

## CONDUCT OF LIBRARY INSTRUCTION SESSION

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Schedule of Availability of Service: 7:00 am – 7:00 pm (Monday to Friday) , 8:00 am – 5:00pm ( Saturday)

Clients/ Customers: Students, Faculty

Requirements: Letter of Request

Processing Time: 4 hours and 30 minutes

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Presents letter of request to conduct library instruction session	Receives letter of request and prepares draft for orientation	30 minutes	None	Librarian	Letter of request
2		Encodes the final draft	1 hour	None	Librarian	None
3		Coordinates schedule of the Library instruction session per college/institute	1 hour	None	Librarian	None
4	Attends orientation and signs attendance sheets	Collects accomplished attendance sheets*	2 hours	None	Librarian Students	Attendance Sheets
<b>END OF TRANSACTION</b>						

\* A 100% attendance is expected.