



La Retama Sensory Room Agreement Form

Last Name (to be completed by library staff)

First Name

Date

Last Name (please print)

First Name

Date

Address

City / State

Zip

Primary Phone

Email Address

Library Card Number

TERMS AND CONDITIONS

1. Sensory Room Orientation is required before first room reservations.
2. Adult supervision is required at all times.
3. The Sensory Room is occasionally monitored but is not under continuous monitoring by Library Staff while in use.
4. No food or drinks are allowed in the Sensory Room.
5. Before reservation time ends, return the Sensory Room to the original arrangement, and inform Library Staff of your departure.

I hereby give consent for my child to use the equipment and accommodations in the La Retama Sensory Room. I will supervise my child at all times in the Sensory Room, and the La Retama Central Library.

I have read the above Terms and Conditions and agree to follow them.

Signature: _____ Date: _____

Corpus Christi Public Libraries Application for use of Meeting Rooms

Organization: _____ Presiding Officer: _____

Phone Number: (cell): _____ Office: _____

Contact Person: _____ Library Card Number: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: (cell) _____ Office: _____

Purpose: _____

Expected Attendance: _____ Library: _____ Room: _____

Dates: (No more than twice a month, two months in advance). NO BOOKING IN JUNE/JULY

Time Meeting Begins: _____ Time Meeting ends: _____

of Chairs: _____ # of Tables: _____ (Alcohol Prohibited)

Available Meeting Rooms:

La Retama Central Library

T–F: 10 a.m.–5:30 p.m.
Sat–Sun: 1 p.m.– 4:30 p.m.

Ben F. McDonald Public Library

M–F: 10 a.m.– 5:30 p.m.
Sat: 11 a.m.–2:30 p.m.

Owen R. Hopkins Public Library

M–TH: 9 a.m.– 5:30 p.m.
F–Sat: 9 a.m.–12:30 p.m.

Dr. Clotilde P. Garcia Public Library

M: 10 a.m.–1:30 p.m.
T–Th: 10 a.m.–3:30 p.m., 5 p.m.– 6:30 p.m.
F–Sat: 10 a.m.– 3:30 p.m.

Janet F. Harte Public Library

M: 5 p.m.– 7:30 p.m.
T: 9 a.m.–12:30 p.m., 5 p.m.– 7:30 p.m.
W–F: 5 p.m.– 7:30 p.m.
Sat: 9 a.m.– 5:30 p.m.

I have read the Meeting Room Policy Statement and will inform our membership of their responsibilities for using library meeting rooms. On behalf of this organization, I accept responsibility for leaving the room in good order and for any damages that may occur to the facility or equipment resulting from our use.

Representative: _____ Date: _____

Adult Sponsor (if different from above): _____ Date: _____

Library Director/Branch Manager: _____ Date: _____

CORPUS CHRISTI PUBLIC LIBRARIES
Library Visit Confirmation Form

Complete this form after arrangements have been made with the library you plan to visit.

La Retama Central Library
 805 Comanche, 78401
 361-826-7000
 centrallibrary@cctexas.com

Dr. Clotilde P. Garcia Public Library
 5930 Brockhampton, 78414
 361-826-2360
 garcialibrary@cctexas.com

Ben F. McDonald Public Library
 4044 Greenwood Dr. 78416
 361-826-2356
 mcdonaldlibrary@cctexas.com

Anita and W.T. Neyland Public Library
 1230 Carmel Pkwy, 78411
 361-826-2370
 neylandlibrary@cctexas.com

Janet F. Harte Public Library
 2629 Waldon Rd., 78418
 361-826-2310
 hartelibrary@cctexas.com

Owen R. Hopkins Public Library
 3202 McKinzie Rd., 78401
 361-826-2350
 hopkinslibrary@cctexas.com

Name of School/Organization: _____

Contact Person: _____

Email Address: _____ Phone: _____

Library Visiting: _____ Date: _____ Arrival Time: _____

Number of Children: _____ Ages: _____ Grade Level: _____ Number of Adults: _____

Check Needed Services

☐ Tour ☐ Storytime ☐ Research ☐ Library Cards ☐ Craft ☐ STEM Activity

Please Write Your Detailed Request Below

Email or deliver this request with your signature to the library you are visiting at least one week before your visit. If requesting library cards, deliver completed library card applications to the library you're visiting at least two weeks before your visit. Once your Visit Confirmation Form is received, a library staff member will contact you within 1 business day to finalize the arrangements for your visit.

