Find information about recalling items in WorldShare Circulation that are currently checked-out. Items can only be recalled if they are checked out to a patron.

**Recall an item**

1. On the left panel, use Discover Items to retrieve the item. For details on retrieving an item, see [Look up item](https://help.oclc.org/Library_Management/WorldShare_Circulation/Holds_management/100Recall_items).
2. If you searched for the item (did not scan or enter the item's barcode):
   a. On the search results page, click the item’s **title**.
   b. On the Copies screen, in the row for the item you want to recall, click **View/Edit**.
3. On Item Details screen, in the upper right corner, click **Place Hold**.
4. On the Create New Hold Request window:
   a. Use the Patron field to retrieve the patron you are recalling the item for.
   b. Fill in the following fields:
      1. **Pickup** - If the patron prefers a different location, select the preferred library from the list.
      2. **Hold** - To set an expiration date, click the calendar button and select a date.
      3. **Suspend (Optional)** - If the patron does not need the item between certain dates, specify the starting and ending dates using the calendar button.
      4. **Move patron to top of queue** - Makes the patron the first person in the holds queue for the item.
      5. **Notes (Optional)** - Provide additional details about the patron's request before and/or after the hold has been fulfilled. Patrons are able to view and update notes when signed in to WorldCat Discovery>My Account.
   c. Check the **Recall item from** box.
5. Click **Save Changes**.

For more information on statuses, see [Item statuses](https://help.oclc.org/Library_Management/WorldShare_Circulation/Holds_management/100Recall_items).

- The item record’s Status field indicates the item has been recalled for the patron you specified.
- The patron record’s Hold tab indicates a new item-level hold request.