



Republic of the Philippines  
Office of the President  
**LEGAL EDUCATION BOARD**  
Red Cross Building, Carlos P. Garcia Avenue,  
Diliman, Quezon City 1104

**Legal Education Board Memorandum Order  
No. 26, Series of 2022**

**SUBJECT: ACADEMIC LAW LIBRARY STANDARDS AND GUIDELINES**

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In accordance with the provisions of Republic Act No. 7662, entitled the “Legal Education Reform Act of 1993,” and pursuant to the resolution adopted by the Legal Education Board En Banc during its 178<sup>th</sup> Meeting held on 31 August 2022, the Academic Law Library Standards and Guidelines is hereby adopted:

## **CHAPTER I**

### **Title, Principles, Mission and Vision**

**Section 1. Title.** This issuance shall be known as “The Academic Law Library Standards and Guidelines”.

**Section 2. Mission and Vision.** – The academic law library is an integral and indispensable part of Legal Education Institutions (LEIs). It plays an important role in the development of legal education: in the instruction, research, and extension components of the different law programs.

**Section 3. Goals and Objectives.** – The academic law library shall serve the LEIs directly and in support of instructional, information, and research needs of the stakeholders and extension components of the law program. For LEIs which are part of a Higher Educational Institution (HEI), these goals and objectives shall be aligned with the HEI’s Mission and Vision.

## **CHAPTER II**

### **Title 1**

#### **The Academic Law Library**

**Section 4. Definition of Terms.** –

- a. *Academic Law Library* - The academic law library is a library separate from the main library of an HEI that is primarily dedicated for and to be used by the LEI or law school.
- b. *Law Library Fee* - The fees collected for the exclusive use of the academic law library such as, but not limited to, the library or miscellaneous fees collected by the HEI that shall form part of the institutional library budget, and the library



services-related fees such as overdue fines, printing and scanning fees, and the like.

- c. *Law Library Fund* - The funds generated or collected by the academic law library from internal and external sources.
- d. *Law Librarian* - A law librarian:
  - i. is a duly licensed librarian as defined in Republic Act No. 9246, otherwise known as “Philippine Librarianship Act of 2003,” as amended; and
  - ii. has complied with the other requirements as may be imposed by the concerned LEI and the Legal Education Board (LEB).
- e. *Library Support Staff* – is a person other than a law librarian mentioned in Section 4 (d) hereof who contributes to the efficiency and delivery of library services.
- f. *Student Population* – enrolled students in the law programs of the LEI.
- g. *Digitalization* - refers to enabling or improving processes by leveraging digital technologies and digitized data.<sup>1</sup>
- h. *Digitization* – to convert print resources to digital format by means of either manual encoding of data or document, or by the use of a scanner.
- i. *Hybrid Library* – A library with a collection consisting of materials in more than one format, often print and electronic books or serials.<sup>2</sup>
- j. *Electronic Resources*<sup>3</sup> - Material consisting of data or computer programs, or both, encoded for reading and manipulation by a computer, by the use of a peripheral device directly connected to the computer, such as a CD-ROM drive, or remotely via a network, such as the Internet (AACR2). The category includes software applications, electronic texts, bibliographic databases, institutional repositories, Web sites, e-books, collections of e-journals, and the like. Electronic resources not publicly available free of charge usually require licensing and authentication. The term is usually abbreviated as e-resource.

## **Section 5. Minimum Facility Requirements of an Academic Law Library.**

- a. *Location* –
  - i. The academic law library of a law school shall be maintained separately from the main or other libraries of the HEI and situated within or adjacent to the school building used by the law school.

<sup>1</sup> What Is Digitization, Digitalization, and Digital Transformation? By Mark Gupta (2020).

<sup>2</sup> ODLIS (2014).

<sup>3</sup> ODLIS (2014).





