

Assistance to Library Readers/Researchers

Maintain Library services in the Municipality.

Office or Division:		Reina Mercedes Public Library		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
School I.D.'s			School	
Government I.D's			BIR, Post Office , DFA, SSS, GSIS, Pag-ibig, PRC, LTO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Browse books	1. Assist the clients	None	2 Minutes	<i>Human Resource Management Assistant Reina Mercedes Public Library</i>
2. Approach the Library Staff as to the availability of books	2. Verify books recorded to the accession register & to the borrowers card record	None	2 Minutes	<i>Human Resource Management Assistant Reina Mercedes Public Library</i>
TOTAL:		None	4 Minutes	