



## LIBRARY SERVICES DEPARTMENT

### CONTACT INFORMATION

✉ [library@letran.edu.ph](mailto:library@letran.edu.ph)

☎ (02) 8527-7693 to 97  
local 361

🌐 <https://www.letran.edu.ph/department/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/department/library>

Library WebOPAC:  
<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 employees of the Colegio are allowed to borrow library materials.
- Employees who wish to browse the library collection and borrow books may physically visit the library or search the **WEBOPAC** via the [library homepage/website](https://letranph.booksys.net/opac/csjm/) (<https://letranph.booksys.net/opac/csjm/>).
- Employees who wish to borrow books virtually are requested to submit a list of their preferred books with the following details, through the Library Department's official email: [library@letran.edu.ph](mailto:library@letran.edu.ph)
  1. Title of the Book or Collection
  2. Call Number
- Employees are required to use their Letran Manila official email in submitting their requests for borrowed books.
- The Librarians are only allowed to transact and accommodate requests for books using their Letran email accounts or the library's official email account. Requests made through social media platforms, personal emails and mobile numbers are discouraged.
- Library requests and other related transactions will be accommodated during office hours. Hence, requests submitted during holidays and weekends will be accommodated on the nearest working day.
- All requested books can be picked up at the Information Area of the Administration Building from 8:00 am to 5:00 pm, Monday through Saturday, excluding holidays or situations of work suspension.
- Employees are required to present their Letran official ID or any valid government-issued ID upon claiming the requested library materials and the transaction slip must be signed.
- Authorized representatives are allowed to receive the requested library materials upon presentation of a valid government-issued ID, authorization letter and Letran official ID of the borrower.
- All borrowed books must be returned on or before the specified due date in the transaction slip.
- Employees who failed to return the borrowed books will be properly notified through email and their library accountabilities must be settled accordingly for clearance purposes.



Colegio de San Juan de Letran

Intramuros, Manila  
Library Services Department

