

Cobb County Public Library System
Circulation Policy

Approved: September 27, 2010; Revised: February 25, 2013, February 23, 2015; August 22, 2016

CIRCULATION PERIODS

Items check out for three weeks, except for DVDs and special items which check out for one week.

CIRCULATION LIMITS

Patrons may have up to 50 items checked out at a time, not to exceed a value of \$1,350. Within the limit of 50, there can be no more than 10 each of videotapes, CDs, audiobooks, or 5 DVDs.

RENEWALS

All items can be renewed twice except when: "Your account is blocked" or "Someone else has requested the item." Items can be renewed online, by phone or in person at any branch.

FINES

The fine for overdue materials is 15¢ a day with a maximum of \$5.00 per item; except DVDs and book club kits which accrue a fine of \$1.00 a day with a maximum of \$10.00 per item. When items are overdue, your account will show the fine you would owe if the items were turned in today. The fine can't actually be paid until the items are returned. Accounts with a balance of \$10.00 or more in accrued or estimated fines are blocked.

LIBRARY PRIVILEGES

Resident library cards expire every two years and non-resident library cards expire every year. Library cards can be renewed in person at any Cobb County Library location by presenting ID with the current street address. Library accounts with balances due must be paid in full before cards are eligible for renewal.

A library account is Blocked (privileges suspended) if \$10.00 or more is owed on the account. Library accounts will also be blocked when 10 or more items are overdue. Possible charges include fines for materials returned late, replacement fees for lost or damaged materials, Interlibrary Loan charges, or estimated fines for overdue materials.

INTERLIBRARY LOANS

Circulation loan periods for interlibrary loan materials will vary due to stipulations from the lending libraries. The overdue fine for interlibrary loan materials is \$2.00 per day with no maximum. For more information about Interlibrary loans, please see our Interlibrary Loan Guidelines Policy.