

1. Borrowing and Returning of Supplementary Learning Resources from Library Hub

The Library Hub is a component of DepEd's Learning Resource Management and Development System (LRMDS) implementation at school or division levels, providing a physical or hybrid service for borrowing educational materials to support teaching and learning activities.

Office or Division:	Curriculum Implementation Division			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen) G2G (Government to Government)			
Who may avail:	Schools, Teachers, Learners, School Staff			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Standard Requirement				
Duly accomplished Request Form/ List of Supplementary Learning Resources (SLRs) from to be borrowed		Client/ Requesting School		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Borrowing of Learning Materials				
1. Submit the duly accomplished Request Form, indicating the list of Supplementary Learning Resources (SLRs) to be borrowed	1.1 Receive, review, and verify the availability of the SLRs in the library hub.	None	20 minutes	Librarian II (CID-LRMS)
	1.2 Record the SLRs in the Borrowing Logbook.	None	15 minutes	Librarian II (CID-LRMS)
	1.3 Sort and pack the SLRs	None	2 hours	Librarian II (CID-LRMS)
	1.4 Release the approved SLRs to the client.	None	10 minutes	Librarian II (CID-LRMS)
	1.4 Require the client to sign the Acknowledgment Receipt (AR) and file the signed document in the Borrowing Records.	None	5 minutes	Librarian II (CID-LRMS)
Returning borrowed Learning Materials				
1. Return the borrowed learning materials on or before the agreed due date to the Library Hub	1.1 Inspect and conduct an inventory of the returned SLRs	None	1 hour	Librarian II (CID-LRMS)
	1.2 Update the Borrowing Logbook by recording the date of return and affixing the stamp "RETURNED".	None	30 minutes	Librarian II (CID-LRMS)
TOTAL (Borrowing):		None	2 hours, 50 minutes	
TOTAL (Returning):		None	1 hour, 30 minutes	