



## 6. Photocopying of Materials

It is rendered to the client or patron who may avail photo services of materials in the library.

<b>Office or Division</b>	Office of the Secretary to the Sangguniang Bayan - Library / Archives Services Section			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C- Government to Citizen			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Forms for Photocopying of Materials		Municipal Library		
Any Valid Identification Card		Client		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit filled up form at the information desk.	1. Assist the clientele for the materials needed for photocopy.	None	3 Minutes	<i>Administrative Aide II</i> Office of the Secretary to the Sangguniang Bayan
	1.1 Approve the request form.	None	1 Minutes	<i>Librarian I</i> Office of the Secretary to the Sangguniang Bayan
	1.2 Listed the materials for record purposes.	None	3 Minutes	<i>Administrative Aide II</i> Office of the Secretary to the Sangguniang Bayan
<b>TOTAL:</b>		<b>None</b>	<b>7 Minutes</b>	