

## 6. Educational Tour

Accommodate requests to conduct educational tour in the Main Library. Request must be done at least two (2) weeks prior to the date of the activity to ensure availability of schedules and approval.

<b>Office/Division</b>	<b>READERS' SERVICES DIVISION</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government			
<b>Who may avail:</b>	Schools, other libraries, institutions of cities and municipalities			
<b>A. Educational Tour</b>				
Conduct library tours and orientation in the main library for requesting schools, individuals or groups of people from different organizations.				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request letter addressed to the City Librarian which includes the following: 1.1 Objective(s) 1.2 Date and time of visit 1.3 Type of participants and estimated number of attendees 1.4 Contact person/number		School/College/University, Institutions, other cities and municipalities of requesting party		
2. Requesting party shall present any of the following valid ID (photocopy) 2.1 QCitizen ID 2.2 Student ID 2.3 Company ID 2.4 Government issued ID		-Finance Bldg. Quezon City Hall - School/College/University -Client's company/organization -SSS, GSIS, LTO, Post Office, and other government issuing agency		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the request letter to QCPL Receiving Desk or send it through email at <a href="mailto:qcplibrary@quezoncity.gov.ph">qcplibrary@quezoncity.gov.ph</a>	1.1 Receives and records the copy of request letter	None	2 minutes	<i>Library Staff</i>
	1.2 Facilitates the approved request letter.		1 minute	
2. Follow-up request through phone call or email for the status of request.	2.1 Coordinates approved request letter to the requesting party	None	1 minute	<i>Library Staff</i>
	2.2 Orients the client about the policies, guidelines, services and programs of the library during the tour.	None	2 minutes	<i>Library Staff</i>
<b>TOTAL:</b>			6 minutes	