PURPOSE: To inform that there is no designated Reference Services division in the library system.

POLICY: Library staff perform minimal reference services on site and by telephone. The Local History Department provides research assistance for Local History, Texas History, Genealogy and material in the Special Collections and Archives. (See Local History 300.00)

LOCAL HISTORY DEPARTMENT

a) Use of Local History\Genealogy room is for research purposes only. Individuals must be conducting research in one of these areas: Corpus Christi history, Texas history or Genealogy. Library staff reserve the right to ask individuals who are not actively conducting research in one of these areas to leave the room. Internet and public seating are available on the first floor.

b) If you require research assistance, please call in advance for staff availability and to make sure the records you are seeking are in our collection.

c) Many records are available on microfiche/film which can be used on a self-service basis.

d) Food or beverages are not allowed in the Local History Room.

e) The Local History room is a research area and unsuitable for young children. Any children in your company must be closely supervised.

f) In order to avoid accidents to the archives, researchers are asked to use *only* a lead pencil to take notes, *never* a pen or ball point.

g) Researchers are responsible for all documents issued to them. Documents may not be removed from the Local History Department. Only one file at a time will be made available and must be returned to staff before another one will be issued.

h) Documents must be handled with great care, kept in their correct order and returned in order. Staff will advise on correct handling.

Contact 361-826-7030 (Tuesday – Friday: 10 a.m. and 5:30 p.m.; Saturday: 1 p.m. – 4:30 p.m.) prior to visiting the Local History\Genealogy Department.

PURPOSE: To provide an outline for equitable service and clarify the responsibilities of the Corpus Christi Public Libraries (CCPL) and patrons seeking use of the Sensory Room.

POLICY: The Corpus Christi Public Libraries Sensory room in La Retama Central Library is made available to the public by reservation on a first come basis and does not discriminate on the basis of beliefs or affiliations of individuals or groups requesting its use. The goal of the La Retama Library Sensory Room is to improve and support accessibility and inclusivity for the Coastal Bend community while providing a safe, non-threatening environment to calm or stimulate individuals with sensory sensitive and sensory seeking needs. La Retama Library sponsored activities take precedence over public use of the Sensory Room. Permission to use the Sensory Room does not, in any way, constitute an endorsement by the library staff or the Corpus Christi Public Library system. La Retama Library reserves the right to decline any reservation for any reason.

Abuse of the Sensory Room Policy may result in loss of room usage privileges.

ROOM LIMITATIONS
   a) The Sensory Room is available to children ages 0-14 and their family.
   b) The Sensory Room remains locked unless in use.
   c) Access to the room is only given during the hours of a patron's confirmed reservation.
   d) No food or drinks in the Sensory Room, except for medical needs.
   e) Up to ten people can be in the Sensory Room at one time.
   f) The Sensory Room can be reserved by one or more families at a time, or groups/organizations. Once a reservation is made, no other families or groups will be added to the time slot except by the adult placing the reservation.
   g) The Sensory Room may not be used for professional therapy without the approval of the Library Director or designee.
   h) The Sensory Room is occasionally monitored but is not under continuous monitoring by Library Staff while in use.

SCHEDULING LIMITATIONS
   a) Reservation requests may be made no more than 30 days in advance.
   b) A maximum of two total outstanding reservations permitted per family or group at any time.
   c) Patrons must notify La Retama Central Library of a cancellation prior to the reservation date so that the room may be made available to other patrons.
   d) Each reservation is subject to approval by library staff.
   e) Must arrive on time for the reservation. There will be a grace period of 15 minutes before the reservation is cancelled and is available for others to reserve.

REQUIREMENTS and RESPONSIBILITIES
   a) All children using the room require supervision by a parent or adult family member at all times.
   b) Patrons of any age with mental, physical, or emotional disabilities which affect decision making skills or render supervision necessary must always be accompanied by a parent or adult family member.
   c) A *La Retama Sensory Room Agreement From* (Appendix A) is required for all adults and children using the Sensory Room.
   d) Time slots are in 1-hour increments; 45 minutes to use the room and 15 minutes for patrons to prepare to leave, clean, and reset the room to the original arrangement.
   e) Patrons finished with the room should inform library staff of their departure.
   f) Patrons must inform library staff if any Sensory room contents are broken or missing.
   g) Attending a Sensory Room Orientation is required prior to first room reservations.

h) Reservation requests must include the patron's name, phone number, email address, and any affiliated groups or organizations.

GENERAL TERMS
a) Corpus Christi Public Libraries, namely La Retama Central Library, and staff, collectively and individually, are hereby released and discharged from all liability for any loss, injury, or damage to the property which may be sustained during Sensory Room use.

Revised 3/27/2025

PURPOSE: To provide guidelines for accessing public computers.

