

## AUTHORIZATION FOR CHECKING OUT MATERIALS For Adult Accounts (Policy 200.22)

TO: Corpus Christi Public Libraries Administration

I, \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Library Card Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

am authorizing the individual(s) listed below to pick up, return and check out library material on my library account. I take full responsibility for overdue, lost, or damaged fees of materials checked out by any authorized individuals and content viewed or borrowed by a minor using my card.

\_\_\_\_\_  
Account Holder Signature

\_\_\_\_\_  
Date

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Keep for your records

### Authorized Use Form:

- Authorized users are only available to Adult (18+) library accounts.
- The account holder is responsible for all overdue, lost, or damaged fees for material borrowed on their account.
- The library account holder is responsible for the content viewed or borrowed by a minor using the library card.
- Check the status of your library account online at <https://corpustx.bywatersolutions.com/> using your library card number and password.
- The authorization form must be renewed yearly using the photo identification of the library account holder and each authorized user.
- Any authorized user must present proper identification (*if available for minors*) **and** the cardholder's library card or card number before library staff check out materials to the cardholder's account - ***NO EXCEPTIONS.***

**Minor Patron Authorization:**

_____	_____	_____	_____
Print Name	Address	Age	ID (if available)

**Non-Minor Patron Authorization:**

_____	_____	_____
Print Name	Address	TX Driver's License or ID

_____	_____	_____
Print Name	Address	TX Driver's License or ID

**Please attach a copy of your photo identification and the valid photo identification of the individuals listed above (*if available for minors*).**

_____	_____
Library Director or Designee	Date

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Keep for your records

Authorized Users:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_