



# Frontline Services

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Issuance of Borrower's & Internet Card

**LIBRARY**

# Issuance of Borrower's & Internet Card

## 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:

Assessment Form

## Duration:

Three (3) minutes

## How to avail of the Service

Step	Client	Office Activity	Duration of Activity	Person In-Charge
1	Show assessment form	Validate assessment form, record in the log book and fill-up form for release	2 minutes	Hyacinth A. Villanueva
2	Receive Borrowers Card and Internet Card	Issue Borrower's & Internet Card	30 seconds	Hyacinth A. Villanueva
<b>In Case of Lost Borrower's Card (BC)</b>				
	Secure an Affidavit of Loss from OSA			
<b>End of Transaction (Library)</b>				