

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				
<i>Due</i>	<i>Call Num.</i>	<i>Barcode</i>	<i>Title</i>	<i>Est. Fine</i>
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.

If these items are lost, have your student come to the library to confirm and we will mark them lost. An invoice will be sent through MySchoolBucks (MSB) to make the payment. If you choose to replace the item yourself please reach out to the librarian in advance to ensure you purchase the correct item.

2. Lost item

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

<i>Unpaid Fines & Refunds</i>	<i>Assessed</i>	<i>Call Num.</i>	<i>Barcode</i>	<i>Title</i>	<i>Amount Due</i>
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 can be made online through MSB.

3. Refunded item

If an item that was previously paid for is returned, a refund notice will automatically be generated. Refunds will 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:

<i>Unpaid Fines & Refunds</i>	<i>Assessed</i>	<i>Call Num.</i>	<i>Barcode</i>	<i>Title</i>	<i>Amount Due</i>
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 original fine was assessed, the call number, the barcode, the title, and the amount being refunded will be in parentheses in the amount due column.

NOTE: Refunds are issued via the bookkeeper.

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@beaufort.k12.sc.us

4. Technology

Technology resources are tracked in OnetoOne. Lost or damaged laptops, chargers, and carrying bags will be marked lost in the OnetoOne Plus system and invoiced through MySchoolBucks. Please pay invoices through MSB. Only pay cash or check to the bookkeeper, Ms. Martz.

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