

3. Borrowing of Learning Materials from the School Library/Learning Resource Center

Learners, teaching and non-teaching personnel are given free access to learning materials (LMs) such books, journals, magazines from Libraries or Learning ResourceCenters. However, accountability and accountability should be properly observed especially since borrowers are allowed to bring the LMs home. Thus, it is necessary to monitor the proper use and accounting of LMs.

Office or Division:	Schools			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Learners, Teaching and Non-teaching Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Library Card/QR Code – 1 originalcopy		School Library		
2. School Identification Card – 1 original copy		Client		
3. Borrower’s Card –1 original copy		School Library		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1. Log-in to the logbook		None	2 minutes	Librarian/ Designated School Librarian
2. Fill-out library card and present to librarian	2.1 Receive and check library/ SLRC card	None	3 minutes	
3. Request for the LM	3.1 Check card catalogue for LM requested	None	6 minutes	
4. Fill-out borrower’s card	4.1 Receive and check borrower’s card and clip it with the library card; issue the LM	None	3 minutes	
5. Receive the book	5.1 Remind the borrower of the rules on the use /return of LM	None	3 minutes	
6. Return the LM and presentthe borrower’s card	6.1 Check the borrowed LM, sign borrower’s card and return the library card to the borrower	None	2 minutes	
TOTAL:		None	20 minutes	