



1. Borrowing/ Loaning of Books

Rendered to any patron who may avail borrowing or loaning library materials in the municipal library.

Office or Division	Office of the Secretary to the Sangguniang Bayan - Library / Archives Services Section			
Classification	Simple			
Type of Transaction	G2C- Government to Citizen			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Library Card		Municipal Library		
Forms for Borrowing Books		Municipal Library		
Any Valid Identification Card		Client		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Fill up Library Card Form and Borrower's Form at the information desk.	1. Review & Validate the requirements submitted.	None	3 Minutes	<i>Administrative Aide II</i> Office of the Secretary to the Sangguniang Bayan
2. Submit filled up forms at the information desk.	2.1 Assist in the materials needed.	None	5 Minutes	<i>Administrative Assistant I</i> Office of the Secretary to the Sangguniang Bayan
	2.2 Approve the materials to be borrowed.	None	5 Minutes	<i>Librarian I</i> Office of the Secretary to the Sangguniang Bayan
	2.3 Record the materials to be borrowed.	None	1 Minute	<i>Administrative Aide II</i> Office of the Secretary to the Sangguniang Bayan
TOTAL:		None	14 Minutes	