

Issuance of a Library Card

☑ ABOUT THE SERVICE

The Municipal Librarian issues Library Card in order that the holder can borrow books or non-book materials from the Library.

☑ FEES

Free of charge

☑ REQUIREMENTS

- ID Card

☑ HOW TO AVAIL OF THE SERVICE

PROCESS/ACTIVITY		DURATION	PERSON RESPONSIBLE
Service Provider	Client		
1. Librarian/staff provides application form	Client fills up Application form	1 minute	Mr. Catalino Berro Librarian Ms. Lea Wenceslao
2. Librarian/staff checks the application form		3 minutes	Mr. Catalino Berro Librarian Ms. Lea Wenceslao
3. Client is issued a Library Card		1 minute	Mr. Catalino Berro Librarian Ms. Lea Wenceslao

Total 4 minutes