

15. LIBRARY SERVICES AND FITS

This service provides assistance to customers/ clientele on information from archived IEC materials and access to information in the internet. This also provides linkages to other farmer leaders under the Techno-Gabay program of ATI.

Schedule of Availability of Service

Monday to Friday - 8:00 AM to 5:00 PM

Office or Division:	TRENTO RESEARCH AND EXPERIMENT STATION			
Classification:	SIMPLE			
Type of Transaction:	G2G – Government to Government/ G2C – Government to Client			
Who may avail:	Farmers, Students, Farmer Cooperators, LGUs and Stakeholders			
CHECKLIST OF EQUIREMENTS		WHERE TO SECURE		
1. Valid Identification Card		Requisitioner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook	Step 1.1: Assist client in registering the logbook	None	2 minutes	SRS II/ ACC III
2. Present valid ID	Step 2.1: Validate ID presented	None	2 minutes	SRS II/ ACC III
3. Receiving information/ technology needed	Step 3.1: Provide IEC materials/ access to the internet	None	10 minutes	SRS II/ ACC III
4. Borrowing IEC materials	Step 4.1: Logbook IEC materials and attach ID	None	5 minutes	SRS II/ ACC III
5. Returning borrowed IEC materials	Step 5.1: Note in the Logbook IEC returned and give back ID to borrower	None	5 minutes	SRS II/ ACC III
TOTAL			24 Minutes	