I have read the Corpus Christi Public Libraries Policy for Library Tours and Class Visits (Policy #101.07) ☐

 Visitor Name (Please Print)

 Visitor signature

 Corpus Christi Public Libraries Staff

 Date Received

Public Library Limited Youth Card Application – Requires Parent/Guardian Approval

At this time, if you **do not** want your child to receive a public library card, please decline on the back of this application.

The Parent/Guardian is responsible for the use and monitoring of their youth's card, INCLUDING selection of materials, fines, fees, and use of electronic resources, including the Internet. One print item can be checked out on this limited-use card, visit the library to upgrade to a full-use card. Please complete this application even if your child already has a library card. By completing this application, you approve your child to borrow one item during their library tour. By completing this application, you consent to permit staff of the Corpus Christi libraries to send information about matters concerning this library account, materials borrowed, or advertising library services to the current address, phone, and/or email provided.

Student Information - Please PRINT Clearly

Temporary Password (4-digit number): _____

First Name: _____ Middle Name: _____

Last Name: _____ Date of Birth: _____

Street Address: _____

City/State: _____ Zip Code: _____

Parent/Guardian Full Name: _____

Parent/Guardian Phone (cell): _____ Parent/Guardian Email: _____

Parent/Guardian Signature: _____ Date: _____

Additional Parent/Guardian Full Name (optional): _____

Additional Parent/Guardian Signature: _____ Date: _____

.....
(Remove and keep for your records)

Youth Library Card**Welcome to the Corpus Christi Public Libraries**

Access account at <https://corpustx.bywatersolutions.com/> or call any library branch.

Visit the library and present your current government-issued photo ID to upgrade their card to a full-use card.

CCPL supports and respects parental rights to make decisions about what is or is not appropriate for their children.

Parent or legal guardian is assuming full responsibility for the following:

- Supervision of the minor's choice of materials and use of all library resources, including Internet
- Fines for overdue items; fees for lost or damaged items

Lost cards should be reported immediately.**Use your limited-use library card to check out:**

1 Book or Magazine

Unlimited: eBooks, eAudiobooks, and eMagazines

Upgrade to a full-use library card to also check out:*

25: New Books, New Books on CD, and New Music CDs

5: New DVD/Blu-Rays, New Read Along Audio Books, and Print Magazines (current issues excluded)

Unlimited: Books, DVDs, Blu-Rays, Read Along Audio Books, eBooks, eAudiobooks, and eMagazines

Renewal of items:*

14-day checkout periods. Items automatically renew on due date up to a maximum of four (4) times.

Following items will not auto-renew:

Items on hold or Interlibrary Loans.

Overdue fines per day per item:*

25¢ per non-A/V item

\$1.00 per A/V item or kit

\$2.00 replacement card

Fees:

Lost and Damaged item cost, plus \$5 processing fee

*Special Collections, Equipment, and Kits may have different checkout limits, periods, renewal settings, or overdue fines.

To Decline (please print clearly):

I do not want my child, _____, to receive a library card at this time.

Parent Name: _____

Signature: _____ Date: _____

School Staff Use Only:

School: _____ Class: _____

Teacher Name (PRINT): _____

Teacher Signature: _____

Library Staff Use Only:

Date: _____ Card #: _____

Staff Name (PRINT): _____ Branch: _____

Outreach

Tour

Form Updated 5/30/2025

Corpus Christi Public Libraries

La Retama Central

805 Comanche St.

(361) 826-7000

Dr. Clotilde P. Garcia

5930 Brockhampton St.

(361) 826-2360

Anita & W.T. Neyland

1230 Carmel Pkwy.

(361) 826-2370

Janet F. Harte

2629 Waldron Rd.

(361) 826-2310

Ben F. McDonald

4044 Greenwood Dr.

(361) 826-2356

Owen R. Hopkins

3202 McKinzie Rd.

(361) 826-2350

For library hours and to update your password, scan the QR code or visit corpustx.bywatersolutions.com

Temporary Password: _____





Customer Comment Form

The staff of the Corpus Christi Public Libraries is committed to providing you with the high level of service you've come to expect. Your comments and suggestions are important to us. Please fill out this short form to let us know how we are doing or email Library@cctexas.com. Thank you for your help.