- ii. When the academic law library is situated in the main or other libraries of the HEI, the HEI shall ensure that the law library shall be properly enclosed and made separate from the main library.
  - iii. The academic law library shall be the primary reading area for the principal use of law students, law alumni, and members of the law school faculty, and the main repository of the law library collection.
- b. *Size and Seating Capacity* –
- i. The academic law library shall be of such size and dimension as to adequately contain the entire law collection and comfortably seat fifteen percent (15%) of the entire student population of the LEI at any given time.
- c. *Space Requirement* –
- i. The academic law library shall have adequate spaces to accommodate the reading and research needs of its law students, its growing collections, designated work areas, provisions for special services, as well as shelves and storage.
  - ii. Shelving shall be provided ample space in between ranges for free access to collections.
- d. *Physical Facilities* –
- i. The academic law library must be furnished with functional and well-designed standard furniture and equipment such as tables, chairs, carrels, bookshelves and air-conditioning units.
  - ii. It must have such number of computers as would satisfy the ratio of 1 per 50 students.
  - iii. It must have suitable and reliable computers and internet connection.
- e. *Other facilities.* In addition to its reading, storage and collection areas, the academic law library shall have the following:
- i. Office of the Head Law Librarian and staff room;
  - ii. Law Faculty section or room;
  - iii. *Law discussion area* – at least 1 discussion area (e.g. room, table, etc.) apart from the reading areas should be provided; additional discussion areas should be provided proportionate to the population as determined by the LEI, and
  - iv. Computer workstation area where appropriate number of computers are provided.



f. *Operating hours* –

- i. Daily operating hours of the academic law library shall be for at least eight (8) hours, which shall consider the class schedule of the students.
- ii. The law library should be open at least six (6) days a week.

g. *Safety Standards and Protocols* –

- i. The academic law library shall comply with the minimum health and safety standards and protocols issued by the government.

## **Title 2**

### **Library Staff and Personnel**

#### **Section 6. *Qualifications of Librarians and Library Support Staff.***

- a. An academic law library shall be staffed by at least one (1) Head Law Librarian. Depending on the breadth of operations of an academic law library, the LEI may also have Law Librarians, and Library Support Staff.
- b. *Head Law Librarian* –
  - i. In relation to the provisions of Section 4(d), the Head Law Librarian must have the following qualifications:
    1. He or she is a licensed librarian;
    2. He or she is a graduate of Master's in Library and Information Science (MLIS) or Juris Doctor (J.D), or Bachelor of Laws (LL. B) or a graduate of an allied degree with training in legal information literacy and research; and
    3. compliant with the additional requirements that may be imposed by the Professional Regulatory Commission Board for Librarians (PRC-BFL).
  - ii. The above notwithstanding, an incumbent Head Law Librarian with at least five (5) years of continuous service in a law library shall continue to perform the functions and duties as such Head Law Librarian. However, the incumbent Head Law Librarians who do not possess the above qualifications mentioned in Section 6(b)(i) are hereby given five (5) years from the effectivity of this issuance within which to comply with the requirements.
- c. In comparison, Law Librarians are duly licensed librarians as defined under Section 4(d).



- d. Library Support Staff may consist of student assistants or college graduates preferably with a degree in library science or allied degrees.

**Section 7. Functions of Head Law Librarian, Law Librarian and Law Library Support Staff.**

- a. *Head Law Librarian.* The Head Law Librarian is expected to:
  - i. manage, organize and oversee the overall law library operations including the planning, directing, staffing and budgeting of the law library;
  - ii. oversee the conduct of an annual inventory;
  - iii. be in charge of the collection development of the law library; and
  - iv. implement the policies of the LEI and the Law Library Executive Committee (LLEC) hereunder stated.
- b. The *Law Librarian* is expected to:
  - i. conduct orientations for its staff as well as for the students as may be required by the Dean or the concerned faculty member;
  - ii. supervise and implement the daily law library operations;
  - iii. collect and catalog library resources regardless of format, such as but not limited to books, films, and publications;
  - iv. assist people in locating reference and leisure reading materials;
  - v. maintain library records and ensure that they are updated;
  - vi. perform regular audits of the information and inventory on file;
  - vii. educate patrons on how to properly search for information using the library databases;
  - viii. manage budgeting, planning, and employee activities;
  - ix. oversee the check-out processes for books and other resource materials;
  - x. organize and host book sales, author signings, and other reading events;
  - xi. clarify the use of library amenities and provide information about library policies;
  - xii. ensure that the library meets the needs of precise groups of users, including postgraduate students and disabled students; and



- xiii. perform such other library functions as may be delegated by the Head Law Librarian.
- c. The *Law Library Support Staff* is expected to be involved in all library daily operations and regular activities.

