



LIBRARY SERVICES DEPARTMENT

CONTACT INFORMATION

✉ library@letran.edu.ph

☎ (02) 8527-7693 to 97
local 361

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

POLICIES ON BORROWING LIBRARY MATERIALS

for Students

- Officially enrolled students are allowed to borrow library materials from the Colegio.
- Students who want to browse the library collection and borrow books may physically visit the library or search the Web OPAC on the library's website:
- Students who wish to borrow books virtually must submit a list of their preferred books to the Library Department's official email: library@letran.edu.ph
Please include the following details:
 1. Title of the Book or Collection
 2. Call Number
- Students are required to use their official Letran Manila email when submitting their book requests.
- Librarians are only allowed to accommodate requests made through their official Letran email accounts. Requests made through personal email addresses will not be accommodated.
- Requests submitted during holidays and weekends will be processed on the next working day.
- Upon claiming requested materials, students are required to present their official Letran student ID and/or any valid government-issued ID and sign the transaction slip.
- Authorized representatives may receive the requested materials upon presentation of a valid government-issued ID, an authorization letter, and the student's official Letran ID.
- All borrowed books should be returned on or before the due date specified on the transaction slip.
- Students who fail to return borrowed books will be notified by email. Their clearances for the succeeding semester or school year will be subject to necessary fines.



Colegio de San Juan de Letran

Intramuros, Manila
Library Services Department