Laura Garcia, Library Director

My Library contact was: ☐ In person ☐ By phone ☐ Facebook/Email _____ Other (specify)

Please check the Library you visited/contacted.

☐ Anita & W.T. Neyland Public Library ☐ Ben F. McDonald Public Library
☐ Dr. Clotilde P. Garcia Public Library ☐ Janet F. Harte Public Library
☐ La Retama Central Public Library ☐ Owen R. Hopkins Public Library

Date and Time: _____

Please provide comments/suggestions regarding your contact with us (for example: library staff, services, technology, facilities, materials, and/or programs).

If you would like for us to contact you regarding your comments/suggestions, please provide:

Date: _____ Name: _____

Library Card Number (optional): _____

Phone: _____ email: _____



CORPUS CHRISTI Request for PUBLIC LIBRARIES Reconsideration

Name

Telephone

Address, City, Zip

Email

Library Card Number

☐ This is my child's library card, and I am the Guarantor

Have you held a Corpus Christi Public Library card for at least three (3) months? ☐ Yes ☐ No

Complainant represents: Self ____ Group or Organization _____. If group or organization, please identify your group or organization: _____

Material on which you are commenting:

Title

Author

Format

CCPL Barcode

1. What brought this title to your attention?

2. Did you read/view the entire item? If not, what portions did you read/view?

3. What do you believe to be the purpose of this item?

4. To what specifically do you object and why?

5. For what age group do you recommend this item?
6. What reviews have you read of this item?
7. How do you feel this item does not conform to the CCPL Collection Policy?
8. What would you like CCPL to do about this item/program?
9. Please recommend other materials which you consider to be preferable for the purpose intended.

Signature _____

Date _____

Thank you for your interest in the Corpus Christi Public Libraries!

For Staff use Only:

Date Received: _____ Patron Initial: _____ Staff Initial: _____

Make a copy and give copy to patron.

Staff Name: _____ Branch: _____

Library Card Registration Date: _____ Account in Good Standing: Yes No

Account Category: Resident Juvenile Resident Other _____

Attach checklist and hand form to closest available librarian.

(3/5/2025)

Adult (18 and Up) Library Card Application

Proof of address and photo ID is required.

I am responsible for all **materials, fines, and fees** on this card. Should I allow any other individual (including minors) to use this card, an authorization form must be on file. ***I am responsible for the content of the material checked out by minors.*** I understand that my photo will be taken and placed in my library account. I hereby permit the staff of the Corpus Christi libraries to send information about matters concerning my library account, materials borrowed, or advertising library services to my current address, phone, and/or email provided.

SIGNATURE: _____ **DATE:** _____

Please Print Clearly

First Name: _____ Middle Name: _____

Last Name: _____ Date of Birth: _____

Street Address: _____

City/State: _____ Zip Code: _____

Phone: (cell) _____ Email: _____

Temporary Password: _____

Welcome to Corpus Christi Public Libraries

Access account at <https://corpusctx.bywatersolutions.com/> or call any library branch.

An authorization form is required for other individuals to use your library card, including minors, and you are assuming full responsibility for the following:

- Minor's choice of materials and their use of all library resources, including Internet
- Fines for overdue items; fees for lost or damaged items

Lost cards should be reported immediately.

Use your library card to check out:*

25: New Books, New Books on CD, and New Music CDs

5: New DVD/Blu-Rays, New Read Along Audio Books, and Print Magazines (current issues excluded)

Unlimited: Books, DVDs, Blu-Rays, Read Along Audio Books, eBooks, eAudiobooks, and eMagazines

Fees:

Lost and Damaged item cost, plus \$5 processing fee

Non-Resident Fee: \$25 yearly or \$12.50 for 6 months

Renewal of items:*

14-day checkout periods. Items automatically renew on due date up to a maximum of four (4) times.

