



## LIBRARY SERVICES DEPARTMENT

### CONTACT INFORMATION

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

☎ (02) 8527-7693 to 97  
local 361

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

Library WebOPAC:  
[https://lettranph.booksys.n  
et/opac/csjm/](https://lettranph.booksys.net/opac/csjm/)

### OFFICIAL SOCIAL MEDIA PAGE

f [Letran Manila Library  
https://www.facebook.com  
/lettranmanilahslib](https://www.facebook.com/lettranmanilahslib)

# RENEWAL OF BORROWED LIBRARY MATERIALS

*for Faculty / Employees*

- Step 1. The faculty/employee informs the Librarian of his/her intention to renew the library material/s. Renewal transactions can be done physically, via library email and over the phone, during office hours.
- Step 2. The Librarian verifies whether the faculty/employee has outstanding fines or unsettled books. In the event that the faculty/employee has an account to settle, he/she will be instructed to settle the library accountabilities first.
- Step 3. The Librarian issues a new transaction slip to the faculty/employee.



Colegio de San Juan de Letran

Intramuros, Manila  
Library Services Department

