



Lost Library Items Policy

If library items are claimed as lost, the family will be required to pay BEST Academy with a personal check for:

- 20% of the original cost of the item if it is claimed lost within the first 3 months that the item was due back.
- 40% of the original cost of the item if the item is claimed lost 3-6 months after the item was due back.
- 50% of the original cost of the item if it was claimed lost 6 months to a full year after the item was due back.

No cost of books can exceed a \$10 charge.

No cost of a Game or Puzzle can exceed a \$10 charge.

No cost for instruments, microscopes, or other large library equipment items can exceed a \$25 charge.