

**Cobb County Public Library System**  
**Circulation Policy**

Approved: September 27, 2010; Revised: February 25, 2013, February 23, 2015; August 22, 2016; May 20, 2019

**CIRCULATION PERIODS**

Items check out for three weeks, except for DVDs and special items such as park and museum passes 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 CDs and audiobooks, or 5 DVDs.

**RENEWALS**

Most items can be renewed twice except when an account is blocked or when another patron has requested the item. Some special items can be renewed only once. 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, book club kits and some special items which accrue a fine of \$1.00 a day with a maximum of \$10.00 per item. When items are overdue, accounts will show the fine that would be owed if items were turned in that day. The fine cannot 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 (2) years. Non-resident and Educator library cards expire every year. Library cards must be renewed in person at any Cobb County Library by presenting ID with the current street address. Minors ages 16 or under do not have to be present when a parent or legal guardian renews the minor's library card. 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.