

LIBRARY SECTION

Library Services

Schedule of Availability:

8:00 am. – 5:00 pm (Monday to Friday)

Clientele:

Students, Interested individuals

Documentary Requirements:

1. *Identification Card*
2. *Letter Request*
3. *Library Permit*

HOW TO AVAIL OF THE SERVICE:

Step	Applicant/Client	Service Provider	Duration of Activity	Division/ Person-In- Charge	Fees	Form/ Document
1	<i>Secures "Permit to Use the Library" from the Personnel Division</i>	<i>Issues necessary permit</i>	<i>1 minute</i>	<i>Admin. Officer V / AFB Chief</i>	<i>None</i>	<i>ID, Letter Request, Permit to Use the Library</i>
2	<i>Presents permit and/or Letter Request to the Librarian-on-duty</i>	<i>Receives permit and/or Letter Request for appropriate action</i>	<i>1-2 minutes</i>	<i>Librarian</i>	<i>None</i>	<i>ID, Permit to Use the Library, Letter Request</i>
3		<i>Assists the client</i>	<i>Depending on the client's need</i>	<i>Librarian</i>	<i>None</i>	<i>Library collection available for Public Use</i>
4		<i>Files copy and maintains record</i>	<i>1 minute</i>	<i>Librarian/Clerk</i>	<i>None</i>	
<i>End of Transaction</i>						