16. Borrowing Books and Other Reading Materials

Office or Division:	Municipal Library - Sangguniang Bayan Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All (Library Users)			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Government Issued I.D. (GSIS, SSS, BIR, Post Office, DFA, PSA, Pag-IBIG, Voter's ID); OR		Client		
Company issued I.D.		From where the clients is employed		
Valid Student Identification Card, if the client is student		From the School where the student is currently enrolled		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook	1. Instruct the Client to sign in the logbook	None	2 minutes	*Librarian II* SB Office
2. Ask for the Assistance of the Librarian	2. Assist the Client in accessing the KOHA System			
2.0 Access the KOHA System to find book information (Title, Author, etc.) 3.1 Fill out the Call Slip	3.0 Receive the Call Slip and retrieve the book or material needed from the shelves 2.1 Allow the client to check the book or material	None	5 minutes	*Librarian II* SB Office

3. Secure the book/magazines, or any library resources	4. Instruct the borrower/client that he/she must be cleared with all materials before borrowing again	None	2 minutes	*Librarian II* SB Office
TOTAL		**None**	**9 minutes**	

17. Computer and Internet Access

Office or Division:	Municipal Library - Sangguniang Bayan Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All (Library Users)			

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Any valid ID (e.g. school ID, Driver's license, PRC ID, government issued ID)		Client / user		
Valid Student Identification Card, if the client is student		From the School where the student currently enrolled in.		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Sign in the Client Logbook 1.1 Ask for the Assistance of the Librarian	1.0 Instruct the Client to sign in the logbook 1.1 Record the log-in time at the user's logbook	None	2 minutes	*Librarian II* SB Office
2. Proceed to use available PC *If all computers are in use, wait for your turn*	2. Assist the first time user/client	None	2 minutes	*Librarian II* SB Office
3.0 Stop using computer after desired time limit expires *Note: Logout/sign out from any email or social media account*	3.0 Monitor time limit per computer 3.1 Advise the client save all his/her work before logging out	None	1-hour maximum access to internet per client	*Librarian II* SB Office
4. Printed materials for a maximum of 2-3 pages	4. Release printed materials	None		*Librarian II* SB Office
TOTAL		**None**	**1 hour, 4 minutes**	

18.TECH4ED (Technology for Education to gain Employment, train Entrepreneurs towards Economic Development) Services

Office or Division:	Municipal Library - Sangguniang Bayan Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All (Library Users)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Any valid ID (e.g. school ID, Driver's license, PRC ID, government issued ID)	Client / user
2. Valid Student Identification Card, if the client is student	From the School where the student currently enrolled in.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Sign in the Client Logbook 1.1 Ask for the Assistance of the Librarian	1.0 Instruct the Client to sign in the logbook 1.1 Record the log-in time at the user's logbook	None	2 minutes	*Librarian II* SB Office
2. Proceed to use available PC If all computers are in use, wait for your turn	2.0 Assist the client in creating his/her email account (If no email account) 2.1 Assist the client in registering to the Tech4Ed Program using his/her email account	None	5 minutes	*Librarian II* SB Office
3. Log in to the Tech4Ed Portal – Online access to NBI Registration, DTI Registration, Passport Online Appointment, ALS,	3. Assist the Client	None	1-hour maximum access to internet per client	*Librarian II* SB Office

Skills Training, PRC Online Application(New/Renew), Learning English Pinoy (LEAP) & other Government Services				
4. Stop using computer after desired time limit expires *Note:* *Logout / sign out from any email or social media account*	4. Check the computer for the next client/user	None	3 minutes	*Librarian II* SB Office
TOTAL		**None**	**10 minutes and maximum of 1-hour access of internet**	