

### 3. Returning of Books

Provide assistance for easier and efficient retrieval of books that can be loaned out by library clients.

<b>Office/Division</b>	<b>READERS' SERVICES DIVISION/DISTRICT LIBRARIES DIVISION</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>		
QCitizen ID		Finance Bldg. Quezon City Hall		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. The client shall return the materials borrowed at the Borrowing & Returning Transaction Desk	1.1 Checks the physical condition of the returned book/s and other materials	None	1 minute	<i>Library Staff</i>
	1.2 If lost, damaged and mutilated	Pay the amount of the based on SP-2991, S-2014-Section 10; For donated books, a fixed cost of fifty pesos (Php50.00) will be charged;	1 minute	
	1.3 If overdue	Pay one (1) peso per book per day	1 minute	
	1.4 Check-in/Scans the book/s returned	None	30 seconds	
2. The library client receives his/her QCitizen's ID	Returns QCitizen's ID of the Client		30 seconds	<i>Library Staff</i>
	<b>TOTAL:</b>		4 minutes	