

Service: *Library Services (Borrowing& Returning of Books)*

Schedule of Availability of service:

<i>Mondays</i>	<i>Tuesdays - Fridays</i>
<i>8:00am – 11:00am</i>	<i>9:00am – 12:00pm</i>
<i>2:00pm – 7:00pm</i>	<i>2:00pm – 7:00pm</i>

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: *none*

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	Present your borrower's card to the library staff. Go to the book shelf and get the book you want to borrow	Collect the borrower's card of the client	5 seconds	Library Aide/Librarian	Borrower's Card
3	Fill-out the Library card and the circulation log form	Collect and clip together the borrower's card and the library card. Record it in the circulation record book, then file alphabetically in the circulation rack.	5 minutes	Library Aide/Librarian	Library Card
4	The borrower returns the book borrowed	Return the clients borrower's card	3 minutes	Library Aide/Librarian	
End of Transaction					