

SUBJECT: Borrowing and Use Privileges
Good Standing

CIRCULATION 200.09

PURPOSE: To inform patrons how to remain in good standing to maintain borrowing and use privileges.

POLICY: A patron is considered in good standing when **NONE** of the following conditions exist:

Has outstanding fees or fines of \$5 or more.

Has overdue materials with fines over \$5.

Has returned checks due to insufficient funds.

Has interlibrary loan claims.

Has had borrowing privileges suspended or revoked by Library Director.

SUBJECT: Borrowing and Use Privileges
Materials Check Out Limits

CIRCULATION 200.10

PURPOSE: To establish total number of items a borrower may check out.

POLICY: Check out limits for specified item types are listed below.

LIMITED USE BORROWER (e-resources accessible)

ITEM TYPE	NUMBER
Book	1
Media	0

RESIDENT BORROWER, NON-RESIDENT, INSTITUTIONAL BORROWER
(select e-services are accessible)

ITEM TYPE	NUMBER
New Books	25
Books	Unlimited
Books On CD	25
CDs	25
DVDs/Blu-Ray	5
Honor Books	Unlimited
Overdrive e-materials	10
e-Magazines	Unlimited

SUBJECT: Borrowing and Use Privileges
Loan Periods

CIRCULATION 200.11

PURPOSE: To establish loan periods for specified types of circulating materials.

POLICY: Materials that circulate have the following designated loan periods:

ITEM	LOAN PERIOD
Books	14 days
Books On CD	14 days
Music CDs	14 days
DVDs/Blu-ray	14 days
Honor Books	Unlimited
ILL Items	14 days
Axis360 eMaterial	14 days
Hoopla eMaterial	eAudio & eBooks 21 days eMusic 7 days TV& Video 72 hours
e-Magazines	Unlimited

SUBJECT: Borrowing and Use Privileges
Renewals

CIRCULATION 200.12

PURPOSE: To extend the loan period of borrowed materials.

POLICY: A registered patron in good standing may renew circulating materials with the exception of a title on Hold for another patron. Renewal periods are for 14 days and a total of two consecutive renewals are permitted. Select e-materials may be renewed online, if not on Hold. Renewals may be made in person, by phone, or online if patron is in good standing. Patron renewing by telephone must provide library card number or provide staff with driver's license number or other identifying information.

Patron renewing online at cclibraries.com must provide library card number and PIN/Password.
Library card number is also required when renewing through the telephone automated system 361-826-7055.

Renewals by email or telephone messages will not be accepted.

Revised 5/19/15

SUBJECT: Borrowing and Use Privileges
 Holds

CIRCULATION 200.13

PURPOSE: To establish a method for reserving an item that is not immediately available to a patron for check out.

POLICY: A patron may have up to 15 items on Hold at the same time. A Hold can be placed on any item with one of the following statuses:

- In
- Checked out
- Item being held
- In transit

A Hold **cannot** be placed on an item with a status of:

- Bindery
- Lost
- Damaged
- On librarian desk
- Mending
- Missing

Patron will be notified when item is available by email or telephone if there is no email address on record

SUBJECT: Borrowing and Use Privileges
Interlibrary Loan materials

CIRCULATION 200.14

PURPOSE: To provide access to library materials that are unavailable at Corpus Christi Public Libraries.

POLICY: Patron must possess a library card and be in good standing to request items. All formats except entire issues of periodicals may be requested. Resident and non-resident library cardholders must pay a fee of \$2.75 per item before material is ordered from a lending library.

Interlibrary loan requests from out of state borrowers will be required to pay a fee of \$15 fee per item, before material is ordered from the Corpus Christi Public Libraries.

Interlibrary Loan fee established by Ordinance no. 028695 adopted 12/13/2011