



## 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>

🏠 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>

Library WebOPAC:  
<http://athena.letran.edu/lib/collgeOpac/index.html#menuHome>

### OFFICIAL SOCIAL MEDIA PAGE

f [Letran Manila Library](https://www.facebook.com/letranmanilahslib)  
<https://www.facebook.com/letranmanilahslib>

# POLICIES ON BORROWING BOOKS

## *for Students*

- Officially enrolled students aged 15 years old and above and or are allowed by the Inter-Agency Task Force on Emerging Infectious Diseases to travel and move across cities, are allowed to borrow book(s) in the Colegio.
- Entry to the premises of the School Library remains restricted. Students who wish to browse the library collection can use the WEBOPAC (<http://athena.letran.edu/lib/collgeOpac/index.html#menuHome>).
- Students who wish to borrow book(s) are requested to submit the list of their preferred book(s) with the following details, through the Library Department's official email : [library@letran.edu.ph](mailto:library@letran.edu.ph)
  1. Title of the Book or Collection
  2. Call Number
- Students are required to use their Letran Manila official email in submitting their requests for borrowed book(s).
- The Librarians are only allowed to accommodate requests for book(s) using their individual or the department's official Letran email accounts. Requests made through social media platforms, personal mobile numbers and email are prohibited.
- The Librarians' official working time is from 8:00 am to 5:00 pm, from Monday to Friday. Hence, requests submitted during holidays and weekends will be accommodated on the nearest working day.
- All requested book(s) can be picked up at the Information Area of the Administration Building from 8:00 am to 5:00 pm, from Monday to Friday, excluding holidays or situations of work suspension.
- Students are required to present their Letran official student ID and or any valid government issued ID upon claiming the requested book(s) and sign the transaction slip.
- Authorized representatives are allowed to receive the requested book(s) upon presentation of a valid government issued ID, authorization letter and Letran official student ID of the requisitioner.
- All borrowed book(s) should be returned on or before the specified due date in the transaction slip.
- \* Students, who failed to return the book(s) will be properly notified through email and their clearances to enroll for the succeeding semester / school year will be subject for necessary fines.



Colegio de San Juan de Letran

Intramuros, Manila  
Library Services Department

