

SUBJECT: Patron Designations and Library Cards  
Library Use Privileges

CIRCULATION 200.00

PURPOSE: To facilitate the use of the libraries.

POLICY: In-house use of library services is available to anyone who complies with appropriate standards of public behavior (see Policy 102.03). A library card is required to borrow materials, use library computers, interlibrary loan services, and to access e-content from a remote non-library location, such as home or office. Individuals visiting the city can request a computer guest pass at the circulation desk when they present their photo ID.

*Revised 3/13/2025*

SUBJECT: Patron Designations and Library Cards  
Library Card Registration

CIRCULATION 200.01

PURPOSE: To encourage the use of library materials through library card registration.

POLICY: Anyone may register for a library card by presenting valid identification that includes a residential address.

Registering for a library card gives consent to the Corpus Christi Public Libraries to contact the cardholder or guarantor by any means over matters concerning their library account, materials borrowed, or advertising library services, including but not limited to consent for any library electronic mail messaging. Some notification settings can be customized by the cardholder or guarantor.

Patrons 18 years of age and older must provide photo identification to verify identity. Patrons 18 and older must agree to take a photo which will be placed in their patron record. Resident library cards must be renewed every two years

Patrons 17 and under may register for a library card. Parent or legal guardian must provide proof of identity, residency, and one of the following for the child: 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 is available to local residents who cannot provide proof of residency. Limited use status can be converted to regular use status when required documents are provided.

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 audiovisual materials will be checked out on a Limited Use card.

A Limited Use card may be available to residents 17 and under when proof of residency or documentation required for a minor card is not available. A parent or legal guardian must sign the application and is responsible for a minor's Limited Use card.

*Revised 5/29/2025*

SUBJECT: Patron Designations and Library Cards  
Patron Designations

CIRCULATION 200.02

PURPOSE: To identify categories of authorized library borrowers.

POLICY: All adult library patrons must present their library card or approved photo ID to borrow library materials. Adult library patrons may check out without their library card or ID if they are clearly identified in the photo on their record. All minors must present their library card to check out materials. If the minor's account guarantor is present, the account guarantor may present their approved photo ID in lieu of the minor's library card. A library card is also required to use library computers. 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 computer guest pass at the circulation desk when they present their photo ID.

Should adult patrons allow other individuals (including minors) to use their library card to check out library materials, an authorization form must be on file. (See Policy 205.00)

Patron designations are as follows:

- Corpus Christi Resident
- Non-Resident (annual fee of \$25 or semi-annual fee of \$12.50)
- Limited Use Resident
- Minor Resident (Youth, Juvenile, or Teen)
- Minor Non-Resident (annual fee of \$25 or semi-annual fee of \$12.50)
- Institutional Borrower
- Staff

*Revised 2/19/2025*

SUBJECT: Patron Designations and Library Cards  
Corpus Christi Texas Resident

CIRCULATION 200.03

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 an *Adult Library Card Application* (Appendix G) 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.

Identification must be a current, government photo ID or a current student photo ID issued by a school within Corpus Christi. 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 (exception: providing a current student photo ID issued by a school or educational institute within Corpus Christi does not require additional proof of residency):

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

Educational College or University within Corpus Christi

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
  - ii. 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
  - 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 as guarantor. 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 *The Youth Library Card Application* (Appendix H), *Juvenile Library Card Application* (Appendix I), or *Teen Library Card Application* (Appendix J) and assume full responsibility for the library card. Signatures indicate an acceptance of responsibility for:

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

Parent or legal guardian must provide their current government photo ID with proof of residency, or their current student photo ID issued by a school or educational institute within Corpus Christi. The parent or legal guardian must also provide one of the following that has the minor's name: 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). *If the documentation provided for the minor is a student photo ID or school enrollment for a school within Corpus Christi, the parent or legal guardian does not also have to provide proof of residency for the minor card.* Any other documents require Library Director or designee approval.

If the above documentation is provided and the minor is a resident or student at a school within Corpus Christi, the account guarantor may choose for the minor to receive a Youth, Juvenile, or Teen library card (See policy 200.08).

A Limited Use card may be issued through school visit or school "signup drive" based on the *School Outreach & Class Tour Public Library Limited Youth Card Applications* (Appendix D) completed and signed by parent or legal guardian and verified by the school. Cards issued through schools will be designated as Youth library cards. Juvenile and Teen library cards must be requested, signed, and submitted by guarantors in person.

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. Limited use status can be converted to regular use status when required documents are provided.

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, upon approval of Library Director or designee.

Only the parent or legal guardian who signed the application and is listed as the responsible party for a library card is permitted to access account information. Guarantors will need to present their photo ID, and if available, the youth library card to check out materials or access youth account information at the circulation desk.

Two parents or legal guardians living in the same household can be placed on the same minor card as the responsible guarantor. If one parent or legal guardian has already accepted responsibility for a minor's card, the responsible parent or guardian is required to give permission to add the second parent or legal guardian to the same card. Each parent or legal guardian accepting responsibility will be required to provide the necessary documents. A parent or legal guardian sharing responsibility for a minor card may choose to remove their name from the account if it is clear from fines, fees, and material. They may fill out a new application to create a minor card as a separate responsible guarantor.

A minor may have a separate account for each responsible parent or legal guardian living in separate households. Each parent or legal guardian accepting responsibility will be required to provide the necessary documents.

*Revised 11/07/2024*

*Revised 5/25/2025*

SUBJECT: Patron Designations and Library Cards  
Limited Use Corpus Christi Resident

CIRCULATION 200.04

PURPOSE: To authorize limited use privileges for anyone using Corpus Christi Public Libraries (CCPL).

