

BORROWING OF BOOKS/RESOURCE MATERIALS (B/RM) FOR PHOTOCOPYING

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 (Students)

Processing Time: 4 minutes

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Presents the books/ resource materials (B/RM) to be photocopied together with the library card	Gets the book card/s (BC) of the B/RM and gives it to the customer	1 minute	None	Staff	Book Card
2	Prints name and affixes signature in the BC and returns it back	Writes the date, time and due date on the BC Issues the B/RM	2 minutes	None	Staff	Book Card Borrowers Card
3	Returns the borrowed items after photocopying.	Inspects the borrowed item/s and inserts back its corresponding BCs. Returns the Library card of the student.	1 minute	None	Staff	Library Card Book Card
4	Receives library card					
END OF TRANSACTION						