



7. Reference Services

It is rendered to any persons from all walks of life for any inquiry of information in the 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 User's Inquiry Form		Municipal Library		
Library User's Logbook		Municipal Library		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Register name and address in the form provided at the information desk.	1. Validation of information search.	None	1 Minute	<i>Administrative Aide II</i> Office of the Secretary to the Sangguniang Bayan
2. Submit filled up forms at the information desk.	2. Assist in search of information.	None	5 Minutes	<i>Administrative Aide II Librarian I</i> Office of the Secretary to the Sangguniang Bayan
TOTAL:		None	6 Minutes	