

University of Makati
School of Law - Library Learning Commons

Citizen's Charter
November 2022

External Services

Request for Use of Discussion Rooms

Use of the Discussion Rooms (Quiet study space) for academic collaborations, bar review /coaching

Office or Division:	School of Law Library Learning Commons			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Government to Government			
Who may avail:	SOL faculty members / SOL students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. A minimum number of users: Group of four (4) persons		Requesting Party		
2. For students- Official proof of an online registration certificate, and valid ID issued by the University of Makati. For UMak-SOL Faculty members - Valid ID or copy of appointment documents		University of Makati - School of Law - Library Learning Commons (UMak-SOL-LLC)		
3. Duly accomplished Discussion Room Transactions Log / Form (2 copies) https://docs.google.com/forms/d/1FKppq_GYZ_gWLDehenBmfr3mYirHkB_7TG1oQtNvwZss/edit		University of Makati - School of Law - Library Learning Commons (UMak-SOL-LLC)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Hand in ID and state request for the use of Discussion Room	1. Check the availability of the facility	None	1 Minutes	<i>Librarian</i> University of Makati - School of Law - Library

2. Accomplish the Discussion Room Transactions Log / Form	2. Instruct client to accomplish the Discussion Room Transactions Log / Form	None	3 Minutes	Learning Commons (UMak-SOL-LLC)
3. Proceed to the assigned discussion room	3. Give assigned room	None	5 sec	
TOTAL:			4 min. and 5 sec.	