



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:
[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)

PROCEDURE ON BORROWING BOOKS

for Students

- Step 1 - Students who wish to borrow book(s) may access the Library WEBOPAC via Library Homepage.
- Step 2 - The student emails the following details to the department's email : library@letran.edu.ph
 - 2.1 Title
 - 2.2 Call Number
- Step 3 - The Librarian notifies the student as to the availability of the requested book(s).
- Step 4 - If the student proceeds with the request, the Library prepares the requested book(s) and two copies of the transaction slips.
- Step 5 - The student will receive instructions on the date and venue to pick up the requested book(s). The default place for pick up is the Information Area in the Administration Building, from 8:00 am to 5:00 pm.
- Step 6 - The receptionist or the security guard on duty releases the requested book(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 7 - The student returns the borrowed book(s) to the Information Area of the Administration Building on or before its due date.



Colegio de San Juan de Letran

Intramuros, Manila
Library Services Department

