

Cobb County Public Library System
Book Club Kit Procedure

Approved: August 22, 2016; August 27, 2018

Cobb County Public Library System (CCPLS) offers Book Club Kits as a service to all library patrons with valid CCPLS library cards in good standing and to any Georgia library receiving courier delivery via Georgia Public Library Services.

What's in a book club kit? Each kit includes:

- 12 copies (unless otherwise specified) of one title
- A discussion guide and questions
- A sign out sheet
- A canvas bag

How do I reserve a kit?

Cobb County Resident:

- Choose a title from the book club kit list on Cobb County Public Library website
- Fill out online Book Club Kit Request Form for Cobb County Resident
- Submit the form electronically

Patrons of other Georgia Public Libraries:

- Choose a title from the book club kit list on Cobb County Public Library website
- Contact your local library Inter Library Loan Department
- The Inter-Library Loan staff will fill out Book Club Kits Request form for Georgia Public Libraries online and submit it on your behalf.

Kits may be reserved up to 6 months ahead of time. Kits are reserved on a first come, first served basis; however, priority is given to Cobb County Public Library patrons. Reserves Department must be given at least 5 business days notice to reserve kits.

How long can I keep the kit?

- 45 days for CCPLS patrons
- 60 days for other Georgia library patrons to accommodate delivery time to and from the requesting library system

Kits may not be renewed or kept longer than the checkout period, and should be returned intact. Overdue fines are \$1.00 per day per kit. Lost or damaged books will incur a \$10.00 charge. Lost or damaged canvas bag will incur a \$10.00 charge. Lost kits will incur up to \$120.00 charge.

Where can I pick up and return a kit?

- CCPLS patrons will pick up/return the kits at their local branch library.
- Other Georgia library patrons may pick up/return the kits at their Inter Library Loan Department