



## 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.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)

# RETURNING OF BORROWED LIBRARY MATERIALS

## *for Students*

- Step 1. Students with existing “book/s on-loan” may return the library material/s physically by visiting the library at the St. Thomas Building during library hours.
- Step 2. Students may still opt to return their borrowed library material/s through their authorized representative/guardian. Book/s may be brought to the Information Lobby of the Colegio with proper identification and details (name and number of returned book/s) from Monday to Friday, 8:00 a.m. to 5:00 p.m.
- Step 3. Borrowed book/s may also return via courier, addressed to:  
**Colegio de San Juan de Letran  
Library Services Department  
151 Muralla St. Intramuros, Manila**
- Step 4. The Librarian will confirm to the student via email, once the returning transaction is done.



Colegio de San Juan de Letran

Intramuros, Manila  
Library Services Department

