

PURPOSE: To identify categories of authorized library borrowers.

POLICY: All library patrons must present a library card or photo ID to borrow library materials. A library card is also required to use library computers. A guest pass for computer use will be issued to individuals visiting the city.

Patron designations are as follows:

- Corpus Christi Resident
- Non-Resident (annual fee of \$25)
- Limited Use Resident
- Minor Resident
- Minor Non-Resident
- Institutional Borrower
- Staff

PURPOSE: To facilitate library use privileges for Corpus Christi residents.

POLICY: Any Corpus Christi resident may register for and receive a free library card by completing a library card application and presenting identification that includes a local residential address. Patrons 18 or older must agree to take a photo that will be placed in their patron record.

All identification must be current and be accompanied by a government, educational, or business-issued photo identification showing current address. If the photo ID does not include a current address any one of the following may be used to establish residency along with the photo ID:

Texas Department of Public Safety Identification or Driver's License.

Military identification.

Verifiable long-term lease (6 weeks or more).

Rental or condominium complex

Trailer park

Leasing agent or landlord

Telephone, cell phone, cable, water, electric, or gas bill.

Voter's Registration card.

Automobile insurance card.

Medicaid/Medicare letter, Veterans Administration (VA) card, or health insurance card with patron's local address.

U.S. resident card for resident alien with current mailing address.

Tax appraisal letter or verification on Nueces County Appraisal District website.

Others as approved by Director or designee.

A resident is defined as anyone who resides within the city limits or is included in any of the following categories:

- (1) Members of the armed forces (and their dependents) stationed (i) within the City limits or (ii) at the Coast Guard Station, Port Aransas, Texas;
- (2) Temporary residents residing within the City limits for six (6) weeks or more;
- (3) Students currently enrolled at (i) Texas A&M University-Corpus Christi or (ii) Del Mar College; and
- (4) Non-residents who own real property within the city limits.

Residency established by Ordinance no. 029161 adopted 7/26/2011

**PURPOSE:** To facilitate library use, privileges for minors and establishing parent or legal guardian responsibility. Minor is defined as anyone under the age of eighteen (18).

**POLICY:** A library card is available to all minors through age 17. A Parent or legal guardian must sign and assume full responsibility for the library card. Signatures indicate an acceptance of responsibility for:

- The minors use of all library resources, including access to the Internet.
- Supervision of the minor's choice of materials.
- Return of all materials when due.
- All losses and damages to materials borrowed.
- Fees or fines incurred

Parent or legal guardian must provide proof of residency and one of the following: birth certificate, immunization record, insurance card, current year school enrollment (report card) or school identification, Ident-A-Kid, military ID provided to family members, or social security card (number will not be recorded). Any other documents require library director or designee approval.

A Limited Use card may be issued through school visit or school “signup drive” based on applications completed and signed by parent or legal guardian and verified by the school. Parent/legal guardian signature not required for Limited Use card applications completed by Flour Bluff High School students during school hours.

A minor with a Limited Use card will be entitled to check out one book, use library computers, and will have access to e-resources. No audiovisual materials will be checked out on a Limited Use card. The parent or legal guardian assumes responsibility when a Limited Use card is converted to regular use and signed by parent or legal guardian.

Emancipated minors must provide court order documentation. If unable to provide such documentation a Limited Use card can be issued to them and their dependents.

A minor may have a separate account for each responsible parent or legal guardian. Each parent or legal guardian accepting responsibility will be required to provide the necessary documents. Each parent or legal guardian may opt to have their picture attached to the minor account they are responsible for. Only photographs of those 18 or older are attached to patron records.

SUBJECT: Patron Designations  
Limited Use Corpus Christi Resident

CIRCULATION 200.04

PURPOSE: To authorize limited use privileges for anyone using the library.

POLICY: The library will permit any city resident to register for a Limited Use card that cannot provide proof of local residency. Photo identification, issued within the past year must be provided to verify identity. Patrons 18 or older must agree to take a photo that will be attached to their patron record.

A patron with a Limited Use card will be entitled to check out one book, use library computers and will have access to e-resources. No audio-visual materials will be checked out on a Limited Use card.

Limited Use status can be converted to regular use status when proof of local residency is provided.

