



# Central Luzon State University

Citizen's Charter - University Library

## Borrowing of Books for Home Reading/Outside Photocopy

**Name of Office/Unit :** UNIVERSITY LIBRARY  
**Section/Unit :** Reader's Services  
**Type of Service :** Borrowing of Books for Home Reading/Outside Photocopy  
**Schedule of Availability of Service:** Monday to Friday : 7:00 A.M. - 6:00 P.M. (No noon break)  
 Saturday : 8:00 A.M. - 12:00 Noon ; 1:00 P.M. - 5:00 P.M.  
**Who May Avail of the Service:** Students, Faculty, Staff and other clientele  
**What are the Requirements:** Countersigned ID and Library Account for Students  
 CLSU ID and Library Account for Faculty and Staff  
**Duration :** 17 minutes  
**Fee :** none  
**How to Avail of the Services:**

Step	Library User/Client	Service Provider	Response Time	Person Responsible	Fee	Form/s
1	Leave countersigned ID in pigeonhole	Ask information and book/s needed	1 minute	Librarian; Library Staff; Section In-charge		
2	Tell information on book/s needed then search Online Public Access Catalog (OPAC): <ul style="list-style-type: none"> <li>Get call number, title, and location</li> </ul>	Assist in locating book/s and show its location or issue book/s if close shelves	6 minutes	Library Staff; Section In-charge		

3	Get hold of book/s	Give book card/s	2 minutes	Library Staff on Duty; Section In-charge		Book Card Form
4	Sign the book card/s and return to the Section In-charge together with the countersigned ID.	Get signed book card/s and ID and verify its authenticity. <ul style="list-style-type: none"> <li>• Write due date for home use; or "For Xerox" for Photocopy</li> <li>• Issue borrowed book/s and direct client at the circulation desk</li> </ul>	2 minutes	Library Staff on Duty; Section In-charge		Book Card Form
5	Present countersigned ID and book/s at Circulation Desk	<ul style="list-style-type: none"> <li>• Verify book/s if properly checked out from Section and authenticate ID</li> <li>• Scan ID card and book's barcode</li> <li>• Swipe book/s to deactivate security</li> <li>• Issue receipt</li> </ul>	5 minutes	Library Staff on Duty		
6	Show date due slip of borrowed book/s and receipt at the exit door	<ul style="list-style-type: none"> <li>• Check date due slips of book/s, and receipt</li> <li>• Issue borrowed book/s</li> </ul>	1 minute	Library Staff on Duty		
7	Received book/s					
End of Transaction						