1. Request for Use of Library

Facilitate all the request of use of library upon submission of a letter request from the library clientele/researcher.

Office/Division:	Curriculum Development and Research Division
Classification:	Simple
Type of Transaction:	G2B - Government to Business G2G - Government to Government G2C- Government to Client
Who may avail:	PPA Personnel/Non-PPA Personnel/Stakeholders/Students/Researchers

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Letter Request from Library Clientele/Researcher (Letter Request (1) one original and (1) one photocopy	Professor/Librarian

Client Steps	**Agency Action**	**Fees to be paid**	**Processing Time**	**Person Responsible**
1. Fill out the letter request and register in the visitor's logbook	1.1 Ask client on what resource materials are needed and search in the OPAC (Onle Public Access Catalog) - If available, release the book to the client for reading purposes inside the library	None	20 mins	Librarian
2. Request for photocopy accomplish and submit photocopy and Request Form	2. Release the photocopies	None	1 hr	Librarian
3. Return borrowed books and other materials to the Librarian	3. Accept the borrowed books and other reading materials	None	10 mins	Librarian

	-Filed the borrowed books/reading materials			
TOTAL		**None**	**1 hour and 30 mins**	