

PURPOSE: To encourage use of library resources by authorizing limited use cards for students who are part of a class visit.

POLICY: A teacher who schedules a class visit to a Corpus Christi public library may facilitate a student's effort to acquire a Limited Use card. The teacher must pick up, distribute, collect, review for completion, and return *School Outreach & Class Tour Public Library Limited Youth Card Applications* (Appendix D) to the library no later than two weeks prior to a class visit. Exceptions can be made at the youth librarians' discretion. A student 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 cards can be converted to minor Resident cards when required documents are provided. (See Policy 200.03.1)

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