

Service: *Issuance of Borrower's Card*

Schedule of Availability of service:

Mondays *Tuesdays - Fridays*
8:00am – 11:00am *9:00am – 12:00pm*
2:00pm – 7:00pm *2:00pm – 7:00pm*

Who may avail of the Service:

All bonafied students of BSC, Faculty and Staff

What are the requirements:

Students - Borrower's Card
Faculty and Staff – Fill – out the Library Card

Forms: *None*

Fee: *50.00 (for reissuance only)*

How to Avail:

Step	Applicant/Client	Administrator's Activity	Duration of Activity	Person-in-Charge	Form
1	Log-in on the record book provided near the entrance	Wait for the client	3 minutes	Library Aide/Librarian	
2	Go to the library staff in the information or circulation desk	Issue application form & requirements	1 minutes	Library Aide/Librarian	
3	Fill – out the form provided & present 1 pc 1"x1" ID picture	Prepare the borrower's card	1 day	Library Aide/Librarian	
4	Claim your borrower's card the following day	Release the borrower's card to client	3 minute	Library Aide/Librarian	
End of Transaction					

Re-issuance of Borrower's Card (for lost Borrower's Card)

Step	Applicant/Client	Administrator's Activity	Duration of Activity	Person-in-Charge	Form
1	Go to the accounting office and pay 50.00 for new borrower's card	Wait for the client	3 minutes	Library Aide/Librarian	BSC Official Receipt
2	Present the Official Receipt and 1pc 1"x1" ID picture			Library Aide/Librarian	
End of Transaction					