WorldShare Circulation

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WorldShare Circulation facilitates requesting, loaning, and processing of physical items to eligible patrons and affiliated institutions.

• Get started

  Get started with WorldShare Circulation.
  ◦ Circulation account roles
  ◦ Contact OCLC Order Services
  ◦ Set or reset your password
  ◦ Sign in to Circulation

• Check out

  Discover how to check out materials.
  ◦ Change due date
  ◦ Change loan status
  ◦ Check out
  ◦ Check out a held item
  ◦ Check out exceptions
  ◦ Check out temporary item
  ◦ Download and run the offline circulation client
  ◦ Renew items
  ◦ Use offline circulation and upload transactions

• Check in

  Discover how to check in materials.
  ◦ Check in exceptions
• Check in items
• Download and run the offline circulation client
• Inventory
• Soft check in
• Use offline circulation and upload transactions
• Work with fines for checked in items

• Patron management
  
  In Circulation, discover how to research patron accounts to assist in circulation activity, create new patrons, and work with bills and fines.
  
  • Create new patron
  • Delete patron account
  • Edit patron barcodes
  • Look up patron
  • Patron history
  • Patron notes
  • Proxy patrons
  • Work with bills and fines

• Item management

  Discover procedures for tasks that you may perform (e.g., look up items, edit items, add temporary items, etc.) in order to maintain item records related to circulation activities
  
  • Add temporary items
  • Advanced search and expert search
  • Check item status or location
  • Claims lost, returned, never had
  • Container management
  • Edit multiple items
  • Edit single item
  • Item notes
  • Look up item
  • Manage serial issues
  • View and use serial item records
  • View item history
  • View statistics and reminders sent
• Holds management

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Discover how to place and delete holds from bibliographic records, item records, and from patron accounts.

◦ Circulation hold workflow
◦ Clear hold shelf
◦ Edit or delete hold
◦ Place hold
◦ Pull list
◦ Recall items
◦ Schedule items
◦ View holds

• Room reservations

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Use the Room Scheduling feature to manage the rooms in your library and create events (reservations) for patrons.

◦ Browse rooms
◦ Create a room event (reservation)
◦ Delete (cancel) an event
◦ Set up room scheduling

• Configuration

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Discover how to set your circulation policies with OCLC Service Configuration.

◦ Group aware for consortia
◦ OCLC Service Configuration - WMS Circulation
◦ Set up your POS printer

• Reference

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Additional resources for WorldShare Circulation users.

◦ Course Reserves in WorldCat Discovery
◦ Digby App FAQ
◦ Mobile best practices for third-party IDPs with the Digby app
• Release notes and known issues

Release notes are documents that contain information about new product features and enhancements as installed in scheduled releases.

  ◦ 2017 Release notes
  ◦ 2016 Release notes
  ◦ Known issues

• Training

Find training on WorldShare Circulation.

  ◦ Live classes
  ◦ Standard check out and check in
  ◦ Check out and check in exceptions
  ◦ Patron management
  ◦ Item management
  ◦ Placing holds
  ◦ Circulation configuration
  ◦ Exercises
  ◦ Videos