WorldShare® Circulation: 
*Standard Check Out and Check In*  
Class Handout

Log In, Standard Check Out and Check In

1: Log In

- Using a [compatible browser](https://ts259.worldcat.org/wms), access WMS. For training we use [https://ts259.worldcat.org/wms](https://ts259.worldcat.org/wms).

2: Select Branch and Circulation

- Select the branch *(Main Branch* for training)
- Select *Circulation* tab

3: Check Out

- Click *Assist Patrons*
- In WorldShare Management Services, enter the patron barcode
- Check out items, by entering/scanning the barcode for each
- Upon request, print or email a check out receipt

![Image of WorldShare Management Services interface]

4: Check In

- Go to *Check In*
- Check in items by entering/scanning barcode
- Pay attention to the Action column for instructions (reshelve, hold)
- For soft Check In (items left at end of day)
  - Check In Mode = Non Loan Return
**Standard Check out and Check in - Simulation:**

- Log In, Check out, and Check in

**Related Videos:**

See the Circulation Basics playlist at [https://help.oclc.org/Library_Management/WorldShare_Circulation/Training/Videos](https://help.oclc.org/Library_Management/WorldShare_Circulation/Training/Videos), especially these videos:

- Sign in to WMS
- Standard check out (search for patron)
- Standard check in

**Common Exceptions**

5: Check In an overdue item

- Go to **Check In**
- Check in items by entering/scanning barcode
- Notice the Overdue message, and the Pay/Waive links

6: Backdate Check In

- Go to **Check In**
- Change Check In Date using **Calendar widget**
- Check in items by entering/scanning barcode
- **Important!** When finished, click **X** to set check in data back to today’s date
7: Patron forgot card (Search for patrons)

- Click Assist Patrons
- Search for patron by last name
- Search for patron by first name
- Search for patron by a partial name (for example, if your patron is Jennifer Fleming, search for Jen)

8: Renew item

- Click Assist Patrons
- Enter the patron barcode
- From the checkout list, select items to renew by clicking the check boxes
- Select Renew from Renewal drop down (if the original check out and the renew occur on the same day, the Due Before Date may not change)
  - Or, select Renew w/ Due Date from Renewal drop down to set the due date manually rather than automatically based on policy

Simulation:

- Patron forgot card

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- Patron forgot card (search for patron)
- Renew item