

## Inventory procedures

Media specialists should conduct an annual inventory of media center resources. (see [TCBOE Policy DIC](#) .) Ensuring accessibility during the inventory process may require some temporary alteration in the hours of operation, or in the availability of materials for circulation, or in the level of service provided to students and staff. Such modifications should be recommended by the media committee, approved by the school administrator, and announced in advance to students and staff.

A school property inventory is also maintained according to instructions from the school administrator.

For detailed information on conducting inventory in the Surpass Shuttle program, see the Surpass User's Guide section for Shuttle. The guide can be accessed from [Surpass Support](#).

You may read an excerpt [here](#).

Helpful documents:

Troup County Schools Inventory Procedure Guidelines [[pdf](#)]

Conducting inventory with a wired scanner [[pdf](#)]