

Template and Guide for the Citizen's Charter

2. Borrowing Procedures for Books and Other Materials Over Night

Borrowing Procedures for Books and Other Materials Over Night DepEd recognizes the rights of every teacher and learner to access available learning resources, thus the Library Circulation Services. All schools/districts/ SDOs with established libraries offer the library services.

Office or Division:		Curriculum Implementation Division		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		Teaching Related Personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Request Letter (1 Original Copy,)		Client		
2.Valid ID (1 Original)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit request letter to Record Section/Information Desk	1.1 Receive request letter	None	5 minutes	Record's Personnel
	1.2. Forward the request letter to the library Hub	None	5 minutes	Record's Personnel
	1.3.Receive the request letter	None	1 minute	Librarian/Library staff
2.Present the Received request letter and valid ID	2.1 Receive request letter and valid ID	None	5 minutes	Librarian/Library staff
3.Check and browse available reading materials in the display shelves	3.1 Assist Client	None	3 minutes	Client & Librarian/Library Staff

4. Select titles of reading materials to borrow		None	20 minutes <i>(Depending on the number of books to borrow)</i>	Client
5. Accomplish two (2) copies of borrowing	5. 1 Prepare and record reading	None	3 minutes	Librarian/Library staff
TOTAL:		None	42 minutes	