Silay City Library
External

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		

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 2.3. Release of materials borrowed	None	10 Minutes	Library staff
		Total time	11 Minutes	

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	