A patron 18 or older must sign the back of the card in the presence of staff acknowledging responsibility for library materials.

SUBJECT: Patron Designations  
Non-resident

CIRCULATION 200.05

PURPOSE: To facilitate library use privileges for non-residents.

POLICY: For an annual fee of \$25, non-residents may obtain a library card with the same privileges as residents. Nonresidents temporarily residing in the city six weeks or more are regarded as residents with the same privileges as residents and are not required to pay nonresident fee.

All identification must be current and be accompanied by a government, educational, or business-issued photo identification showing current address. Nonresidents, temporarily residing in the city must have same identification; if photo ID does not include a current address, any one of the following may be used to establish city residency along with the photo ID.

Valid state/government issued Driver's License or Identification.

Military identification.

Verifiable long-term lease (6 weeks or more)

Rental or condominium complex

Trailer park

Leasing agent or landlord

Telephone, cell phone, cable, water, electric, or gas bill.

Voter's Registration Card.

Automobile insurance card.

Medicaid/Medicare letter, Veterans Administration (VA) card, or health insurance card with patron's local address.

U.S. resident card for resident alien with current mailing address.

Tax appraisal letter.

Others as approved by Director or designee.

[Patrons paying property taxes in Corpus Christi **are not required to pay non-resident** fee. Patron must provide tax appraisal letter as proof or staff can verify information in Nueces County Appraisal District website. See Policy 200.03 for Corpus Christi Resident Cards]

**PURPOSE:** To facilitate library use privileges for Non-resident minors and establishing parent or legal guardian responsibility. Non-resident minor is defined as anyone under the age of eighteen (18). For an annual fee, non-residents may obtain a library card with the same privileges as residents.

**POLICY:** A library card is available to all non-resident minors through age 17. A Parent or legal guardian must sign and assume full responsibility for the library card. Responsibility includes all fees or fines incurred on the card.

One of the following documents must be provided for non-resident patrons 17 years of age and under: birth certificate, immunization record, insurance card, current year school enrollment (report card) or school identification, Ident-a-Kid card, military ID provided to family members, social security card (number will not be recorded). Any other documents require library director or designee approval.

Emancipated non-resident minors must provide court order documentation. If unable to provide such documentation a Limited Use card can be issued to them and their dependents.

A non-resident minor may have a separate account for each responsible parent or legal guardian. Each parent or legal guardian accepting responsibility will be required to provide the necessary documents. A separate annual fee will be assessed for each account. Each parent or legal guardian may opt to have their photo attached to the minor account they are responsible for. Only photographs of those 18 or older are attached to patron records.

SUBJECT: Patron Designations  
Institutional Borrower

CIRCULATION 200.06

PURPOSE: To facilitate the use of library circulating materials, through the authorization of institutional borrowing privileges.

POLICY: The principal administrator of a business, corporation, school, daycare, or residential/long-term care facility may register for an institutional borrower's card. Registration is activated by completing an institutional borrower's application and returning it to library administration for library director approval.

When the library card is received, the applicant must sign the back of the library card affirming the institution's agreement to "accept responsibility for all items borrowed on this card," including overdue fines, lost or damaged items, and any other applicable fees. The card must be renewed annually by submitting a letter to administration from the principal administrator of the institution.

SUBJECT: Patron Designations  
Residential Institutional Borrower

CIRCULATION 200.06.1

PURPOSE: To facilitate the use of library circulating materials through the authorization of institutional borrowing privileges where the institution will provide residents with library card.

POLICY: An institution such as a state school or long-term care facility may be linked to their own residents' individual accounts.

Institution must have Institutional Borrower card and provide library with list of residents.

Institution is responsible for informing library of any change of status of cardholders.

Institution agrees to "accept responsibility for all items borrowed on this card," including overdue fines, and lost or damaged items, and any other applicable fees.



SUBJECT: Patron Designations  
Staff

CIRCULATION 200.07

PURPOSE: To authorize library privileges for staff.

POLICY: Library staff must possess a library card to borrow and use library materials. Library staff accounts are designated as Resident, regardless of residential address. Checkout periods are 30 days for current and retired Library employees. Checkout periods may be extended if material is used for work related purposes. Upon leaving employment with the Library, unless retired, checkout period is changed to 14 days.