



LIBRARY SERVICES DEPARTMENT

CONTACT INFORMATION

✉ library@letran.edu.ph

(02) 8527-7693 to 97
local 361

🌐 [https://www.letran.edu.ph/
department/library](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](https://www.letran.edu.ph/department/library)

Library WebOPAC:
[https://letranph.booksys.ne
t/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)

PROCEDURE ON BORROWING LIBRARY MATERIALS

for Faculty / Employees

- Step 1. Faculty members/employees who wish to borrow any library material may physically visit the library at the St. Thomas Building during library hours.
- Step 2. Faculty members/employees may opt to borrow virtually through access to the Library's WEBOPAC via Library Homepage.
- Step 3. Title/s and call number/s of selected library material/s should be emailed to library@letran.edu.ph
- Step 4. The Librarian verifies and gives feedback as to the availability of the material/s.
- Step 5. Library material/s will be ready after two (2) working days from the date of request.
- Step 6. The Librarian prints a transaction slip which contains the library material/s and the corresponding date of return.
- Step 7. The faculty/employee will be notified via email once the material/s is/are ready for pick-up.
- Step 8. Borrowed library material/s will be ready for pick-up at the Information Lobby of the Colegio. Pick up time is 8:00 a.m. to 5:00 p.m., Monday to Saturday.
- Step 9. The faculty/employee must present his/her valid Letran ID upon pick-up. An authorized representative may claim/get the library material/s on behalf of the faculty/employee provided there is an authorization letter and photocopy of the borrower's Letran ID.
- Step 10. Transaction slip must be signed by the faculty/employee or his/her duly authorized representative before claiming the borrowed library material/s for record purposes.



Colegio de San Juan de Letran

Intramuros, Manila
Library Services Department

