



LIBRARY SERVICES DEPARTMENT

CONTACT INFORMATION

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🌐 [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)

RENEWAL OF BORROWED LIBRARY MATERIALS

for Faculty / Employees

- Step 1. The faculty/employee informs the Librarian of his/her intention to renew the library material/s. Renewal transactions can be done physically, via library email and over the phone, during office hours.
- Step 2. The Librarian verifies whether the faculty/employee has outstanding fines or unsettled books. In the event that the faculty/employee has an account to settle, he/she will be instructed to settle the library accountabilities first.
- Step 3. The Librarian issues a new transaction slip to the faculty/employee.



Colegio de San Juan de Letran

Intramuros, Manila
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