

WorldShare Interlibrary Loan: Tip of the Week

For distribution at any time starting July 18, 2013

Title: WorldShare ILL Tip of the Week: Constant data settings determine format of address labels

A frequent request we hear from WorldShare ILL users is: Will you please ask people to update their constant data settings so their addresses print appropriately on our labels?

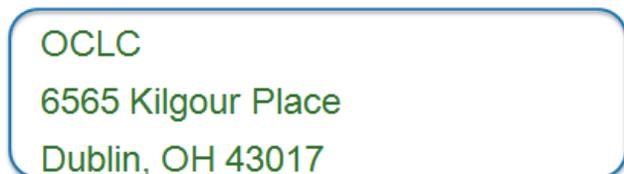
Constant data updates will benefit your library as well as the libraries with whom you borrow and loan.

In WorldShare Interlibrary Loan, when address fields in constant data records are not broken into separate fields for individual elements, labels will not print correctly.

This is how a label prints when address information is not set up correctly in constant data:



This is how a label prints when address information is entered correctly in constant data:



Please log into the [WorldCat Services administrative module](#) to update constant data settings for your library.

ILLiad users should navigate to the Systems Tab and then to Resource Sharing settings and finally to the Constant Data tab. You should update all versions of your constant data or delete those constant data records you no longer use.

SUGGESTION FOR LENDERS: If you receive requests from libraries that have not updated their constant data address information, we suggest sending them a quick note via email with a request that they do so. You might also include links to resources that provide instructions. A sample email message follows:

Dear [lending library]:

I am writing to request that you update your library's address settings in constant data so we can more quickly fill your future requests. Your current constant data settings result in labels that look like this:



Please log into the [WorldCat Services administrative module](#) to update constant data settings for your library.

To learn more about how to set up and update constant data:

- Brief recording: <http://www.screenr.com/ZH07>.
- [OCLC WorldShare® Interlibrary Loan Constant Data](#)

Thank you!