



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.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](https://www.facebook.com/letranmanilahslib)

POLICIES ON BORROWING LIBRARY MATERIALS

for Students

- Officially enrolled students are allowed to borrow library materials in the Colegio.
- Students 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/>).
- Students 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
 1. Title of the Book or Collection
 2. Call Number
- Students are required to use their Letran Manila official email when submitting their requests for borrowed books.
- The Librarians are only allowed to accommodate requests for books using their individual or the department's official Letran email accounts. Requests made through social media platforms, personal mobile numbers or email are discouraged.
- 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 Friday, excluding holidays or situations of work suspension.
- Students are required to present their Letran official student ID or any valid government-issued ID upon claiming the requested materials and signing the transaction slip.
- Authorized representatives are allowed to receive the requested materials upon presentation of a valid government-issued ID, an authorization letter and Letran official student ID of the requisitioner.
- All borrowed books should be returned on or before the specified due date in the transaction slip.
- Students 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

