



## 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:  
[http://athena.letran.edu/li  
bs/collgeOpac/index.html#  
menuHome](http://athena.letran.edu/lis/collgeOpac/index.html#menuHome)

### OFFICIAL SOCIAL MEDIA PAGE

📘 [Letran Manila Library](https://www.facebook.com/letranmanilahslib)  
[https://www.facebook.com/  
letranmanilahslib](https://www.facebook.com/letranmanilahslib)

# REFERRAL SERVICE POLICY FOR OUTSIDE RESEARCHERS

AY 2023-2024

- The referral service for outside researchers is open on a scheduled basis. A maximum of five (5) researchers are to be accommodated by the library per institution/school.
- The researcher must inform the library ahead of time or prior to the visit via email so that necessary details and preparations can be made.
- The researcher must present a referral letter issued by his or her Library Administrator and a valid ID.
- The librarian-in-charge will assist the researcher and inform him or her as to the availability of the requested material.
- A minimal referral fee will be charged to the researcher after the service or request is rendered.
- The official receipt will be issued to the researcher along with the researcher's ID.



Colegio de San Juan de Letran

Intramuros, Manila  
Library Services Department

