



LIBRARY PERSONNEL

Colegio de San Juan de Letran Calamba

Evelyn P. Nabus, RL, MEd LS

Chief Librarian

Milanie V. Magadan
Library Assistant

Norvelyn A. Paikan
Library Assistant

Location & Library Hours

Located at the 2nd floor, San Juan Bautista Building

Monday to Friday from 7:00am to 6:00pm

For more information, please contact us at these number (049) 545-5453 loc.2063 or email us

library@letran-calamba.edu.ph



BASIC EDUCATION LEARNING RESOURCE CENTER

Guide to the Library

Information

About us

The library is developed primarily to provide service, access to information for the study, research and instructional needs of the students, faculty and other members of the community. The information in this library guide is only excerpts from the policies, rules and regulations of the library. For full awareness of the library resources, services and policies please ask any of the Librarians.

Library Services

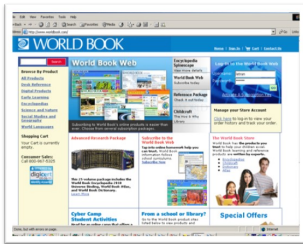
- Reference Inquiries
- Activation of Library Account
- Circulation (Charging & Discharging of materials for home/class use)
- Renewal of books
- Newly Acquired books
- Computer / internet services
- Current awareness bulletin
- Library Orientation
- Online Public Access Catalog
- Depository area
- Reservation of library materials
- Reservation of library facilities

E-RESOURCES



EBSCO Host

<http://search.ebscohost.com>



Wordbook Online

www.worldbookonline.com

Library Account Activation

Step 1

Present your school ID



Step 2

Fill out completely all the necessary information in the **Borrower's Registration Form**



Step 3

Give the filled out form to the library staff in charge for encoding in the system

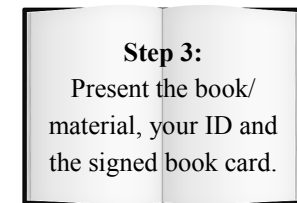
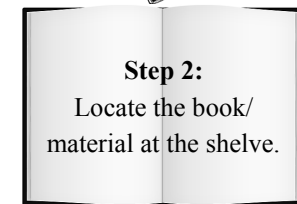
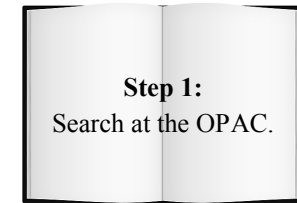
Library Users Conduct

1. Use of cell phones is allowed, however, it is expected that ring tones must be on silent mode and calls should be done outside the library.
2. Borrowing or using ID of others is not allowed.
3. Students shall respect faculty, classmates, visitors, and library staff.
4. Students are not to mutilate books and other library materials.
5. Students shall not conceal or hide library materials in any area of the library for one's exclusive use.
6. Leave the books on the book cart
7. Eating and drinking inside the library is not allowed.
8. Students shall avoid loud conversation.
9. Push back the chair after use.
10. Pick up any trash in your area before leaving.
11. Write or scribble on your paper or notebook.
12. Leaving of any belonging to the staff on duty for safekeeping is not allowed.

Matrix of Fines

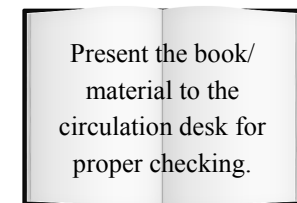
| Collections | Maximum Loan Period | Maximum Renewal | Fines |
|---------------------------|---------------------|-----------------|---------------------------|
| General Circulation Books | 2 days | 2 | 2.00 pesos per book/day |
| Filipiniana Books | 2 days | 2 | 2.00 pesos per book/day |
| Fiction Books | 2 days | 2 | 2.00 pesos per book/day |
| General Reference Books | Room use only | | 50.00 pesos per book/day |
| Multimedia Collection | Room use only | | 100.00 pesos per book/day |
| Periodicals Collection | 2 days | 2 | 20.00 pesos per book/day |

How to Borrow Books



Take note of the date reflected at the date due slip of book/material.

How to Return Books



An incurred overdue is automatically computed through the system and payment slip is issued to the client who shall pay the amount at the circulation desk.