

LIBRARY STAFF

Basic Education Learning Resource Center

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College Library

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Graduate School Library

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Technical and Administrative Services

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Chief Librarian

CONTACT US

Email

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Facebook

www.facebook.com/libraryletrancalamba

Telephone

(049) 545-5453

College Library—local 5017

Technical Services—local 2062

BELRC—2063

Chief Librarian's Office—2088/3008

Official Cell Number: 0919-652-0218



Colegio de San Juan de Letran Calamba

Brgy. Bucal, Calamba City, Laguna

Library Services Department



GUIDE TO THE LIBRARY INFORMATION RESOURCES & SERVICES

ABOUT US

The Library Services Department centers to instructional and research needs of all stakeholders by providing wide-ranging collections and effective and efficient quality service.

FACILITIES AND SERVICES

Circulation and User Services

- ⇒ Wi-Fi connectivity
- ⇒ Reading Areas
- ⇒ Reading, Borrowing, Returning of library materials
- ⇒ Discussion Room
- ⇒ Reservation of Library materials

Reference Services

- ⇒ Referral Services
- ⇒ Current Awareness Bulletin
- ⇒ Library Orientation and Tour
- ⇒ Bibliography/ Literature Guide
- ⇒ Indexing
- ⇒ Renewal thru text messaging
- ⇒ Activation of Library Account
- ⇒ Signing of clearance

Multimedia and Electronic Services

- ⇒ Viewing Area
- ⇒ Electronic Resources
- ⇒ Internet Access



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COLLECTIONS

Program Reference Collection.
Professional books arranged by program

General Collection. General Education, Filipiniana, Rizaliana and SHS Collection

Special Collection. Research papers, Rare books and Reference

Periodicals. Foreign and local scholarly journals, magazines and newspapers

Multimedia. Computer units (Internet access), CD-ROM, DVD, and e-journals.

LIBRARY FINES

Collections	Loan Period	Renewal	Fines
Program Reference, General Collection and Filipiniana	2 days	2	5.00/day
Reserve Books	Overnight/ 2 hours	n/a	5.00/day
Fiction	1 week	2	5.00/day
Information	2 hours	n/a	10.00/hour
Special Collection	Room Use	n/a	100.00/day
Reference	Room Use	n/a	50.00/day
Multimedia	Room Use	n/a	100.00/day
Periodicals	Room Use	n/a	50.00/day

ACCESS THE LIBRARY

Borrowing Procedures

Search OPAC for availability of library materials and copy the location and call #



Retrieve library materials on the shelf



- * Present the library materials together with the ID at the circulation counter
- * Fill out the book card

Returning Procedures

Present the library material together with the ID card to the staff in-charge

Note:

- An incurred overdue is automatically computed through the system.
- Payment slip is issued to the patron who shall pay the amount at the Chief Librarian's Office.
- Present the Official receipt to the staff after payment.

LIBRARY HOURS

Unit/Section	Day	Time
Program Reference and General Collection Section	Monday—Thursday and Saturday	7:00AM to 4:00PM
Special Collection Section	Monday-Wednesday; Friday-Saturday	9:00AM to 6:00PM
Periodicals, Multimedia and Computer Section	Monday -Friday	8:00AM to 5:00PM
Graduate School Library	Monday,	9:00AM - 5:00PM
	Wednesday - Friday	9:00AM - 6:00PM
	Saturday	8:00AM to 6:00PM
Basic Education Learning Resource	Monday to Friday	8:00AM to 5:00PM
Technical and Administrative Section	Monday to Friday	8:00AM to 5:00PM

If you are looking for books, journals and theses and AV materials, You can visit our OPAC:

<http://letranopac.letran-calamba.edu.ph>

* The library operates an open-shelf system where library users are free to read the books for the information resources they need.