.

<table>
<thead>
<tr>
<th>SITUATION</th>
<th>SUGGESTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>You regularly borrow photocopies as well as material that must be returned.</td>
<td>Create one constant data record for loans and another for copies.</td>
</tr>
<tr>
<td>SITUATION</td>
<td>SUGGESTION</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>You request some photocopies be faxed to you, but that most be mailed.</td>
<td>Create one constant data record for faxcopy requests and another for mailcopy requests.</td>
</tr>
<tr>
<td>A patron requests multiple items.</td>
<td>Create a temporary constant data record to transfer data specific to that patron into each of the workforms.</td>
</tr>
<tr>
<td>You handle all ILL transactions at your main library, but want lenders to ship materials directly to branches when appropriate.</td>
<td>Create constant data records with a different :SHIP TO: address for each branch.</td>
</tr>
<tr>
<td>Some faculty members are regular ILL customers.</td>
<td>Create a constant data record for each high-volume customer.</td>
</tr>
<tr>
<td>You have established policies for the amount you will pay for each type of ILL material.</td>
<td>Create a constant data record for each type of material with its appropriate :MAXCOST:.</td>
</tr>
<tr>
<td>You have established policies for using ILL Fee Management.</td>
<td>Create constant data records with IFM values in :MAXCOST:.</td>
</tr>
<tr>
<td>You regularly request multiple copies of the same item for book clubs.</td>
<td>Create a constant data record that contains a Borrowing Note indicating that the request is for a book club.</td>
</tr>
</tbody>
</table>

**Constant data records for Lenders**

Constant data records can also be created to fit any routine lending situation. Examples of situations where constant data records can be useful for lenders are listed in the table below.

<table>
<thead>
<tr>
<th>SITUATION</th>
<th>SUGGESTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>You regularly loan photocopies as well as material that must be returned.</td>
<td>Create one constant data record for loans and one for copies.</td>
</tr>
</tbody>
</table>
### SITUATION

| You handle all ILL transactions at your main library, but want borrowers to return materials directly to branches when appropriate. |
| Create constant data records reflecting a different :RETURN TO: address for each branch. |
| You have established policies for the amount you charge for each type of ILL material. |
| Create a single constant data record for each type of material reflecting the appropriate :LENDING CHARGES:. |
| You lend to members of your consortium free of charge, but charge other borrowers a fee. |
| Create one constant data record for a freeloan and one for a payloan. |
| You have established policies for the method of payment for loans and copies. |
| Create constant data records for various ILL Fee Management charges and separate records for invoiced charges, for example, 10IFM or 10INV. |

### Edit constant data

Constant data can be edited and updated in the administrative settings for WorldShare Interlibrary Loan within the OCLC Service Configuration. You can reach your institution’s Service Configuration options by clicking **OCLC Service Configuration** on the WorldShare Interlibrary Loan Home screen.
For additional instructions on how to edit constant data, see Borrower Data and Lender Data. Note: A default constant data record is created for any institution that does not have one.