

9. Accept Book/Reading Material Donation

Accept donation of books, library materials, etc. from various donors like civic spirited individuals, foundations, organizations, and friends of the library that help augment and increase library collections.

Office/Division	TECHNICAL SERVICES DIVISION			
Classification:	Simple			
Type of Transaction:	G2C (public)			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Contact Number – Telephone Number/Cellphone Number			Donor	
2. Book/Reading Material Donation Policy Form			Technical Services Division/Receiving	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire how to donate books/reading materials thru phone/FB messenger/Ask-a Librarian	1.1 Forward information to Technical Services Division	None	1 minute	<i>Assigned Staff</i>
	1.2 Approval/Recommendation to the OIC-QCPL	None	1 minute	<i>Head, TSD</i>
2. Drop donated books to main library/branches - Pickup books from donor's place to QCPL	2.1 Donated books will undergo a 3-day quarantine period before the assessment of the librarian.	None	72 hours	<i>Assigned staff</i>
3. Sign the Book/Reading Material Donation Policy Form. Pick-up books from Donor's place to QCPL	3.1 Receive and forward copy of Book/Material Donation Policy Form to Technical Services Division	None	1 minute	<i>Assigned staff</i>
4. Photo opportunity for documentation	4.1 Take pictures with the donor for documentation		2 minutes	<i>Assigned staff</i>
TOTAL:			72 hours and 5 minutes	