



Frontline Services

Borrowing/Loaning of Books

LIBRARY

Borrowing/Loaning of Books

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

Step	Client	Office Activity	Duration of Activity	Person In-Charge
1	Show Borrower's Card	Validate Borrower's Card	1 minute	Carmelyn Lachica
2	Receive the Book and sign in the logbook and card	Fill up the Borrower's Card and release the book to the student	2 minutes	Carmelyn Lachica
End of Transaction (Library)				