

LIBRARY PERSONNEL

Evelyn p. Nabus, RL Med LS
Chief Librarian

Norvelyn A. Paikan, RL
Assistant Chief Librarian

Evelyn O. Bacud, RL
Librarian



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

Basic Education Learning Resource Center



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.

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/libraryletrancalamba>

Location & Library Hours

Located at the 2nd floor, Blessed Giorgio Frassati / SHS Building

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

Rules

- No Food
- No Running
- No loud talking
- Computer is for school work only
- Please do not return books on the shelves; bring them to the book track

Guide to the Library

AY 2023-2024



Library Collection

Grade School

- EGC-General Collection
- EMM-Multimedia Collection
- EFC- Fiction Books
- ESB- Story Books
- EBB- Big Books
- EPB-Picture Books
- EFS-Filipiniana Books
- ETR-Teachers Reference
- EGR-General Reference

Junior High School

- HGC-General Collection
- HMM-Multimedia Collection
- HFC- Fiction Books
- HFS-Filipiniana Books
- HTR-Teachers Reference
- HGR-General Reference
- HRP-Research Paper

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 shelve.

Step 3:
Present the book/material, your ID and the signed book card.



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

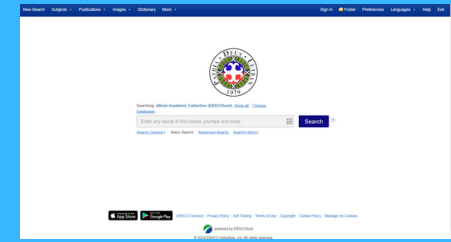
Lost or damage items must be paid for of replaced.

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

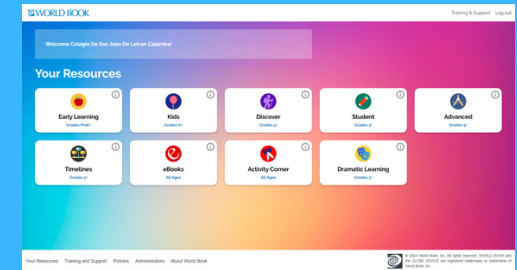
Collections	Maximum Loan Period	Maximum Renewal	Fines
General Circulation Books	2 days	2	2.00 pesos per book/day
Filipiniana Books	2 days	2	2.00 pesos per book/day
Fiction Books	2 days	2	2.00 pesos per book/day
General Reference Books	Room use only		50.00 pesos per book/day
Multimedia Collection	Room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

Web Resources



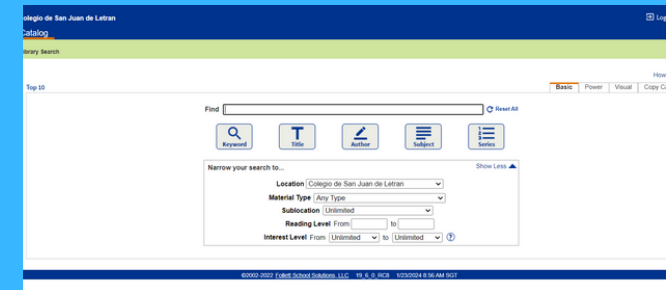
EBSCOhost

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



World book online

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



Online Public Access Catalog (OPAC)

Off-campus

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

On-campus

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