



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



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

POLICIES ON BORROWING LIBRARY MATERIALS

for Faculty / Employees

- All faculty members/employees of the Colegio are allowed to borrow library materials.
- Faculty members/Employees who wish to browse the collection and borrow books may physically visit the library or may search the WEBOPAC via library homepage/website.
- Faculty members/Employees who wish to borrow books virtually must submit their requests to the Library Services Department's official email: library@letran.edu.ph. Please include the following details:
 1. Title of the Book
 2. Call Number
- Faculty members/Employees are required to use their Letran Manila official email in submitting their requests for borrowed books.
- Librarians are only allowed to accommodate requests made through their official Letran email accounts. Requests sent via personal email addresses will not be accommodated.
- Requests submitted during weekends and holidays will be accommodated on the next working day.
- Upon claiming the requested materials, faculty members/employees must present their official Letran ID and/ or any valid government-issued 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 requisitioner's official Letran ID.
- All borrowed books must be returned on or before the due date specified on the transaction slip.
- Faculty members/Employees who fail to return borrowed books will be notified by email. Their semestral or annual clearances will be put on hold for any outstanding library accountability.



Colegio de San Juan de Letran

Intramuros, Manila
Library Services Department