

## 8. Conduct of Branch Libraries Activities

Conduct of library activities like film showing, storytelling, reading tutorial, gift giving such as big book and smart books distributions to different communities within Quezon City.

<b>Office/Division</b>	<b>DISTRICT/BRANCH LIBRARY</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Communities with existing libraries			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request letter addressed to the City Librarian indicating the name of organization/school/institutions, objectives and the community to be served, and types and numbers of participants for the library activities.		Authorized person of the Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Drop-off the letter Receiving Area of the Main Library to be forwarded to DLD.	1.1 Receives/ records the letter;	None	1 minute	<i>Receiving staff</i>
	1.2 Forwards the letter to DLD;	None	1 minute	<i>Library-in-charge</i>
	1.3 The City Librarian acts on the request letter;	None	5 minutes	<i>OIC City Library</i>
	1.4 Forwards the approved request letter to the District Libraries Division;	None	1 minute	<i>OIC City Library</i>
2. Follow-up the request and discuss further information needed.	2.1 DLD informs/ coordinates the concerned librarian/ library staff regarding the status of request to the concerned branch library;	None	5 minutes	<i>District Library Division Head</i>
	2.2 Sets final arrangement and calendar for the conduct of activity	None	2 minutes	<i>Library-in-charge</i>
	<b>TOTAL:</b>	None	15 minutes	