Following items will not auto-renew:

Items on hold or Interlibrary Loans.

Overdue fines per day per item:*

25¢ per non-A/V item

\$1.00 per A/V item or kit

\$2.00 replacement card

*Special Collections, Equipment, and Kits may have different checkout limits, periods, renewal settings, or overdue fines.

Staff Use Only:

Date: _____

Card #: _____

Name (PRINT): _____

ID Type: _____

ID#: _____

R—Resident

Limited

NR—Non-Resident

Staff Name (PRINT): _____

Branch: _____

Outreach Location (If applicable): _____

Form Updated 5/29/2025

Corpus Christi Public Libraries

La Retama Central

805 Comanche St.
(361) 826-7000

Dr. Clotilde P. Garcia

5930 Brockhampton St.
(361) 826-2360

Anita & W.T. Neyland

1230 Carmel Pkwy.
(361) 826-2370

Janet F. Harte

2629 Waldron Rd.
(361) 826-2310

Ben F. McDonald

4044 Greenwood Dr.
(361) 826-2356

Owen R. Hopkins

3202 McKinzie Rd.
(361) 826-2350

For library hours and to update your password, scan the QR code or visit corpustx.bywatersolutions.com

Temporary Password: _____



Youth (Birth-17) Library Card Application—Requires parent/guardian approval

The Parent/Guardian of the applicant is responsible for the **use and monitoring of their youth's card, INCLUDING selection of materials, fines, fees, and use of electronic resources, including the Internet.** Library card accounts can be accessed on our catalog at <https://corpustx.bywatersolutions.com/> and must be renewed annually (or every two years for resident cards). By completing this application, you consent to permit staff of the Corpus Christi libraries to send information about matters concerning this library account, materials borrowed, or advertising library services to the current address, phone, and/or email provided.

Youth Information - Please Print Clearly

Temporary Password: _____

First Name: _____ Middle Name: _____

Last Name: _____ Date of Birth: _____

Street Address: _____

City/State: _____ Zip Code: _____

Parent/Guardian Full Name: _____

Parent/Guardian Phone (cell): _____ Parent/Guardian Email: _____

Parent/Guardian Signature: _____ Date: _____

Additional Parent/Guardian Full Name (optional): _____

Additional Parent/Guardian Signature: _____ Date: _____

Proof of address and photo ID for the Parent/Guardian is required. ID must also be provided for youth and may be one of but not limited to the following: school ID, report card, birth certificate. Prompt notice of change of address or loss of library card must be given.

Youth Library Card Welcome to the Corpus Christi Public Libraries

Access account at <https://corpustx.bywatersolutions.com/> or call any library branch.

CCPL supports and respects parental rights to make decisions about what is or is not appropriate for their children.

Parent or legal guardian is assuming full responsibility for the following:

- Supervision of the minor's choice of materials and use of all library resources, including Internet
- Fines for overdue items; fees for lost or damaged items

Lost cards should be reported immediately.

Use your library card to check out:*

25: New Books, New Books on CD, and New Music CDs

5: New DVD/Blu-Rays, New Read Along Audio Books, and Print Magazines (current issues excluded)

Unlimited: Books, DVDs, Blu-Rays, Read Along Audio Books, eBooks, eAudiobooks, and eMagazines

Fees:

Lost and Damaged item cost, plus \$5 processing fee

Non-Resident Fee: \$25 yearly or \$12.50 for 6 months

Renewal of items:*

14-day checkout periods. Items automatically renew on due date up to a maximum of four (4) times.

Following items will not auto-renew:

Items on hold or Interlibrary Loans.

Overdue fines per day per item:*

25¢ per non-A/V item

\$1.00 per A/V item or kit

\$2.00 replacement card

*Special Collections, Equipment, and Kits may have different checkout limits, periods, renewal settings, or overdue fines.

