Learn how to look up circulation transactions for an item in WorldShare Circulation.

Look up circulation transactions for an item

View the history of circulation transactions for an item. Search for the item in Discover items.

1. Click the item's title.
2. On the Copies screen, in the row for the item you want, click View/Edit.
3. On the Item Details screen, in the upper right corner, click Transaction History.

About transaction history

The system retains circulation transactions (check ins, check outs, etc.) related to items and patrons when transaction history is stored. This setting is optional and must be activated in OCLC Service Configuration (WorldShare Circulation > Admin/General > History). For more information on storing history, see History.

Transaction history is stored:

- In the Transaction History section of the Item Details screen (item transaction history)
- In the History tab of a patron account (patron transaction history)

For information on available reports, see Circulation reports.