POLICY: To accommodate the high volume of requests for computer use, time limits have been set. A Corpus Christi Public Libraries (CCPL) card is required to log in with the exception of the library catalog stations. A library user must use their own library card to log in. Using anyone else's library card is a violation of policy. A library user, who does not have their library card with them, may obtain their card number if they provide proper photo identification. If patron does not provide proper photo identification, staff may verify patron with photo on library record. Individuals visiting the city can request a guest pass at the circulation desk when they present their photo ID.

The total amount of computer use time allowed per day varies between libraries. Please contact the library you plan to use to find out the maximum computer time allowed. Violating the time limit policy by either using more than one library card (even if permission was granted by owner of library card), or any other means to circumvent time limits will result in loss of computer privileges. CCPL reserves the right to monitor computer use time. A station can be paused; however, the time will continue to count down.

Installing or downloading software is not permitted.
Clustering around computers in a manner that creates an obstruction or creates noise that distracts others is not allowed.
Computers automatically shut down before the library closes.
CCPL does not assume responsibility for identity theft or any invasion of privacy that may result from using the Internet or library computers.

Library computers may not be used for any illegal activity including but not limited to:
- Damaging or altering computer equipment, systems or software.
- Viewing, printing or sending any material that is obscene. *
- Threatening or harassing library staff or patrons.
- Downloading or installing any harmful programs defined as, but not limited to: spyware, viruses, Trojans, malware, or any other illegal utility on any computer.

**VIOLATING POLICIES CAN RESULT IN LOSS OF PRIVILEGES AS FOLLOWS:
- First violation, loss of computer privileges for the day.
- Second violation, loss of computer privileges for three days.
- Third violation, loss of computer privileges for seven days.
- Fourth violation, loss of computer privileges for thirty days.
- Fifth violation, loss of computer privileges for sixty days.
Violations beyond this will result in loss of computer privileges for six (6) months.

Printing
Print copies are $0.30 per page.
Black and white copies only.

*The definition of obscenity is available in print at the reference and circulation desks or online at
https://statutes.capitol.texas.gov/Docs/PE/htm/PE.43.htm

PURPOSE: To provide guidelines for Internet use.

POLICY: Corpus Christi Public Libraries (CCPL) provide Internet service free and equally to all library users. Wi-Fi accessibility is also available to users who have their own personal devices. The Internet is a global entity with a highly diverse user population; library patrons use it at their own risk. Internet users should be aware that not all sources on the Internet provide accurate, complete or current information. While most of the information accessed can be valuable and enlightening, the user may also find materials that are controversial, unreliable, personally offensive, or illegal under U.S. law. Provision of Internet service does not imply that CCPL endorses or approves of any material accessed.

Parents or guardians, not CCPL or its staff, are responsible for the Internet information selected and/or accessed by their children. It is recommended that parents monitor their child's Internet use in the library, whether using CCPL's computers or their own laptops. Because there is no age requirement for using PCs in the library, and because no filtering software is 100% effective, parents are advised that objectionable material could still be accessible. For information on child online safety, go to www.safekids.com.

Viewing, printing or sending any material that is obscene is illegal.*

§43.22 of the *Texas Penal Code* prohibits the intentional or knowing display of an obscene photograph, drawing, or visual representation, while being reckless about whether a person is present who will be offended or alarmed by the display. An offense under this section is Class C misdemeanor.
§43.24 of the *Texas Penal Code* prohibits the display of harmful material, defined in the law similarly to indecent material under federal law, if the displayer is reckless about whether a minor is present who will be offended or alarmed by the display.

*For more information, see the complete text of Sections 43.22 and 43.24 of the Texas Penal Code.

Corpus Christi Public Libraries reserve the right to suspend a patron's privilege to use the Internet due to illegal or unethical use of the Internet or for any other violation of policies or guidelines.

PURPOSE: To engage and be more accessible to the community and to our patrons, Corpus Christi Public Libraries (CCPL) participate in social media to promote CCPL's services and resources.

POLICY: CCPL selects carefully chosen social media tools as an important enhancement to communication, collaboration, and information exchange between CCPL staff, library users and the general public. CCPL recognizes that new tools will emerge which have useful application in the library setting; therefore, this policy addresses social media in general.

Comments and postings by participants other than library staff moderators do not necessarily reflect the official position of CCPL or its staff. Social networking includes but is not limited to formats such as instant messaging, text-based posts, discussion lists, websites, and social network pages.

CCPL does not collect, maintain or otherwise use the personal information stored on any third party site in any way other than to communicate with users on that site, unless granted permission by users. Users should be aware that third party sites have their own privacy policies and should proceed accordingly. Users may remove their account/profile at any time from social networking sites.

CCPL reserves the right to monitor content on all of its social networking sites and will abide by federal, state, municipal, and platform guidelines.

