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

No image available

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

No image available

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

No image available

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

No image available

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
• WorldShare Circulation release notes and known issues

No image available

Find WorldShare Circulation release notes and known issues. Release notes are documents that contain information about new product features and enhancements as installed in scheduled releases.

- 2018 Release notes
- 2017 Release notes
- Known issues

• Training

No image available

Find training on WorldShare Circulation.

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

• Troubleshooting

No image available

Find frequently asked questions (FAQ), instructions on how to complete specific tasks (How-to), and troubleshooting steps (Troubleshooting).

- Do items that are checked in through Digby show up only in the “Soft checkout” statistics?
- I am getting an error message when cataloging a book and it shows ‘null’ in the call number.
- If a scanned item has a status such as billed or paid, but is found in the library and scanned with Digby, will the app alert us to this?
- If a scanned item is checked out, will it be checked in via the app?
- We would like to enable authentication for SIP2 circulation transactions, which authentication services are supported?
- Why isn't updated bibliographic information showing on my Item Inventories report?
- Why is my loan policy not being applied correctly?