## 7. Interview/Survey/Photo/Video Shoot

Accommodate request to conduct interview and survey in the Main Library. Request must be done at least two (2) weeks prior the date of the activity to ensure availability of schedule and approval.

| Office/Division | READERS' SERVICES DIVISION |
|---|---|
| Classification: | Simple |
| Type of Transaction: | G2C – Government to Citizen<br>G2G – Government to Government |
| Who may avail: | Schools, other libraries, institutions of cities and municipalities, and Media |

| Interview/Survey/Photo/Video Shoot<br>Conducting a research study and/or media coverage that may include data gathering, interview, photo and video documentation. | |
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| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Request letter addressed to the City Librarian which includes the following:<br>  1.1 Objective(s)<br>  1.2 Date and Time of visit<br>  1.3 Name of school<br>  1.4 Name of researcher/s<br>  1.5 Contact person/number<br>  1.6 Copy of questionnaires (for data gathering, interview, photo and video shoot) | Requesting party/researcher |
| 2. Any of the following ID<br>  2.1 QCitizen ID<br>  2.2 Student ID<br>  2.3 Company ID<br>  2.4 Government issued ID | -Finance Building Quezon City Hall - School/College/University<br>-Client's company/organization<br>-SSS, GSIS, LTO, Post Office, and other government issuing agency |
| 3. Personal gadgets (to be used during interviews and documentations) | |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit letter of request at the QCPL Receiving Section or may send it through email at qcplibrary@quezon city.gov.ph | 1.1 Receives and records the copy of request letter;<br>1.2 Facilitates the approved request letter. | None | 1 minute | *RSD Staff* |
| 2. Follow-up request through phone call or email for the status of the request. | 2.1 Notifies the requesting party on the approved/decline d request | None | 1 minute | *RSD Staff* |

| | 2.2 Orients the client about the policies, guidelines, services and programs of the library. | None | 2 minutes | *RSD Staff* |
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| | **TOTAL:** | | 4 minutes | |