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Bonafide students, faculty, administrators, and staff of the Colegio can access all library materials through the Web OPAC on the library's website. Letran Alumni must obtain an alumni card or a letter from the Alumni Office before using any library resources.

02

Requests for referral service for both incoming and off-campus researchers will be accommodated at the library's administrative office.

03

Library transactions and requests can be done in person or via email.

04

Borrowed books must be picked up at the Library Services Department of the Colegio.

05

All borrowed books must be returned to the library one week before the final exam.

06

Theses, Dissertations and AV materials are for "Room use only".

07

Library users must settle all outstanding accounts before they can borrow materials or secure library clearance.

08

Books are to be used properly. Mutilating, defacing, vandalizing and tearing books and other library materials are strictly prohibited. Anyone found guilty of such acts will be subjected to disciplinary action.

09

Courtesy must be practiced at all times. Any act of discourtesy towards library personnel will be duly noted for appropriate action.

10

Library inquiries and concerns can be addressed in person, by library email, or through the library's Facebook page.

LOAN POLICY

STUDENTS

3 books for 2 weeks subject for renewal