

PURPOSE: To identify categories of authorized library borrowers.

POLICY: All library patrons must present a library card or photo ID to borrow library materials. 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. A guest pass for computer use will be issued to individuals visiting the city.

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 200.22)

Patron designations are as follows:

Corpus Christi Resident

Non-Resident (annual fee of \$25 or simi-annual fee of \$12.50)

Limited Use Resident

Minor Resident

Minor Non-Resident (annual fee of \$25 or simi-annual fee of \$12.50)

Institutional Borrower Staff

SUBJECT: Patron Designations
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 a library card application 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 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: Corpus Christi school IDs do not need to show 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

SUBJECT: Patron Designations
Minor Resident

CIRCULATION 200.03.1

PURPOSE: To facilitate library use, privileges for minors and establishing parent or legal guardian responsibility. 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 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.

A Limited Use card may be issued through school visit or school “signup drive” based on applications completed and signed by parent or legal guardian and verified by the school.

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.

SUBJECT: Patron Designations
Limited Use Corpus Christi Resident

CIRCULATION 200.04

PURPOSE: To authorize limited use privileges for anyone using the library.

POLICY: The library 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
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. 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 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
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 institutional borrower's card. Registration is activated by completing an institutional borrower's application and returning it to library administration for library director approval.

When the library card is received, the applicant must sign library card application affirming the institution's agreement to "accept responsibility for all items borrowed on this card," including overdue fines, lost or damaged items, and any other applicable fees. The card must be renewed annually by submitting a letter to administration from the principal administrator of the institution.

SUBJECT: Patron Designations
Residential Institutional Borrower

CIRCULATION 200.06.1

PURPOSE: To facilitate the use of library circulating materials through the authorization of institutional borrowing privileges where the institution will provide residents with library card.

POLICY: An institution such as a state school or long-term care facility may be linked to their own residents' individual accounts.

Institution must have Institutional Borrower card and provide library with list of residents.

Institution is responsible for informing library of any change of status of cardholders.

Institution agrees to "accept responsibility for all items borrowed on this card," including overdue fines, and lost or damaged items, and any other applicable fees.

SUBJECT: Patron Designations
Staff

CIRCULATION 200.07

PURPOSE: To authorize library privileges for staff.

POLICY: Library staff must possess a library card to borrow and use library materials. Library staff accounts are designated as Resident, regardless of residential address. Checkout periods may be extended if material is used for work related purposes.