

SUBJECT: Borrowing and Use Privileges
Good Standing

CIRCULATION 200.09

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.

SUBJECT: Borrowing and Use Privileges
Materials Check Out Limits

CIRCULATION 200.10

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	NUMBER
Book	1
Media	0

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

ITEM TYPE	NUMBER
New Books	25
Books	Unlimited
Books On CD	25
CDs	25
New DVDs/Blu-Ray	5
DVDs/Blu-Ray	Unlimited
Honor Books	Unlimited
CloudLibrary e-materials	Unlimited
e-Magazines	Unlimited

SUBJECT: Borrowing and Use Privileges
Loan Periods

CIRCULATION 200.11

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

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

ITEM	LOAN PERIOD
Books	14 days
Books On CD	14 days
Music CDs	14 days
DVDs/Blu-ray	14 days
Honor Books	Unlimited
ILL Items	14 days
Cloud Library eMaterial	14 days
e-Magazines	Unlimited

SUBJECT: Borrowing and Use Privileges
Renewals

CIRCULATION 200.12

PURPOSE: To extend the loan period of borrowed 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
- Items owned by Flour Bluff ISD

Items on hold for another patron must be returned by their due date. ILL renewals can be requested over the phone or in person. Flour Bluff ISD items must be brought into the Harte Library/Flour Bluff High School Library in person for renewal. 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 the library to return and recheck their items.

Please see Library hours for each library location.

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

SUBJECT: Borrowing and Use Privileges
 Holds

CIRCULATION 200.13

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

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

SUBJECT: Borrowing and Use Privileges
Interlibrary Loan materials

CIRCULATION 200.14

PURPOSE: To provide access to library materials that are unavailable at Corpus Christi Public Libraries.

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 the Corpus Christi Public Libraries.

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