

LIBRARY PERSONNEL

Evelyn p. Nabus, RL Med LS
Chief Librarian

Norvelyn A. Paikan, RL
Assistant Chief Librarian

Evelyn O. Bacud, RL
(BELRC) Librarian

Czarinna R. Delos Reyes
Redentor O. Odper
Steve V. Panday
Camille M. Parducho
Library Assistant

Location & Library Hours

College & SHS Library

Located at the 2nd floor,
St. Martin de Porres Building

Graduate School Library

Located at the 3rd floor,
St. Martin de Porres Building

Monday to Friday from
8:00a.m. to 6:00p.m.

Saturday
9:00a.m.-6:00 p.m.



Colegio de San Juan de Letran Calamba
Brgy. Bucal, Calamba City, Laguna



Library Services Department



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 FB page, and Email
- Activation of Library Account
- Signing of clearance

Multimedia and Electronic Services

- Electronic Resources
- Internet Access

CONTACT US

Telephone

(049) 545-5453
College Library—local 5017
Technical Services—local 2062
Chief Librarian's Office—2088/3008

E-mail

library@letran-calamba.edu.ph
Facebook page
<https://www.facebook.com/librarylletrancalamba>

**GUIDE TO THE LIBRARY
INFORMATION RESOURCES &
SERVICES**

AY 2023-2024

Library Collection

Program Reference Collection.

Professional books arranged by the 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.

Loans & Limits

Borrowing and Returning

All item must be check out and returned to the circulation desk.

Hold and Reserves

If Item you want is check out, You can reserve it. If you have reach the check out limit, you can put the other items you wants on to hold, to place a hold visit the library, email, message us @ our FBpage or call us.

Renewal


Its easy to renew your books! You do not have to have them with you. Just visit the library, email, message us @ our FBpage or call us.

How to Borrow Books

Step 1:
Search at the OPAC.

Step 2:
Locate the book/material at the shelf.

Step 3:
* Present the library materials together with the ID at the circulation counter
* Fill out the book card

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

Lost or damage items must be paid for of replaced.

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

Matrix of 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 File	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

Web Resources



EBSCOhost

<https://search.ebscohost.com/>



World book online

<https://www.worldbookonline.com/home/>



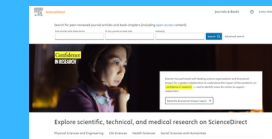
PEJ (Philippine eJournals)

<https://ejournals.ph/>



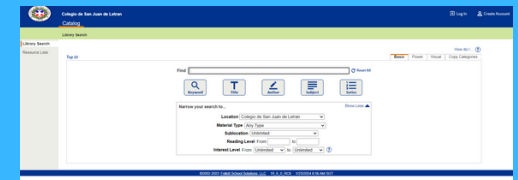
IG Library

<https://portal.igpublish.com/iglibrary/>



Science Direct

<https://www.sciencedirect.com/>



Online Public Access Catalog (OPAC)

Off-campus

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

On-campus

10.0.0.55/