

Borrowing of Books

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 Id		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Library Staff to borrow books	1. Provide clients borrowers card forms to be filled out	None	1 Minute	Human Resource Management Assistant Reina Mercedes Public Library
2. Present filled out borrower's card form	2. Verify the information stated	None	1 Minute	Human Resource Management Assistant Reina Mercedes Public Library
3. Present the books to borrow	3. Record/write the books to the borrowers card and index card	None	2 Minutes	Human Resource Management Assistant Reina Mercedes Public Library
TOTAL:		None	4 Minutes	