

ISSUANCE OF LIBRARY CARDS

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

Clients/ Customers: Students

Requirements: 2 pcs. 1x1 picture, Enrolment form

Processing Time: 9 minutes

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Submits the requirements	Checks requirements and issues library card form	1 minutes	None	Librarian / Staff	Enrolment form/ Library Card Form (LC)
2	Receives the library card form, fills it up and submits it back	Checks for completeness of information of the LC form received Informs student of the scheduled release date of the LC	2 minutes	None	Librarian / Staff	LC
3	Returns on the scheduled date of release and asks for his/her library card	Checks student name from the master list of LC for release. Issues library card if name is in the list	5 minutes	None	Librarian / Staff	LC
4	Receives LC. Signs in the master list.	Checks signature made	1 minute		Librarian	None
END OF TRANSACTION						

NOTE: Students can also avail of the ID lamination service of the library for P15.00.