



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.ne
t/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)

PROCEDURE ON BORROWING LIBRARY MATERIALS

for Faculty / Employees

- Step 1. Faculty members/employees who wish to borrow library materials may physically visit the library in the St. Thomas Building during library hours.
- Step 2. Faculty members/employees may also borrow virtually by accessing the library's Web OPAC on the library homepage.
- Step 3. Titles and call numbers of selected materials should be emailed to library@letran.edu.ph.
- Step 4. The librarian will verify and notify the borrowers regarding the availability of the materials.
- Step 5. The borrowers will be notified via email once the materials are ready for pickup.
- Step 6. The librarian will print two transaction slips, which will contain a list of the materials and their corresponding return dates.
- Step 7. The borrowers must present their valid Letran ID for pickup. An authorized representative may also claim the materials on their behalf, provided they have a signed authorization letter and a photocopy of the borrower's Letran ID.
- Step 8. The transaction slip must be signed by the borrowers or their authorized representative before the materials are released.



Colegio de San Juan de Letran

Intramuros, Manila
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