Fulfill holds


Find information about checking in pulled items to fulfill hold requests in WorldShare Circulation. After using the Pull List to retrieve items for holds, check in the items to fulfill the hold.

Note: Holds are fulfilled for checked-out or In Transit items when the item is checked in at the pickup location.

Check in pulled items to place them on hold

1. In the left panel, click Check In.
2. Scan in the barcode (or type the barcode and click Check In).
3. Depending on the Action column, follow the below steps:
   1. The Action column displays Hold
      1. The item's status changes to On Hold
      2. Hold receipt prints (if printer is connected)
      3. Item is removed from the Pull List
      4. Put hold receipt in item and put item on hold shelf.
   2. The Action column displays Reshelve
      1. Reshelve the item
         • The Action will be Reshelve if both these conditions are true:
            • Your library is one branch in a multi-branch library system
            • Another Branch has already filled the hold request.
   3. The Action column displays Send to
      1. The item's status changes to In Transit
      2. Put hold receipt in item and ship to the specified Pickup Location.

Watch a video

Fulfill holds (6:32)

This six minute video shows how holds are fulfilled in WorldShare Circulation. It also explains the holds workflow and how to use the pull list for available items.
Check in special requests

1. In the left panel, click Check In.
2. Enter the system generated barcode and click Check In.
3. On the Temporary Item (Special Request) window, click Edit to change the system generated barcode.
4. In the Temporary Barcode field, enter the barcode of the item that will fulfill the hold request.
   - The barcode entered needs to be in your library's holdings.
   - Note: The Temporary Item's Shelving Location must match the Shelving Location of the requested item.
5. Click Go.
6. On the Confirm item for Hold Request window, click Yes to link the item to the hold request.
7. Depending on your account, you may have to enter an override. To place the hold, on the Temporary Item window, click Acknowledge. See Circulation account roles, Overrides for more information.