Course description

After reviewing this recorded class, learners will be able to check out material to patrons and check in material as part of their daily routine.

Topics covered include:

- Log In to WorldShare Circulation
- Check Out items to a patron
- Check In items returned to the library
- Check In an overdue item
- Backdate Check In
- Assist a patron who has forgotten their card
- Process renewals
- Review the Circulation Events Detail Report

Circulation staff at all levels should attend this foundation course in the basics of WorldShare Circulation.

View a recorded session

View a recorded session (50 minutes)

Course handouts

Class handout - Standard check out and check in

Request closed captioning

Closed captioning is available in the US upon request with 5 business days' notice. To request closed captioning for a training session, please contact us at training@oclc.org.
Cancellation policy

In the event of low attendance, OCLC may cancel a training session. In this situation, registrants will be notified by email in advance of the session.