

BORROWING OF BOOKS/ RESOURCE MATERIALS (B/RM)

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: Library Card (for Students)

Processing Time: 6 minutes

| STEP | CUSTOMER/APPLICANT | SERVICE PROVIDER | DURATION OF THE ACTIVITY | FEE | PERSON RESPONSIBLE | FORMS |
|---------------------------|---|--|--------------------------|------|--------------------|--|
| 1 | Presents the books/ resource materials (B/RM) to be borrowed together with his/her library card | Checks the type of B/RM to determine its borrowing duration* Gets the book card/s (BC) of the B/RM and gives it to the customer | 2 minute | None | Staff | Book Card (BC) |
| 2 | Prints name and affixes signature in the BC and returns it back | Writes the date, time and due date on the BC Gives the borrowers or material receipt slip to the customer | 1 minute | None | Staff | Book Card Borrowers slip Material receipt (MR) |
| 3 | For Students: Fills-in the borrowers slip For Faculty: Fills-in the Material Receipt (MR) slip | Issues the B/RM | 2 minutes | None | Staff | Borrowers slip Material receipt (MR) |
| 4 | Receives the B/RM | | 1 minute | none | Staff | |
| END OF TRANSACTION | | | | | | |

* A. Reserved books / magazines . newspapers and circulation books with less than 5 copies are for photocopying only

B. Books borrowed overnight should be returned on or before 10 am the following school day