

Frontline Service: **BORROWING OF SERIALS**

Schedule of Availability of Service: Monday to Friday ; Saturday
 8:00 AM – 8:00 PM ; 8:00 AM – 5:00 PM

Clients/Patrons: Undergraduate/graduate students, Faculty and Staff (REPS and Admin)

Service Provider: Serials and Filipiniana Section

Requirements: Validated school ID, Employee’s ID

Processing Time: 3 minutes

STEP	PROCEDURE		DURATION	FEE	PERSON RESPONSIBLE	FORM/S
	CLIENT/PATRON	SERVICE PROVIDER				
A.1	Presents his/her ID and submits the completed request slip	Receives the ID and the completed request slip	1 minute	None	Staff in-charge at the Circulation Counter	Request slip
A.2		Locates and serves the serial issue/s	1 minute			
A.3	Receives the requested serial issue/s					
A.4	Proceeds to the Reading Area and performs activity					
B.1	Returns the borrowed serials	Receives and checks the borrowed serial issue/s against the completed request slip and returns the ID	1 minute			
END OF TRANSACTION						