



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)

PROCEDURE ON BORROWING LIBRARY MATERIALS

for Students

- Step 1 - Students who wish to borrow library materials may physically visit the library in the St. Thomas Building during library hours.
- Step 2 - Students may also opt to borrow virtually by accessing the library's Web OPAC via the library's homepage.
- Step 3 - The student emails the following details to the department's email address: library@letran.edu.ph
 1. Title
 2. Call Number
- Step 4 - The librarian notifies the student about the availability of the requested materials.
- Step 5 - If the student proceeds with the request, the library prepares the materials along with two copies of the transaction slip.
- Authorized representatives may pick up materials if they present an authorization letter and the student's official Letran ID.
- Step 6 - The student returns the borrowed materials to the Information Area of the Administration Building or directly to the library on or before the due date.



Colegio de San Juan de Letran

Intramuros, Manila
Library Services Department