Staff Use Only:

Date: _____ Card #: _____

Parent/Guardian Name (PRINT): _____

Parent/Guardian ID Type: _____ ID#: _____

#2 Parent/Guardian Name (PRINT): _____

#2 Parent/Guardian ID Type: _____ ID#: _____

Documentation (Youth): _____

R—Resident

Limited

NR—Non-Resident

Staff Name (PRINT): _____ Branch: _____

Outreach Location (If applicable): _____

Form Updated 5/30/2025

Corpus Christi Public Libraries

La Retama Central

805 Comanche St.
(361) 826-7000

Dr. Clotilde P. Garcia

5930 Brockhampton St.
(361) 826-2360

Anita & W.T. Neyland

1230 Carmel Pkwy.
(361) 826-2370

Janet F. Harte

2629 Waldron Rd.
(361) 826-2310

Ben F. McDonald

4044 Greenwood Dr.
(361) 826-2356

Owen R. Hopkins

3202 McKinzie Rd.
(361) 826-2350

For library hours and to update your password, scan the QR code or visit corpustx.bywatersolutions.com

Temporary Password: _____



APPENDIX I

Juvenile (Birth-17) Library Card Application—Requires parent/guardian approval

The parent or legal guardian of the applicant is responsible for the **use and monitoring of their minor's card**,

INCLUDING selection of materials, fines, fees, and use of electronic resources. Parents or legal guardians should monitor the selection of material and use of their child's card, regardless of patron designation. This account must be renewed every two years. By completing this application, you consent to permit staff of the Corpus Christi libraries to send information about matters concerning this library account, materials borrowed, or advertising library services to the current address, phone, and/or email provided.

Juvenile Information - Please Print Clearly

Temporary Password: _____

First Name: _____ Middle Name: _____

Last Name: _____ Date of Birth: _____

Street Address: _____

City/State: _____ Zip Code: _____

Parent/Guardian Full Name: _____

Parent/Guardian Phone (cell): _____ Parent/Guardian Email: _____

Parent/Guardian Signature: _____ Date: _____

Additional Parent/Guardian Full Name (optional): _____

Additional Parent/Guardian Signature: _____ Date: _____

Proof of address and photo ID for the Parent/Guardian is required. ID must also be provided for minors and may be one of but not limited to the following: school ID, report card, birth certificate.

Juvenile Library Card Welcome to the Corpus Christi Public Libraries

Access account at <https://corpustx.bywatersolutions.com/> or call any library branch.

CCPL supports and respects parental rights to make decisions about what is or is not appropriate for their children.

Parent or legal guardian is assuming full responsibility for the following:

- Supervision of the minor's choice of materials and use of all library resources
- Fines for overdue items; fees for lost or damaged items

Lost cards and change of contact information should be reported immediately.

Use your library card to check out JUVENILE material:*

25: New Books

5: New DVD/Blu-Rays, New Read Along Audio Books, and Print Magazines (current issues excluded)

Unlimited: Books, DVDs, Blu-Rays, Read Along Audio Books,

Renewal of items:*

14-day checkout periods. Items automatically renew on due date up to a maximum of four (4) times.

Following items will not auto-renew:

Items on hold or Interlibrary Loans.

Fees:

Lost and Damaged item cost, plus \$5 processing fee

Overdue fines per day per item:*

25¢ per non-A/V item

\$1.00 per A/V item or kit

\$2.00 replacement card

*Special Collections, Equipment, and Kits may have different checkout limits, periods, renewal settings, or overdue fines.

Staff Use Only:

Date: _____ Card #: _____

Parent/Guardian Name (PRINT): _____

Parent/Guardian ID Type: _____ ID#: _____

#2 Parent/Guardian Name (PRINT): _____

#2 Parent/Guardian ID Type: _____ ID#: _____

Documentation (Youth): _____

R—Resident

Staff Name (PRINT): _____ Branch: _____

Form Updated 5/29/2025

Corpus Christi Public Libraries

La Retama Central

805 Comanche St.
(361) 826-7000

Dr. Clotilde P. Garcia

5930 Brockhampton St.
(361) 826-2360

Anita & W.T. Neyland

1230 Carmel Pkwy.
(361) 826-2370

Janet F. Harte

2629 Waldron Rd.
(361) 826-2310

Ben F. McDonald

4044 Greenwood Dr.
(361) 826-2356

Owen R. Hopkins

3202 McKinzie Rd.
(361) 826-2350

For library hours, to update your password, or change your notification settings, scan the QR code or visit corpustx.bywatersolutions.com

