

Library Card 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
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A Cobb County Public Library (CCPL) card may be obtained by visiting any library location.

CCPL cards are free to Cobb County residents and may be renewed every two (2) years. CCPL also issues free cards to Cobb County government employees, educators working in Cobb, people who live outside Cobb County but own property in Cobb, and to business owners with establishments in Cobb.

Georgia residents living outside Cobb County may apply for a non-resident card in person at any library location. Cost of a non-resident card is \$40 per person per year.

A Cobb County library card allows patrons to borrow library materials, use the library's public access computers, request materials through Interlibrary Loan (ILL) service, and use other CCPL services. A valid library card must be used to borrow library materials. If the patron has forgotten the card, photo identification or other acceptable identification must be presented.

E-Cards are available to Cobb County residents who wish only to use digital resources such as eBooks, eAudiobooks, digital magazines, streaming video or library online databases. E-Cards are valid for one year and are eligible for renewal. E-cards are not valid for borrowing physical material, placing holds, or using ILL. Cobb County residents may apply here. <https://www.cobbcounty.org/library/card-account/ecard>

Required Forms of Identification

CCPL requires the following forms of identification as proof of residency:

1. Current Georgia driver's license or Georgia state-issued identification with a photograph which shows a current address

OR

2. Georgia identification or other photo ID with a prior address, plus one of the following:

- Utility bill detailing a period within the last 30 days
- Bank statement issued within the last 30 days or personalized checks with current address
- Current completed lease with dates, address, and name
- Paycheck or pay check stub issued within last 30 days with the current address.
- School schedule or transcript for the current or preceding calendar year with name, address, and date
- Mortgage contracts, mortgage statement or payment coupon, deed, or property tax bill for current or preceding year

- Current voter registration card

Renewal of Library Cards

Library cards must be renewed in person at any Cobb County Library by presenting ID with current street address. Library accounts with balances due must be paid in full before cards are eligible for renewal.

Replacement Library Cards

If a card is lost, stolen or damaged, a replacement library card can be issued with appropriate identification. There is a \$1 fee for a replacement card.

Accessing Library Account or Digital Resources Online

Library cardholders must choose a PIN during the application process to use in conjunction with the library card number in order to do business on their account online or to use library digital resources.

Change of Contact Information

It is the responsibility of the patron to inform the library of any change in mailing address, phone number or email address.

Lost or Stolen Library Cards

Lost or stolen library cards must be reported immediately in person, by telephone, or by email to prevent unauthorized use or access. Patrons are responsible for all use of their library cards and all items checked out on their cards.

TYPES OF LIBRARY CARDS

Minor Cards

The library considers any child under the age of 17 to be a minor. A minor must have a parent or legal guardian present to provide current identification and to sign the library card application. A juvenile card is issued to a child from birth to age 12; a young adult card is issued to a teen from 13-16 years of age. The parent or legal guardian is responsible for all lost or damaged items and fines and fees on the child's library card. The parent or legal guardian must authorize access to the Internet for any minor child. Federal law requires this authorization. It must be given in person when the application is signed. Minor cards are renewable every two (2) years. Minors do not have to be present when a parent or legal guardian renews the minor's library card.

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PASS (Public library Access for Student Success) accounts also provide minors with access to library resources. Every public school student in Cobb County and Marietta School districts are able to use their school lunch number combined with a PIN to check out material and access digital resources from home, school or the library. Parents that do not want their child to participate in this free program may complete an Opt Out form. More information about this program can be found here. <https://www.cobbcounty.org/library/learning-programs/library-pass/about>

Homebound Cards

A patron who is unable to visit a Cobb County library because of age, illness, or disability may register for a Homebound library card. The person facilitating the registration should provide proof of identity for the homebound person. Authorization will be given to designated persons to check out or pick up library materials on behalf of the cardholder. This card provides some additional privileges such as extended checkout periods for certain material.

Educator Library Card

The Educator Card entitles educators to borrow materials for use in the classroom. It does not replace the personal library card. The person applying for the card is responsible for all material checked out, for any fines or fees incurred, and for lost or damaged items.

Eligibility:

- Educators who work with children in preschool through grade 12 in public, private, or parochial schools, or in licensed daycare centers.
- Cobb County homeschool parents and guardians.
- Educators who live outside Cobb County, but teach in Cobb County.

How to apply:

- Visit any Cobb library location to complete the educator's card application.
- Present current school-issued photo ID and proof of current employment, and additional identification with home address.
- Homeschooling parents and guardians must present current copy of their intent to home school and an additional identification showing Cobb residency.
- An Educator Card is issued for the school year and expires on July 31st. The card can be renewed by providing current identification and ensuring all fines and fees paid.

Special Privileges and Restrictions: All CCPL card and circulation policies apply with the following exceptions.

- Materials checked out with an Educator Card are for classroom use and not for personal use.

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- Educator Cards may not be used to borrow DVDs or adult popular bestsellers, and may not be used for ILL.
- Items may be borrowed for 9 weeks; there are no renewals.
- Library staff may limit the number of titles checked out on a particular subject.
- Educator Cards also provide access to electronic resources, downloadable books and more.

Business Cards

A business card can be issued to local businesses, other organizations and agencies located in Cobb County. In order to obtain a business card, the CEO or business officer must submit a statement of responsibility for fines and fees associated with the card on the business's letterhead with signature. All library circulation policies apply to the business card. The person applying for the card is responsible for all material checked out, for any fines or fees incurred, and for lost or damaged items.

Cobb County Employees/Retirees

Active and retired Cobb County Government employees may obtain a free library card regardless of county of residence. Cobb Government employees must bring their county-issued badges and proof of address to any Cobb library location to apply for a card. Cobb Government retirees must bring their county- issued Retiree ID cards and proof of address to any Cobb library location to apply for a card. All library circulation policies apply. Free library cards are not available to Cobb County School District employees that do not live in Cobb County.

Temporary Cards

Temporary cards can be issued to adults 17 years old or older residing at a temporary residence within Cobb County. The adult must present acceptable identification and proof of temporary residency. The proof of temporary residency may be a piece of mail addressed to the residency and postmarked within the past ten days or a letter from a service agency agreeing to accept the patron's mail. The temporary card is valid for six (6) months from date of issue. Interlibrary loan service is not available to temporary card holders. A total of two (2) items may be checked out on the card at any time. The card is not transferable. Temporary cardholders may apply for a minor's card if the parent or legal guardian is in good standing with fines or fees not above \$10.