



LIBRARY

Republic of the Philippines
 CENTRAL PHILIPPINES STATE UNIVERSITY
 Kabankalan City, Negros Occidental

SERVICE: BORROWING OF BOOKS AND OTHER LIBRARY MATERIALS

SCHEDULE: Monday to Friday (8:00 a.m. –5:00 pm)

CLIENTS/CUSTOMERS: Students, Faculty and staff, and other Agencies/Offices

REQUIREMENTS: Library card

PROCESSING TIME: 5 minutes

PROCEDURE:

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORM/S
1	Informs the in-charge to borrow the book and/or other library materials.	Checks if the book requested is available. If available, asks client of his library card and let him/her sign in the book card.	5 minutes	None	Librarian/ Librarian Assistant/ Student Assistant	Book card
2	Receives the borrowed books and/or other materials.	The In-charge indicates the due date of return and affix his/her signature. Gives the borrowed books/material/s and checks book card if signed by the client.		None	Librarian/ Librarian Assistant/ Student Assistant	
-----END OF TRANSACTION-----						

Republic of the Philippines
 CENTRAL PHILIPPINES STATE UNIVERSITY
 Kabankalan City, Negros Occidental

SERVICE: RETURNING OF BOOKS AND OTHER LIBRARY MATERIALS

SCHEDULE: Monday to Friday (8:00 a.m. – 5:00 pm)

CLIENTS/CUSTOMERS: Students, Faculty and staff, and other Agencies/Offices

REQUIREMENTS: Library card

PROCESSING TIME: 15 minutes

PROCEDURE:

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORM/S
1	Returns the borrowed book or library materials	Receives the borrowed books or library materials	10 minutes	None	Librarian/ Librarian Assistant/ Student Assistant	Borrower's Library Card
2	Receives the Library Card	<p>Checks if the book/s or other library materials has any damages</p> <p>If there is damage, interview the student and evaluate the damage of the book. Penalty shall be imposed.</p> <p>Returns the borrower's library card</p> <p>Indicates the return date on the book</p> <p>Returns the book on its proper shelf/place.</p>	5 minutes	None	Librarian/ Librarian Assistant/ Student Assistant	Borrower's Library Card
-----END OF TRANSACTION-----						