How to Read Library Notices

Notices for overdue, lost, or refunded library and resource materials are sent through our Destiny Library Manager system every Wednesday. This is a guide on how to read the notices.

1. Overdue item

When an item(s) is **overdue** the notice will look like this example:

Library Materials	*Due*	*Call Num.*	*Barcode*	*Title*	*Est. Fine*
	3/7/2024	378.1 ACT	30701030022500	ACT prep plus 2020. ($29.94)	
	3/7/2024	AP WRI	30701030003164	Black boy (American hunger) : a record of childhood and youth : the restored text established by the Library of America ($19.40)	

Library Materials, the due dates for the item(s), the call number, the barcode, and the title(s) with the amount each item costs listed immediately after the title in parentheses. You do not need to pay for these items, simply return or renew the items to give the student two more weeks with the material. If these items are lost, have your student come to the library to confirm and we will mark them lost. Payment may then be made to the bookkeeper or online through the Online School Payment System (OSPS).

2. Lost item

When an item(s) is marked **lost** the notice will look like this example:

Unpaid Fines & Refunds	*Assessed*	*Call Num.*	*Barcode*	*Title*	*Amount Due*
Lost LM	2/22/2024	Text - English	30701030041824	A separate peace	$11.00

Unpaid Fines & Refunds category will clearly say **“Lost LM”** (Library Material), the date the fine was assessed, the call number, the barcode, the title, and the amount due. In this case, English texts are needed each semester and are marked lost soon after a semester ends so students are prompted to return the item. If the item is returned, the fine is automatically deleted from the system and no further notices will be sent. All payments are made to the bookkeeper or online through the OSPS.

3. Refunded item

If an item that was previously paid for is returned, a refund notice will automatically be generated by Destiny. Refunds can be issued if the payment was made at the end of the previous school year during collections or within the same school year. A notice will go home that looks like the example below:

Unpaid Fines & Refunds	*Assessed*	*Call Num.*	*Barcode*	*Title*	*Amount Due*
Refund LM	5/23/2023	Text - AP Seminar	30701030040245	Thank you for arguing : what Aristotle, Lincoln, and Homer Simpson can teach us about the art of persuasion	($10.00)

Unpaid Fines & Refunds category will clearly say **“Refund LM”** (Library Material), the date the fine was assessed, the call number, the barcode, the title, and the amount being refunded in parentheses.

Technology is considered resource material; refunds will look like the below: **“Refund RM”** (resource material), other catergories remain the same as above.

Unpaid Fines & Refunds	*Assessed*	*Call Num.*	*Barcode*	*Title*	*Amount Due*
Refund RM	11/2/2023		10132208	HP 45W Laptop Adaptor	($50.00)

NOTE: A student or parent must initiate the refund action with the bookkeeper. The process will differ based on how the payment was made. Simply provide a copy of the refund notice to the bookkeeper in person or via email to begin the process and reclaim the funds.

If you have any questions regarding the status of materials your student has checked out, please contact us at the following number or via email.

Circulation Desk: (843) 706-8957
Email: karen.gareis@beufort.k12.sc.us
ruby.smith.ess@beaufort.k12.sc.us