Circulation Policy

Owner	Cobb County Public Library
Reviewer(s)	CCPL Administrative Staff
Approver(s)	Cobb County Public Library Board of Trustees
Related Policies	
Related Standards	N/A
Storage Location	Library Administration, IConnect, Cobbcat.org
Last Review Date	April 28, 2025
Next Review Date	April 2027
Review Cycle	Every two years
Review History	September 27, 2010; Revised: February 25, 2013; February 23, 2015; August 22, 2016; May 20, 2019; and April 25, 2022; April 28, 2025

CIRCULATION PERIODS

Items check out for three (3) weeks (21 days), and special items such as park and museum passes and hot spots which check out for one (1) week. Book club kits check out for six (6) weeks.

CIRCULATION LIMITS

Patrons may have up to 50 items checked out at a time. Some library cards have restrictions on what materials may be checked out. See the CCPL Library Card Policy. https://LibraryCardPolicy

Patrons may check out only one Chromebook, Hotspot and Launchpad at one time per card.

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. Chromebooks, Hotspots and Launchpads cannot be renewed after the initial three (3) week checkout period.

INTERLIBRARY LOANS

Circulation loan periods for interlibrary loan materials will vary due to stipulations from the lending libraries. Renewals can only be granted by the lending library. 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 Policy. https://InterlibraryLoanPolicy

FINES AND FEES

Fines are charged for items returned after their due date. The fine for most overdue material is 15¢ per day with a maximum of $5.00 per item. DVDs, book club kits and some special items accrue fines at $1.00 per 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 and patron privileges are suspended.
- Items are considered LOST when they are 45 days overdue.

- Replacement fees are charged for lost or damaged material.
- Fines and fees may be paid in person at any library location or online if over $5 via a secure payment system on the library website. https://cobbcountylibrary/smartpay

SPECIAL FINES AND FEES FOR MATERIALS - Fees are subject to change without notice.

- Lost / Damaged Materials – Original library purchase price plus $10 processing fee
    - CCPL reserves the right to replace their own materials through their own contracted vendors. Personal copies brought in by patrons will not be accepted as replacement(s) for lost and/or damaged materials.
- Disks from Audiobook CD, Music CD, DVD, or CD-Rom with book = $10 plus $10 processing fee
- Unreturned or Destroyed Audiobook Case (CD or Playaway) = $5.00 (no processing fee)
- Unreturned or Destroyed DVD or Music CD Case = $2.00 (no processing fee)
- Juvenile Kits:
    - Unreturned Bag – $2.00 (no processing fee)
    - Unreturned Book – $10.00 (no processing fee)
    - Unreturned AV Part – $15.00 (no processing fee)