POLICY: CCPL will permit any city resident to register for a Limited Use card that cannot provide proof of local residency. 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 library card application in the presence of staff.

SUBJECT: Patron Designations and Library Cards  
Non-resident

CIRCULATION 200.05

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

POLICY: For an annual fee of \$25 (semi-annual fee of \$12.50), 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.

Must provide government-issued photo identification showing current address.

[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 as guarantor. 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 the *Youth Library Card Application* (Appendix H) and assume full responsibility for the library card. Signatures indicate an acceptance of responsibility for:

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

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.

Only the parent or legal guardian who signed the application and is listed as the responsible party for a library card is permitted to access account information. Guarantors will need to present their photo ID, and if available, the youth library card to check out materials or access youth account information at the circulation desk.

Two parents or legal guardians living in the same household can be placed on the same minor card as the responsible guarantor. If one parent or legal guardian has already accepted responsibility for a minor's card, the responsible parent or guardian is required to give permission to add the second parent or legal guardian to the same card. Each parent or legal guardian accepting responsibility will be required to provide the necessary documents. A parent or legal guardian sharing responsibility for a minor card may choose to remove their name from the account if it is clear from fines, fees, and material. They may fill out a new application to create a minor card as a separate responsible guarantor.

A minor may have a separate account for each responsible parent or legal guardian living in separate households. Each parent or legal guardian accepting responsibility will be required to provide the necessary documents.

SUBJECT: Patron Designations and Library Cards  
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 institution library card. Registration is activated by completing an *Institution Library Card Application* (Appendix K) and returning it to library administration for Library Director approval. By signing an institutional borrower's application, the applicant affirms the institution's agreement to accept responsibility for all items borrowed on the card, including overdue fines, lost or damaged items, and any other applicable fees.

When using the institution library card, authorized borrowers must present their personal photo ID listed on the application. It is the responsibility of the principal administrator of the institution to update the application if an authorized borrower needs to be removed. 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 *Institution Library Card Application*.

*Revised 3/27/2025*

SUBJECT: Patron Designations and Library Cards  
Staff

CIRCULATION 200.07

PURPOSE: To authorize library privileges for staff employed by the City of Corpus Christi.

POLICY: Staff must possess a library card to borrow and use library materials and must provide a City of Corpus Christi employee badge to receive the “City Employee” or “CCPL Library Staff” patron designations. Staff accounts are designated as resident, regardless of residential address.

Checkout periods may be extended for Corpus Christi Public Libraries staff if material is used for work related purposes.

*Revised 3/13/2025*

SUBJECT: Patron Designations and Library Cards  
Library Card Options for Minors

CIRCULATION 200.08

PURPOSE: To facilitate library use privilege options for minors with Minor Resident patron designations.

POLICY: Parents or legal guardians of a resident minor have the option to choose from the following library card options for minors.

- Youth Library Card:
  - Available to all minors, ages 0-17.
  - Youth library cards can have the patron designation of Resident, Non-resident, or Limited Use. Designation will depend on eligibility according to the applicable policy (See Policies 200.01, 200.03.1, and 200.05.1).
  - New card applicants may choose their card design. The 1,000 Books Before Kindergarten card image is exclusively accessible to active program participants.
  - Cardholders in good standing may use their library card to:
    - Check out any available material from the library.
    - Log in to library computers.
    - Access all digital library resources.
- Juvenile Library Card
  - Available to all minors, ages 0-17, who are residents of Corpus Christi and present required documentation described in policy 200.03.1.
  - Cardholders in good standing may use their library card to:
    - Check out material from the Juvenile collections.
    - Access CCPL digital resources, except CloudLibrary
  - Cardholders **may not** use the juvenile library card to:
    - Check out any material from the Teen, Young Adult, Adult collections, or collections that do not identify any age.
    - Log in to library computers capable of accessing the internet.
    - Access CloudLibrary.
  - When checking out at the circulation desk, patrons should do the following:
    - Present library card. Library staff can look up the account if the guarantor is present and presents their current photo ID.
    - Separate out any items not from the Juvenile collections. Non-eligible items will need to be borrowed on an appropriate library card.
- Teen Library Card:
  - Available to minors, ages 13-17, who are residents of Corpus Christi and present required documentation described in policy 200.03.1.
  - Cardholders in good standing may use their library card to:
    - Check out material from the Juvenile and Teen collections.
    - Access CCPL digital resources, except CloudLibrary
  - Cardholders **may not** use the teen library card to:
    - Check out any material from the Young Adult, Adult collections, or collections that do not identify any age.
    - Log in to library computers capable of accessing the internet.
    - Access CloudLibrary.
  - When checking out at the circulation desk, patrons should do the following:
    - Present library card. Library staff can look up the account if the guarantor is present and presents their current photo ID.
    - Separate out any items not from the Juvenile or Teen collections. Non-eligible items

will need to be borrowed on an appropriate library card.

Although all efforts have been made to limit access to only the permitted material for juvenile and teen patron designations, library staff and vendors are limited in oversight ability. Parents or legal guardians should monitor the selection of material and use of their child's card, regardless of patron designation.

Patron designations for a minor may only be selected or changed by the minor's account guarantor. If a guarantor chooses to change from one library card option to another, the guarantor must complete a new application, and a new card is issued. Replacement card fees may apply but will not be charged when changing from Juvenile to Teen. Youth cards issued before June 2025 can switch to either the Juvenile or Teen card without charge.

Minors who turn 13 will not automatically be changed to the Teen Library Card. Their cards will remain either Youth or Juvenile until otherwise requested from the account guarantor and a new application is provided.

*Revised 5/25/2025*