

Borrowing Books/Non-Book Reference

☑ ABOUT THE SERVICE

The Municipal Library has books and other non-book material which any constituent of Jagna can access or borrow for reading and for reference.

☑ FEES

Free of charge

☑ REQUIREMENTS

- Library Card
- ID Card

☑ HOW TO AVAIL OF THE SERVICE

PROCESS/ACTIVITY		DURATION	PERSON RESPONSIBLE
Service Provider	Client		
1. Librarian staff requires borrower to log in	Borrower fills up Book Card	3 minutes	Mr. Catalino Berro Librarian Ms. Lea Wenceslao
2.	Presents and leaves Library Card to librarian/staff before selecting any book to read or borrow		
3.	Accomplish the Book Card found at the back of the book		
4. Librarian/staff checks the references and inform the client of the date when the book will be returned		5-10 min.	Mr. Catalino Berro Librarian Ms. Lea Wenceslao
5. Release of book			Mr. Catalino Berro Librarian Ms. Lea Wenceslao

Total

13 minutes

