

## VALIDATION OF LIBRARY CARD

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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

Requirements: Registration Form, Library Card (LC)

Processing Time: 3 minutes

	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Presents the Registration Form	Checks the Registration Form*  Validates the LC	2 minutes	None	Staff	Registration Form Library Card
2	Signs in the Library Card Releasing form	Release the LC	1 minute	None	Staff	Library Card
<b>END OF TRANSACTION</b>						

*\*Students should already be officially enrolled.*