

LIBRARY CARD APPLICATION AND REGISTRATION

Service Description:

Application Forms and Registration for Library Cards are given to all library users who wants to avail of the library privilege to borrow for room-use and loan for overnight use of books and other materials and resources from the San Nicolas Municipal Library

FILING AND SUBMISSION OF COMPLETE REQUIREMENTS BY THE CLIENT

Estimated Time: 1 minute

REVIEW & VERIFICATION OF REQUIREMENTS

Estimated Time: 2 minutes

Responsible Person: *Darwin B. Soria – Municipal Librarian*

ISSUANCE OF APPLICATION FORM

Estimated Time: 1 minute

Responsible Person: *Darwin B. Soria – Municipal Librarian*

FILLING-UP OF APPLICATION FORM BY THE CLIENT

Estimated Time: Depends on the client (approx. 3 mins.)

SUBMISSION OF DULY ACCOMPLISHED APPLICATION FORM BY THE CLIENT

Estimated Time: 1 minute

PROCESSING AND REVIEW OF LIBRARY CARD APPLICATION FOR APPROVAL

Estimated Time: 2 minutes

Responsible Person: *Darwin B. Soria – Municipal Librarian*

NOTIFICATION FOR THE APPROVED LIBRARY CARD

Estimated Time: 5 working days

Responsible Person: *Darwin B. Soria – Municipal Librarian*

RECORDING OF APPROVED LIBRARY CARD

Estimated Time: 2 minutes

Responsible Person: *Darwin B. Soria – Municipal Librarian*

REQUIREMENTS:

- Two (2) valid I. D.'s
- 2. Two (2) pieces of latest 1"x1" I.D. pictures (White background)
- 3. Guarantors:
 - ❖ Government Officials classified as Civil Service Permanent Employees in Pangasinan only.
 - ❖ Directors, Registrars, or Principals of Schools, Colleges and Universities recognized by the Government.

Total Response Time:

10 minutes (Processing of application)

5 days & 2 minutes (approval & releasing)



RELEASING