



## Library Policy for Overdue Items

- Each student is given **10** items at a time for one year.
- Students are allowed to renew each item for another year if they would like (please email [library@BESTacademyCS.com](mailto:library@BESTacademyCS.com) before the items are overdue to renew your item/s:)
- If students do not return their items after their final due date, the Librarian will contact each family directly to coordinate a drop-off.

**Once the student has been directly contacted by the Librarian, they will be given a 10-day grace period to return the items. If the items are not returned after that 10-day window:**

- a) The students' OPS account will be blocked from ordering items until those library items are returned.
- b) The Student will be charged a late fee of **\$1** per item per week.  
i.e.: 10 items at \$1 per item = **\$10 Weekly Fee** until the items are returned.  
The late fees will be deducted from student planning amounts.

If an item is claimed as lost, the family will need to pay an out-of-pocket fee for the lost item.  
**See: Lost Policy**

If the student does not return the items by the end of the school year, the family will be charged out of pocket for the cost of the items.