

2 PRICE LIST FOR CONSIGNMENT OF BOOKS

Client: walk in/general public

Operating days/Hours : Monday – Friday/8:00am – 5:00pm

| Step | Activity/Procedure | | Duration of Activity | Person Responsible | Fees | Forms Required |
|--------------------|---|--|----------------------|---|---------------------------------|------------------|
| | Client | Service Provider | | | | |
| 1 | Presents list of choice book to be consigned. | Check availability of books. | 1 minute | Public Circulation Officer/Administrative Assistant | | List of books. |
| 2 | | Make a list of available books for consignment. | 3 minutes | Public Circulation Officer/Administrative Assistant | | Consignment form |
| 3 | | Compute total amount of books to be consigned. | 3 minutes | Public Circulation Officer/Administrative Assistant | 10% discount on catalogue price | |
| 4 | | Prepares books to be consigned. | 5 minutes | Public Circulation Officer/Administrative Assistant | | |
| 5 | | Client and Service provider Sign the consignment form | 1 minute | Public Circulation Officer/Administrative Assistant | | |
| 6 | | Dispenses books to be consigned; signed Consignment form | 1 minute | Public Circulation Officer/Administrative Assistant | | Consignment form |
| END OF TRANSACTION | | | | | | |