

5.1 PRICE LIST FOR CONSIGNMENT OF BOOKS

Client: walk in/general public

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						

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