

## **Circulation**

Circulation **procedures** will be determined by local school policy.

All schools use the Surpass circulation software program. Technical support is available at

<http://www.surpassupport.com/>.

Beginning-of-year Surpass procedures [[pdf](#)]

### **System-wide circulation policies:**

The number of items to be checked out at a given time and the length of the loan may be determined on a flexible basis.

Students are permitted to exchange materials as often as needed.

Materials are loaned to classrooms for use by teachers and students.

Duration of classroom loans is flexible and based on the needs of teacher and students.

Reserve materials are available to students and teachers for overnight loans.

Audio-visual equipment:

Audio-visual equipment should be checked out through the media center. To ensure student safety in elementary schools, teachers must pick up and return equipment themselves. In middle and high schools the teacher is responsible for obtaining and returning the equipment when it is due.