



Silay City Library

External



I. Application for Library Card

The City Library offers a variety of research materials that the clients may borrow. The clients may apply for a library card in order to bring these research materials out of the library for research or pleasurable reading. As a safety precaution, all walk-in clients of the City Library are obliged to wear mask and sanitize their hands with alcohol before entry.

Office or Division:	Library Services Division			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Any Silaynons may avail of the service. Non-Silaynons may also avail of the service through reference of library membership or cardholders.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Library card application form (1 copy, original)		Library		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit photocopy and original copy of valid ID	1. Validate the presented I.D.; return the original ID	None	1 Minute	Library staff
2. Fill up application form	2.1 Check and validate the form 2.2 Issuance of the library card	None	5 Minutes	Library staff
		Total time	6 MINUTES	

II. Borrowing of Library Materials

The clients may opt to borrow reading materials from the library for outside reading.

Office or Division:	Library Services Division			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Any Silaynons may avail of the service. Non-Silaynons may also avail of the service through reference of library membership or cardholders.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Library Card, original		Library		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit valid I.D. and library card	Validate the presented I.D.	None	1 Minute	Library staff
2. Present the materials to be borrowed	2.1. List the materials borrowed 2.2. Inform the client of due dates	None	10 Minutes	Library staff



	2.3. Release of materials borrowed			
		Total time	11 Minutes	

III. Internet Research

Clients may make use of the city library's internet connection for research purpose.

Office or Division:	Library Services Division			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Any Silaynons may avail of the service. Non-Silaynons may also avail of the service through reference of library membership or cardholders.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Library Card, original		Library		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform library Staff	1. Provide Wifi password	None	1 Minute	Library staff
		Total time	1 Minute	