Find information about constant data for borrowers and lenders in Tipasa.

**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.

To configure your constant data fields, see Borrower Data and Lender data.

**Note:** When the Persistence Setting is turned On in the OCLC Service Configuration > WorldShare ILL > Interlibrary Loan Options module, the DEFAULT constant data record overrides other Constant Data applications including through automation. If using automations to apply constant data, turn off the Persistence Setting. See Interlibrary Loan Options.

**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>
</tbody>
</table>
### SITUATION

You request some photocopies be faxed to you, but that most be electronically returned.

You handle all ILL transactions at your main library, but want lenders to ship materials directly to branches when appropriate.

Some faculty members are regular ILL customers.

You have established policies for the amount you will pay for each type of ILL material.

You have established policies for using ILL Fee Management.

You regularly request multiple copies of the same item for book clubs.

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### SUGGESTION

Create one constant data record for faxcopy requests and another indicating you would like to receive documents via Article Exchange under Electronic Delivery.

Create constant data records with different Shipping and Contact Info for each branch.

Create a constant data record for each high-volume customer.

Create a constant data record for each type of material with its appropriate Maximum Cost.

Create constant data records with IFM values in Maximum Cost.

Create a constant data record that contains a Borrowing Note indicating that the request is for a book club.

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### 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.

### SITUATION

You regularly loan photocopies as well as material that must be returned.

You handle all ILL transactions at your main library, but want borrowers to return materials directly to branches.

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### SUGGESTION

Create one constant data record for loans and one for copies.

Create constant data records reflecting a different Return To address for each branch.
<table>
<thead>
<tr>
<th>SITUATION</th>
<th>SUGGESTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>when appropriate.</td>
<td></td>
</tr>
<tr>
<td>You have established policies for the amount you charge for each type of ILL material.</td>
<td>Create a single constant data record for each type of material reflecting the appropriate Lending Charges.</td>
</tr>
<tr>
<td>You lend to members of your consortium free of charge, but charge other borrowers a fee.</td>
<td>Create one constant data record for a freeloan and one for a payloan.</td>
</tr>
<tr>
<td>You have established policies for the method of payment for loans and copies.</td>
<td>Create constant data records for various ILL Fee Management charges and separate records for invoiced charges, for example, 10IFM or 10INV.</td>
</tr>
</tbody>
</table>

**Edit constant data**

Constant data can be edited and updated in the administrative settings for Tipasa within the [OCLC Service Configuration](https://help.oclc.org/Resource_Sharing/Tipasa/Constant_data/Constant_data). You can reach your institution's Service Configuration options by clicking OCLC Service Configuration on the Tipasa Home screen.
Note: A default constant data record is created for any institution that does not have one.