

5. Charging Station (Electric use as per Ordinance SP- 2291, S- 2014 Section 8)

Usage of electric charging outlets for cell phones, laptops and other gadgets. Clients must bring their own charger.

Office/Division	READERS' SERVICES DIVISION/DISTRICT LIBRARIES DIVISION			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Charging Form		Borrowing/Returning Transaction Desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to Borrowing /Returning Transaction Desk for the charging request.	Assists client to fill out the electric use/Charging Fee Form and logs information in the Record Book.	None	1 minute	<i>Library Staff</i>
2. Fill out the form and pay computed amount. (Client to proceed to the City Treasury and process the Order of Payment and secure official receipt or RSD staff will remit to the City Treasury the collected amount on a weekly basis)	Computes the amount to be paid and issues Order of Payment	Charging fee PHP20.00 per hour/ gadget	2 minutes	<i>City Treasury/ Library Staff</i>
3. Return to the library and show proof of payment at the Borrowing/Returning Transaction Desk.	Receives, validate, and records copy of official receipt	None	1 minute	<i>Library Staff</i>
4. Proceed to the available charging station in any section in the Readers Services; Gadget/s shall be monitored by the client.	Monitors charging time.	None	30 seconds	<i>Library Staff</i>
5. Unplug the charger when the stated duration is reached.	Notifies the client of the charging time.	None	15 seconds	<i>Library Staff</i>
	TOTAL:		4 minutes and 15 seconds	