Temporary Password: _____



Teen (13-17) Library Card Application—Requires parent/guardian approval

The parent or legal guardian of the applicant is responsible for the **use and monitoring of their minor's card**, **INCLUDING selection of materials, fines, fees, and use of electronic resources**. Parents or legal guardians should monitor the selection of material and use of their child's card, regardless of patron designation. This account must be renewed every two years. By completing this application, you consent to permit staff of the Corpus Christi libraries to send information about matters concerning this library account, materials borrowed, or advertising library services to the current address, phone, and/or email provided.

Teen Information - Please Print Clearly

Temporary Password: _____

First Name: _____ Middle Name: _____

Last Name: _____ Date of Birth: _____

Street Address: _____

City/State: _____ Zip Code: _____

Parent/Guardian Full Name: _____

Parent/Guardian Phone (cell): _____ Parent/Guardian Email: _____

Parent/Guardian Signature: _____ Date: _____

Additional Parent/Guardian Full Name (optional): _____

Additional Parent/Guardian Signature: _____ Date: _____

Proof of address and photo ID for the Parent/Guardian is required. ID must also be provided for minors and may be one of but not limited to the following: school ID, report card, birth certificate.

Teen Library Card Welcome to the Corpus Christi Public Libraries

Access account at <https://corpustx.bywatersolutions.com/> or call any library branch.

CCPL supports and respects parental rights to make decisions about what is or is not appropriate for their children.

Parent or legal guardian is assuming full responsibility for the following:

- Supervision of the minor's choice of materials and use of all library resources
- Fines for overdue items; fees for lost or damaged items

Lost cards and change of contact information should be reported immediately.

Use your library card to check out JUVENILE or TEEN material:*

25: New Books

5: New DVD/Blu-Rays, New Read Along Audio Books, and Print Magazines (current issues excluded)

Unlimited: Books, DVDs, Blu-Rays, Read Along Audio Books,

Fees:

Lost and Damaged item cost, plus \$5 processing fee

Renewal of items:*

14-day checkout periods. Items automatically renew on due date up to a maximum of four (4) times.

Following items will not auto-renew:

Items on hold or Interlibrary Loans.

Overdue fines per day per item:*

25¢ per non-A/V item

\$1.00 per A/V item or kit

\$2.00 replacement card

*Special Collections, Equipment, and Kits may have different checkout limits, periods, renewal settings, or overdue fines.

Staff Use Only:

Date: _____ Card #: _____

Parent/Guardian Name (PRINT): _____

Parent/Guardian ID Type: _____ ID#: _____

#2 Parent/Guardian Name (PRINT): _____

#2 Parent/Guardian ID Type: _____ ID#: _____

Documentation (Youth): _____

R—Resident

Staff Name (PRINT): _____ Branch: _____

Form Updated 5/29/2025

Corpus Christi Public Libraries

La Retama Central

805 Comanche St.
(361) 826-7000

Dr. Clotilde P. Garcia

5930 Brockhampton St.
(361) 826-2360

Anita & W.T. Neyland

1230 Carmel Pkwy.
(361) 826-2370

Janet F. Harte

2629 Waldron Rd.
(361) 826-2310

Ben F. McDonald

4044 Greenwood Dr.
(361) 826-2356

Owen R. Hopkins

3202 McKinzie Rd.
(361) 826-2350

For library hours and to update your password, scan the QR code or visit corpustx.bywatersolutions.com

Temporary Password: _____



APPENDIX K

Institution Library Card Application

Please Print Clearly

Name of Institution _____

Address _____

City/ State/ Zip _____

Phone: _____ Email: _____

Name of up to three authorized borrowers:

1. First & Last Name _____ Title: _____

ID type/number _____ Signature: _____

2. First & Last Name _____ Title: _____

ID type/number _____ Signature: _____

3. First & Last Name _____ Title: _____

ID type/number _____ Signature: _____

As the official representative of this organization, I authorize any of the above to borrow library material for the use of the institution. **All authorized borrowers are responsible for the content of the material checked out if the material is used by minors.** The institution accepts full financial responsibility for all materials borrowed on the card issued and agrees to abide by all rules applicable to use of materials. I hereby permit the staff of the Corpus Christi libraries to send information about matters concerning my library account, materials borrowed, or advertising library services to the current address, phone, and/or email provided.

