

## 12. Request for Online Bookmobile, Puppet Shows, and Library Tours

Promote reading and the importance of going to the library.

|  |  |                        |                        |   |
|--|--|------------------------|------------------------|---|
| <b>Office/Division</b>   | <b>LIBRARY EXTENSIN DIVISION (RECREATIONAL EDUCATIONAL SOCIAL SECTION)</b>                               |                        |                        |   |
| <b>Classification:</b>   | Simple   |                        |                        |   |
| <b>Type of Transaction:</b>  | G2C – Government to Citizen  |                        |                        |   |
| <b>Who may avail:</b>  | All  |                        |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>WHERE TO SECURE</b> |                        |   |
| a. Letter of request   |  |                        |                        |   |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>   |
| 1. Submit a Letter of request address to the City Librarian via email, a month before the requested schedule. No invitation will be accepted for events occurring the same week or with a one-week window. | 1.1 Receive and record a letter of request. 1.2 Forward letter to OIC-Asst. City Librarian for comments. | None                   | 1 minute               | <i>Receiving Personnel</i><br><br><i>OIC-Asst. City Librarian</i> |
|  | 1.3 Forward letter to the City librarian for approval.   | None                   | 5 minutes              | <i>City Librarian Secretary</i>                                   |
|  | 1.4 Forward letter to LED-Head for coordination and dissemination.                                       |                        |                        |   |
|  | 1.5 Forward approved letter to Recreational, Educational, and Social Section Head                        | None                   | 1 minute               | <i>Section Head</i>   |
| 2. Follow up the request thru phone or email. Replies will be received in 1 to 3 working days via phone or email.  | 2.1 Coordinate with the requesting party for the date, time & place of activities.                       | None                   | 5 minutes              | <i>Assigned library staff</i>                                     |
|  | 2.2 Confirm/finalize details of the activity.  | None                   | 1 minute               | <i>Assigned library staff</i>                                     |
| <b>TOTAL:</b>  |  |                        | 13 minutes             |   |