

SUBJECT: Borrowing and Use Privileges  
Good Standing

CIRCULATION 202.00

PURPOSE: To inform patrons how to remain in good standing to maintain borrowing and use privileges.

POLICY: A patron is considered in good standing when **NONE** of the following conditions exist:

Has outstanding fees or fines of \$5 or more.

Has overdue materials.

Has returned checks due to insufficient funds.

Has interlibrary loan claims.

Has had borrowing privileges suspended or revoked by Library Director.

Has more than 5 current Claim Returns on their account.

SUBJECT: Borrowing and Use Privileges  
Materials Check Out Limits

CIRCULATION 202.01

PURPOSE: To establish total number of items a borrower may check out.

POLICY: Check out limits for specified item types are listed below.

LIMITED USE BORROWER (e-resources accessible)

ITEM TYPE	CHECKOUT LIMITS
Book	1
Media	0
CloudLibrary e-materials	Unlimited
e-Magazines	Unlimited

RESIDENT BORROWER, NON-RESIDENT, INSTITUTIONAL BORROWER  
(select e-services are accessible)

ITEM TYPE	CHECKOUT LIMIT
New Books	25
Books	Unlimited
New Read Along Audio Books	5
Read Along Audio Books	Unlimited
New Books on CD	25
Books On CD	Unlimited
New Music CDs	25
Music CDs	Unlimited
New DVDs/Blu-Ray	5
DVDs/Blu-Ray	Unlimited
Honor Books	Unlimited
Periodicals (excludes latest issue)	5
CloudLibrary e-materials	Unlimited
e-Magazines	Unlimited
Board Games	5
Baking Equipment	3
Special Collections, Equipment or Kits	Limits may vary; inquire at the circulation desk

Revised 3/13/2024

SUBJECT: Borrowing and Use Privileges  
Loan Periods

CIRCULATION 202.02

PURPOSE: To establish loan periods for specified types of circulating materials.

POLICY: Materials that circulate have the following designated loan periods:

<b>ITEM</b>	<b>LOAN PERIOD</b>
Books	14 days
Read Along Audio Books	14 days
Books On CD	14 days
Music CDs	14 days
DVDs/Blu-Ray	14 days
Honor Books	Unlimited
ILL Items	14 days
CloudLibrary e-materials	14 days
e-Magazines	Unlimited
Board Games	14 days
Baking Equipment	14 days
Special Collections, Equipment or Kits	Loan Periods may vary; inquire at the circulation desk

*Revised 12/22/2024*

SUBJECT: Borrowing and Use Privileges  
Renewals

CIRCULATION 202.03

PURPOSE: To extend the loan period of borrowed library materials.

POLICY: Items on library accounts in good standing will automatically renew on their due date up to a maximum of four (4), 14-day periods. The following items are exempted from automatic renewals:

Items on hold

Interlibrary Loan items

Some kits, equipment, or special collections

Items on hold for another patron must be returned by their due date. Interlibrary Loan renewals can be requested over the phone or in person and are dependent on due dates or renewals given by the lending library. Library card numbers and other personal identifying information are required when renewing by telephone. Patrons who want to continue to borrow items after they passed four renewals must bring their items and library card into a Corpus Christi public library to return and recheck their items.

Please see Policy 100.01 for each library location and hours.

Renewals by email or voice mail will not be accepted.

Patrons can check the status of their material by visiting <https://corpustx.bywatersolutions.com/> and logging in with their library card number and password. Setting a secure password is strongly recommended.

*Revised 08/14/2024*

*Revised 5/30/2025*

SUBJECT: Borrowing and Use Privileges  
          Holds

CIRCULATION 202.04

PURPOSE: To establish a method for reserving an item that is not immediately available to a patron for check out.

POLICY: A patron may have up to 15 items on Hold at the same time. A Hold can be placed on any item with one of the following statuses:

- In
- Checked out
- Item being held
- In transit

A Hold **cannot** be placed on an item with a status of:

- Bindery
- Lost
- Damaged
- On librarian desk
- Mending
- Missing
- Withdrawn

Patron will be notified when the item is available by email or text.

*Revised 12/22/2024*

SUBJECT: Borrowing and Use Privileges  
Interlibrary Loan Materials

CIRCULATION 202.05

PURPOSE: To provide access to library materials not owned by Corpus Christi Public Libraries (CCPL).

POLICY: Patron must possess a library card and be in good standing to request items. All formats except entire issues of periodicals may be requested. Resident and non-resident library cardholders must pay a fee of \$2.75 per item before material is ordered from a lending library.

Interlibrary loan requests from out of state borrowers will be required to pay a fee of \$15 fee per item, before material is ordered from CCPL.

Interlibrary Loan fee established by Ordinance no. 028695 adopted 12/13/2011