Name/ Title of Director _____

Signature: _____ Date: _____

Please fill out the information above and return to the libraries administrative offices in person or by mail to:
Corpus Christi Public Library | 805 Comanche | Corpus Christi, TX 78401

Institution Library Card

Access account at <https://corpusx.bywatersolutions.com/> or call any library branch.

- Authorized users must present personal photo ID listed on the application when using the card.
- The card can be renewed annually by submitting a letter to library administration from the principal administrator of the institution, or by submitting a new application.
- Institution is responsible for all fines and fees from overdue, lost, or damaged items.

Lost cards or changes in authorized users should be reported immediately.**Use your library card to check out:*****25:** New Books, New Books on CD, and New Music CDs**5:** New DVD/Blu-Rays, New Read Along Audio Books, and Print Magazines (current issues excluded)**Unlimited:** Books, DVDs, Blu-Rays, Read Along Audio Books, eBooks, eAudiobooks, and eMagazines**Fees:**

Lost and Damaged item cost, plus \$5 processing fee

Renewal of items:*

14-day checkout periods. Items automatically renew on due date up to a maximum of four (4) times.

Following items will not auto-renew:*Items on hold or Interlibrary Loans.***Overdue fines per day per item:***

25¢ per non-A/V item

\$1.00 per A/V item or kit

\$2.00 replacement card

*Special Collections, Equipment, and Kits may have different checkout limits, periods, renewal settings, or overdue fines.

Staff Use Only:

Send to La Retama Library for director approval.

Approved on:

Date: _____

Card #: _____

Institution contacted:

Date: _____

Temporary Password: _____

Form Updated 05/30/2025

La Retama Central

805 Comanche St.
(361) 826-7000

Anita & W.T. Neyland

1230 Carmel Pkwy.
(361) 826-2370

Ben F. McDonald

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(361) 826-2356

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(361) 826-2350

For library hours and to update your password, scan the QR code or visit corpustx.bywatersolutions.com



AUTHORIZATION FOR CHECKING OUT MATERIALS
For Adult Accounts (Policy 200.22)

TO: Corpus Christi Public Libraries Administration

I, _____
Print Name Library Card Number

Address Phone Number

am authorizing the individual(s) listed below to pick up, return and check out library material on my library account. I take full responsibility for overdue, lost, or damaged fees of materials checked out by any authorized individuals and content viewed or borrowed by a minor using my card.

Account Holder Signature

Date

Form Updated 9/5/2024

Keep for your records

Authorized Use Form:

- Authorized users are only available to Adult (18+) library accounts.
- The account holder is responsible for all overdue, lost, or damaged fees for material borrowed on their account.
- The library account holder is responsible for the content viewed or borrowed by a minor using the library card.
- Check the status of your library account online at <https://corpustx.bywatersolutions.com/> using your library card number and password.
- The authorization form must be renewed yearly using the photo identification of the library account holder and each authorized user.
- Any authorized user must present proper identification (*if available for minors*) and the cardholder's library card or card number before library staff check out materials to the cardholder's account - ***NO EXCEPTIONS.***

Minor Patron Authorization:

_____	_____	_____	_____	_____
Print Name	Address	DOB	AGE	ID (if available)

Non-Minor Patron Authorization:

_____	_____	_____
Print Name	Address	TX Driver's License or ID

_____	_____	_____
Print Name	Address	TX Driver's License or ID

Please attach a copy of your photo identification and the valid photo identification of the individuals listed above (*if available for minors*).

_____	_____
Library Director or Designee	Date



Keep for your records

Authorized Users:

Date: _____