Revised 3/27/2025

PURPOSE: To facilitate reservation and use of meeting rooms by non-profit clubs, organizations, and groups.

POLICY: In keeping with its mission of promoting educational, cultural, and recreational goals for its community, Corpus Christi Public Libraries (CCPL) offer free meeting rooms to non-profit clubs, organizations, and groups.

A. Meeting rooms may be reserved only by CCPL card holders, 18 years or older, with a card in good standing.
   a) The responsible card holder shall not transfer its space or reservation.
   b) Any expenses incurred by a group using the rooms will be the card holder's responsibility.
   c) All attendees must comply with Patron Conduct Policy 102.03.
B. All meetings, programs or exhibits must be open to the public, Library staff and City employees.
   a) No fees, dues or donations for any meeting, program or exhibit may be charged or collected; this includes fees, dues or donations requested offsite.
   b) Meeting rooms may not be used for private social functions, presentations, commercial activities, political rallies/campaigns or for any engagement which requires the collection or exchange of funds or fundraising on Library premises.
   c) No solicitations of any kind are permitted, exceptions may apply when sponsored by the libraries.
C. CCPL/City related or sponsored meetings and/or activities have priority.
D. Reservations (based on availability, or group size):
   a) CCPL reserves the right to cancel or modify a reservation if meeting room is needed by CCPL/City.
   b) An *Application for Use of Meeting Rooms* (Appendix B) must be submitted to the library location where the meeting will be held at least 7 business days in advance of the date needed.
      i)   Must be renewed every 60 days.
      ii)   Must be submitted Monday-Friday during operating hours at the public service desk.
      iii) Submitting an application does not constitute a confirmed reservation.
      iv)   Reviewed, approved, or denied by Branch Manager or designee within 72 hours Monday-Friday (excluding Holidays).
   c) May not be made more than 60 days in advance of the requested date.
      i)   No more than twice in 30 days.
   d) Will not be available during June/July due to Summer Reading Programs.
   e) Must be scheduled during normal operating hours.
   f) Must be vacated 30 minutes before the library closes.
   g) Will be revoked if CCPL determines in its sole discretion that the use is not in compliance with CCPL policies.
   h) Will be considered cancelled after 15 minutes of a "no show."
   i) Will not be accepted for six months after the 2nd "no show."
   j) Please consider set-up time when making reservations.
E. Setup:
   a) Prior inspection of a particular room is suggested to determine its suitability.
   b) Cardholder is responsible for setting up, rearranging, and taking down tables and chairs, per ADA and Fire Code.
   c) Seating capacity depends upon room arrangement.
   d) Attendance and seating capacity are limited by City Fire Code.
   e) Cardholder is responsible for ensuring that attendance does not exceed the maximum occupancy.

      f) Tables and chairs are available at each location.

      g) The library does not furnish equipment, refreshments, services, or supplies.

F. Room use:

      a) Meeting rooms must be left clean, in good repair and in the same condition as found. Trash should be picked up and put in receptacles.

      b) CCPL cardholder will be responsible for cost of any damage to library property and may lose the privilege of using meeting rooms in the future.

      c) Light refreshments (coffee, soft drinks, cake, cookies, etc.) may be served.

      d) Alcoholic beverages, smoking, vaping, and open flames are not permitted.

      e) CCPL is not responsible for equipment, supplies or materials left behind.

G. Publicity concerning the program:

      a) Sponsorship must be clear and contact information (telephone number and email) of the sponsoring group should be included in the publicity.

      b) Any publicity must include the disclaimer: "This event is not sponsored by the Corpus Christi Public Libraries or the City of Corpus Christi."

      c) CCPL will not promote programs that are not library sponsored.

      d) Groups should inform the library if their program is being advertised through media outlets as the library may receive calls regarding the program.

H. Professional Educator:

      a) May use a library meeting room to provide an educational program related to their field of expertise and must be open to the public.

      b) During such a program or in the future, no attempt may be made to sell any products or services.

      c) May not hand out business cards or brochures promoting any business, product, or service.

      d) May not solicit personal information (names, addresses, phone numbers, etc.) from the program participants, either as part of a pre-registration process or during the program itself.

I. Denials and Loss of Privileges:

      a) Library Director/Branch Manager may deny application for a particular meeting room if its intended use disrupts the normal use of the library. Disruptions may include excessive traffic through common areas of the Library, distracting visual or sound effects, or use that attracts attendees in excess of meeting room limits.

      b) Failure to comply with the rules may lead to immediate termination of the meeting, exclusion of individuals from library premises pursuant to the rules, and/or loss of future meeting room use privileges.

