Frontline Services

Borrowing/Loaning of Books

LIBRARY
Schedule of Availability of Service
- Monday to Friday
  - 8:00am – 5:00pm

Who may avail of the Service:
- Students of ISU

What are the requirements:
- Borrower’s Card with picture

Duration:
- Three (3) minutes

How to avail of the Service

<table>
<thead>
<tr>
<th>Step</th>
<th>Client</th>
<th>Office Activity</th>
<th>Duration of Activity</th>
<th>Person In-Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Show Borrower’s Card</td>
<td>Validate Borrower’s Card</td>
<td>1 minute</td>
<td>Carmelyn Lachica</td>
</tr>
<tr>
<td>2</td>
<td>Receive the Book and sign in the logbook and card</td>
<td>Fill up the Borrower’s Card and release the book to the student</td>
<td>2 minutes</td>
<td>Carmelyn Lachica</td>
</tr>
</tbody>
</table>

End of Transaction (Library)