How to Read Library Notices

Notices for overdue, lost, or refunded library 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*
8/29/2024	FIC RIG	30701030038520	Goal! The Dream Begins ($8.00)	

1 Item Overdue

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. “1 Item Overdue” is stated below the identifying information. You do not need to pay for overdue items, simply return or renew the items to give the student two more weeks with the material. However, 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 similar to 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 for lost items are made to the bookkeeper or online through 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 similar to 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.

> **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 library materials your student has checked out, please contact us at the following number or via email.

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

4. Technology

As of August 2024, technology resources are no longer tracked in Destiny. Lost or damaged laptops, chargers, and carrying bags will be invoiced in the OnetoOne Plus system through our technology specialist Mr. Thomas Torgerson.

Please contact him at thomas.torgerson@beaufort.k12.sc.us with any questions regarding payment or status of technology items.