



## 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](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)

# PROCEDURE ON BORROWING LIBRARY MATERIALS

*for Students*

- Step 1 - Students who wish to borrow any library material may physically visit the library at the St. Thomas Building during library hours.
- Step 2 - Students may opt to borrow virtually through access to the Library's **WEBOPAC** via the **Library Homepage**. (<https://letranph.booksys.net/opac/csjm/>)
- Step 3 - The student emails the following details to the department's email: [library@letran.edu.ph](mailto:library@letran.edu.ph)
  - 3.1. Title
  - 3.2. Call Number
- Step 4 - The Librarian notifies the student as to the availability of the requested library material/s.
- Step 5 - If the student proceeds with the request, the library prepares the requested material/s and two copies of the transaction slips.
- Step 6 - The student will receive instructions on the date and venue to pick up the requested library material/s. The default place for pick up is the Information Area in the Administration Building, from 8:00 am to 5:00 pm.
- Step 7 - The receptionist or security guard on duty releases the requested material/s to the student upon presentation of a valid ID and signing the transaction slips.  
  
Authorized representatives are allowed, provided they have an authorization letter and the student's official Letran ID.
- Step 8 - The student returns the borrowed library material/s to the Information Area of the Administration Building or directly to the library, on or before the due date.



Colegio de San Juan de Letran

Intramuros, Manila  
Library Services Department

