



## 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.ne  
t/opac/csjm/](https://letranph.booksys.net/opac/csjm/)

### OFFICIAL SOCIAL MEDIA PAGE

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

# PROCEDURE ON BORROWING LIBRARY MATERIALS

## *for Faculty / Employees*

- Step 1. Faculty members who wish to borrow any library material may physically visit the library at the St. Thomas Building during library hours.
- Step 2. Faculty members may opt to borrow virtually through access to the Library's WEBOPAC via Library Homepage.
- Step 3. Titles and call numbers of selected library material/s should be emailed to [library@letran.edu.ph](mailto:library@letran.edu.ph)
- Step 4. The Librarian verifies and gives feedback as to the availability of the material/s.
- Step 5. Library material/s will be ready after two (2) working days from the date of request.
- Step 6. The Librarian prints 2 transaction slips, which contains the library material/s and its corresponding date of return.
- Step 7. The faculty will be notified via email once the material/s is/are ready for pick-up.
- Step 8. Borrowed library material/s will be ready for pick-up at the Information Lobby of the Colegio. Pick up time is from 8:00 a.m. to 5:00 p.m., Monday to Friday.
- Step 9. The faculty must present his/her valid Letran ID upon pick-up. Authorized representative may claim/get the library material/s on behalf of the faculty provided that there should be an authorization letter and photocopy of the borrower's Letran ID.
- Step 10. Transaction slip must be signed by the faculty or his/her duly authorized representative before claiming the borrowed library material/s for record purposes.



Colegio de San Juan de Letran

Intramuros, Manila  
Library Services Department

