



## LIBRARY SERVICES DEPARTMENT

### CONTACT INFORMATION

✉ [library@letran.edu.ph](mailto:library@letran.edu.ph)

☎ (02) 8527-7693 to 97  
local 361

🌐 [https://www.letran.edu.ph/  
department/library](https://www.letran.edu.ph/department/library)

🏠 LIBRARY SERVICES  
DEPARTMENT  
St. Thomas Building  
Colegio de San Juan de  
Letran  
151 Muralla St.,  
Intramuros,  
Manila, 1002

### HELPFUL LINKS:

Library Homepage:  
[https://www.letran.edu.ph/  
department/library](https://www.letran.edu.ph/department/library)

Library WebOPAC:  
[https://letranph.booksys.n  
et/opac/csjm/](https://letranph.booksys.net/opac/csjm/)

### OFFICIAL SOCIAL MEDIA PAGE

f Letran Manila Library  
[https://www.facebook.com/  
letranmanilahslib](https://www.facebook.com/letranmanilahslib)

# RENEWAL OF BORROWED LIBRARY MATERIALS

*for Faculty / Employees*

- Step 1. The faculty/employee informs the Librarian of his/her intention to renew the library material/s.
- Step 2. The Librarian verifies whether the faculty/employee has outstanding fine or unsettled book. In case the faculty/employee has an account to settle, he/she will be instructed to settle first the library accountabilities.
- Step 3. The Librarian issues a new transaction slip to the faculty/employee.



Colegio de San Juan de Letran

Intramuros, Manila  
Library Services Department

