



LIBRARY SERVICES DEPARTMENT

CONTACT INFORMATION

✉ 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](https://www.facebook.com/letranmanilahslib)

POLICIES ON BORROWING LIBRARY MATERIALS

for Faculty / Employees

- All employees of the Colegio are allowed to borrow library materials.
- Employees who wish to browse the library collection and to borrow books may physically visit the library or may search the **WEBOPAC** via [library homepage/website](https://letranph.booksys.net/opac/csjm/) (<https://letranph.booksys.net/opac/csjm/>).
- Employees who wish to borrow books virtually are requested to submit the list of their preferred books with the following details, through the Library Department's official email: library@letran.edu.ph
 1. Title of the Book or Collection
 2. Call Number
- Employees are required to use their Letran Manila official email in submitting their requests for borrowed books.
- The Librarians are only allowed to accommodate requests for books using their individual or the department's official Letran email accounts. Requests made through social media platforms, personal mobile numbers and email are discouraged.
- The Librarians' official working time is from 8:00 am to 5:00 pm, from Monday to Friday. Hence, requests submitted during holidays and weekends will be accommodated on the nearest working day.
- All requested books can be picked up at the Information Area of the Administration Building from 8:00 am to 5:00 pm, from Monday to Friday, excluding holidays or situations of work suspension.
- Employees are required to present their Letran official ID and or any valid government issued ID upon claiming the requested materials and sign the transaction slip.
- Authorized representatives are allowed to receive the requested materials upon presentation of a valid government issued ID, authorization letter and Letran official ID of the requisitioner.
- All borrowed books should be returned on or before the specified due date in the transaction slip.
- Employees, who failed to return the borrowed books, will be properly notified through email and their library accountabilities must be settled accordingly for clearance purposes.



Colegio de San Juan de Letran

Intramuros, Manila
Library Services Department

