

FACILITATION OF MULTIMEDIA SERVICES

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: 5 minutes

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Asks for multimedia form (MMF) and presents the Library card.	Checks the Library card. Provides the MMF.	1 minute	None	Multimedia section-in-charge	Multimedia form (MMF) Library Card
2	Fills in the MMF	Receives the MMF and fills in the date and time. Directs the customer to the multimedia area.	2 minutes	None	Multimedia section-in-charge	MMF
3	After an hour, logs-out of the computer and fills-in the time-out in the MMF	Returns the library card and files the MMF	2 minutes	None	Multimedia section-in-charge	MMF
END OF TRANSACTION						

NOTE: Students are allowed a free internet access for an hour per visit or a maximum of 10 hrs free internet access per semester. Print outs are available for P3.00 per page. The faculty can also avail of this service if there are units available.