J. Cancellations:

      a) Cancellations of reservations by groups should be made at least 24 hours in advance of the meeting date.

      b) In the event that a reserved meeting room is needed for a CCPL event, the library will notify the applicant of cancellation with as much notice as possible in advance of the meeting.

MEETING ROOM CAPACITY:

La Retama Central

La Retama Room	60	Auditorium style
	45	With tables
Conference Room	25	Auditorium style
Board Room	16	Conference table

Dr. Clotilde P. Garcia

| Meeting Room | 30 | Auditorium style |

Ben F. McDonald

| Meeting Room | 45 | Auditorium style |
| | 25 | With tables |

Janet F. Harte

| Meeting Room | 50 | Auditorium style |
| Patio Area | 25 | Patio tables & chairs |

Owen R. Hopkins

| Meeting Room | 45 | Auditorium style |
| Conference Room | 6 | Conference table |

PURPOSE: To provide library programming to the community.

POLICY: Corpus Christi Public Libraries (CCPL) support their mission of connecting people with the world of ideas and information by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Programming is an integral component of library service that:
- Expands CCPL's role as a community resource.
- Introduces patrons and non-users to library resources.
- Provides entertainment.
- Provides opportunities for lifelong learning.
- Expands the visibility of CCPL.

Ultimate responsibility for library programming rests with the Library Director who delegates the management of programming to the branch managers and youth services librarians. The following criteria are used in making decisions about programs:
- Community needs and interests.
- Availability of program space.
- Treatment of content for intended audience.
- Presentation quality.
- Presenter background/qualifications in content area.
- Budget.
- Historical or educational significance.
- Connection to other community programs, exhibitions or events.
- Relation to library collections, resources, exhibits and programs.

In addition, CCPL draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming. All library programs are open to the public. CCPL's philosophy of open access to information and ideas extends to library programming, and CCPL does not knowingly discriminate through its programming. CCPL sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants; program topics, speakers and resources are not excluded from programs because of possible controversy. Registration to attend a program may be required due to limited space. Programs may be held on site or off site.

PURPOSE: To ensure that library tours are available for classes and groups

POLICY: Library staff will provide library tours for classes and other groups to the extent that they do not place constraints on the normal operation of library services. The duration of a library visit is between 30 to 45 minutes. A minimum of two weeks is necessary to schedule a tour. No later than one week before the visit, a teacher or contact person must submit a *Library Visit Confirmation Form* (Appendix C).

Class Tours
   a) Tours for students in grade 6 and below will be conducted by a youth services librarian. Exceptions will be made by the managing librarian.
   b) Tours for students in grade 7 and above will be conducted by appropriate public service staff.
   c) Staff may relate field trip to educational curriculum although general tours are given.
   d) A teacher must accompany the class during the tour. Additional adult supervision should accompany any group over ten students, a minimum of one adult per ten students is advised.
   e) It's recommended that a tour group not exceed thirty-five (35) students.
   f) Tours will not be scheduled on Friday, Saturday, or any other day or time of day when adequate number of staff are not available or as determined by the managing librarian.
   g) If library cards are to be issued at the time of the tour, the teacher should visit the library prior to scheduled visit to obtain *School Outreach & Class Tour Public Library Limited Youth Card Applications* (Appendix D). The teacher should return completed applications at least two (2) weeks before the scheduled visit. Youth library card applications must be signed by a parent or legal guardian.

General Tours
   a) Non-class tours of groups under the age of 13 will be scheduled and conducted by the youth services librarian. Exceptions will be made by the managing librarian.
   b) Non-class tours of groups age 13 and older will be scheduled and conducted by appropriate public service staff.
   c) If possible, the tour should relate to a library activity or interest.
   d) Number of persons in the tour may not exceed thirty-five (35).
   e) General tours will not be scheduled on Friday, Saturday, or any other day or time of day when adequate number of staff are not available as determined by the managing librarian.

Revised 3/12/2025

PURPOSE: To establish guidelines for exhibits and displays.

POLICY: Employees of the City of Corpus Christi are solely responsible for creating, developing and/or approving library exhibits or displays. Library staff may from time to time solicit outside exhibits. Corpus Christi Public Libraries, however, assume no liability for damages to or theft of any privately-owned materials, art or artifacts unless specified and mutually agreed upon in writing.

The Janet F. Harte Public Library houses the Noel McArdle Gallery which offers exhibit space for local and regional artists. For information, contact the library at (361) 826-2310

SUBJECT: Library Services   PUBLIC SERVICE   101.09
            Bulletin Boards

PURPOSE: To establish guidelines for authorizing public bulletin board notices or announcements.

POLICY: Bulletin boards are used mainly for the purposes of Corpus Christi Public Libraries.
L imited space is available for civic, historical, cultural, social or educational events by nonprofit groups.
Permission to post notices will be granted by the library director or branch manager.