Learn how to enter contact information for your institution's branches, as well as how to add details about off-system borrowers and lenders.

**Branches**

This is an advanced setting available to Tipasa subscribers. If you are a Tipasa library, refer to Tipasa, Address Book.

**Partners**

Create and maintain details about off-system institutions that you borrow from and lend to in order to automatically populate the partner details in your off-system borrowing and lending requests. Entries must be created in the Partners tab before they are able to use the partner in an off-system request. Refer to Off-System Requesting for more information.

To add a library partner to the Address book:

1. Select the **Partners** tab.
2. Select the **Add Partner** button.
3. From the New Partner screen, enter the information about the library partner's identity in the following sections:
   - **Partner Information**
   - **Locale**
     Note: The Locale will default to the creating library's information. If the partner is in a different locale to that of the creating library, manually change the local details using the drop-downs for Country and Language.
   - **Shipping Address**
   - **Billing Address**
   - **Return Address**
   - **Contact Address**
   - **Notes**
     Note: Each partner record must have a unique Partner Name and Partner Symbol.
4. Click **Save**.

Partners cannot be deleted once created, but they can be flagged as inactive so that they cannot be included in future transactions.