



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](https://www.facebook.com/letranmanilahslib)

REFERRAL SERVICE POLICY FOR OUTSIDE RESEARCHERS

- The referral service for outside researchers is open on a scheduled basis. A maximum of five (5) researchers are to be accommodated by the library per institution/school.
- The researcher must inform the library ahead of time or prior to the visit via email so that necessary details and preparations can be made.
- The researcher must present a referral letter issued by his or her Library Administrator and a valid ID.
- The librarian-in-charge will assist the researcher and inform him or her as to the availability of the requested material.
- A minimal referral fee will be charged to the researcher after the service or request is rendered.
- The official receipt will be issued to the researcher along with the researcher's ID.



Colegio de San Juan de Letran

Intramuros, Manila
Library Services Department

