



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:
[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 **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
 - 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 the 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

