



OFFICE OF THE CITY LIBRARY

EXTERNAL SERVICES



1. SECURING LIBRARY IDENTIFICATION CARD

Hundreds of clients frequently visited to the City Library of Iriga City for researcher, reading and studies, both professionals, students, and retirees were our clientiles. Some of the benefits they are enjoying the use of computers and borrowing of books for their researches and studies, and the office requires every clients to secure library Identification Card for their identifications and for the continues usage of the facilities and of the reading materials.

Office or Division:	City Public Library			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Library Identification Card		Office of the City Public Library		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook at the information desk	1. Give the logbook to the client	None	1 minutes	<i>Officer of the Day</i> (Office of the City Library)
2. Submit the required documents	2. Received the required document and check for completeness	None	2 minutes	<i>Officer of the Day</i> (Office of the City Library)
3. Pay the required fees of P200 at the City Treasurer Office	3.1 Accept the payment 3.2 Issue Official Receipt	P200	3 minutes	<i>Cash Receipt Division</i> (City Treasurer's Office)
4. Return to the office of city library	Check the official receipt	None	1 minutes	City Librarian (Office of the City Librarian)
5. Go back to the office of the City Library after 4 days to claim the card	Prepared the card for printing and		4 days	City Librarian (Office of the City Librarian)
TOTAL		P200.00	4 Days and 7 Minutes	