**Section 8. *Library Staffing.*** - The Head Law Librarian shall recommend to the LEI or to the responsible administrative office, the appropriate staff size and pattern for the academic law library, taking into account several factors, such as but not limited to enrollment size, teaching needs, size of the library collection, operating hours, and programs.

**Section 9. *Staff Training and Development.*** –

- a. The LEI shall support the continuing education, training and development of the Head Law Librarian, Law Librarian and all Library Support Staff.
- b. The participating librarian or staff shall secure the necessary document evidencing their attendance.

### CHAPTER III

#### Legal Resources Classification

Without prejudice to the academic freedom of education institutions, the following standards for classification of legal resources are provided as guidance to academic law libraries:

**Section 10. *Classification by Authority.***

- a. *Primary authority.*
  - i. Primary authority is the only authority that is generally binding on the courts. These are the sources which may be cited in support of an action, theory, or hypothesis. These are the sources of law, which are comprised of the full text of statutes, court decisions and issuances issued by the law- and rule-making bodies of government. These include the Constitution; legislative enactments passed by Congress; decisions of the Supreme Court, appellate courts, lower courts and of other quasi-judicial agencies; the executive issuances of the President; rules and regulations of government agencies; treaties entered into by the Philippines and local government ordinances.
  - ii. Primary authority may be further subdivided into the following:
    - 1. Mandatory Primary Authority – is law created by the jurisdiction where the law operates such as the Philippines.



2. Persuasive Mandatory Authority – is law created by other jurisdictions but which have persuasive value to our courts, e.g., Spanish and American laws and jurisprudence. These sources are used especially when there are no Philippine authorities available or when the Philippine statute or jurisprudence under interpretation is based on either the Spanish or American Law.
- b. *Secondary authority* - are commentaries and annotations of primary sources; or books, treatises, writings, journal articles that explain, discuss, or comment on primary authorities. Also included in this category are the opinions of the Department of Justice, Securities and Exchange Commission, or circulars of the Bangko Sentral ng Pilipinas. These materials are not binding on courts but have persuasive value to some degree. With regard to commentaries or books, treatises, writings and journal articles, the reputation or expertise of the author is a consideration.<sup>4</sup>

### **Section 11. Classification by Sources.**

- a. *Primary Sources* – These are those published by the issuing agency itself, and are either contained in the Official Gazette which is the official government repository, or are duly published in two newspapers of general circulation as provided for in Executive Order No. 200 s. 1987. The Official Gazette, printed weekly by the National Printing Office, contains legislative and executive enactments, selected Supreme Court and Court of Appeals decisions, rules and regulations of government agencies and legal notices. Thus, for Republic Acts and other legislative enactments or statutes, and executive issuances, the primary sources are the Official Gazette, its online version (which are usually files in pdf) and the Laws and Resolutions published by Congress. For Supreme Court decisions, the primary sources are the Philippines Reports, the individually mimeographed Advance Supreme Court Decisions, and the Official Gazette.
- b. *Secondary Sources* – These are the unofficial sources and are generally referred to as those free or commercially available printed or electronic databases that are not published by government agencies or instrumentalities. This category includes even those issued by a government agency if they involve work that modifies or edit a primary source.<sup>5</sup>

**Section 12. Basic Collection of the Library.** – All academic law libraries shall maintain the following titles of books and law materials in either print form or as e-resources as part of their basic collection:

- a. *General law reference books* – At least one (1) title each of the available local or foreign copies of the following, which should be produced by reputable publishers:
  - i. Law dictionary;

<sup>4</sup> M. Santos-Ong, *Legal Research and Citations of the Philippines* (2<sup>nd</sup> ed., 2018) p65.

<sup>5</sup> M. Santos-Ong, *Legal Research and Citations of the Philippines* (2<sup>nd</sup> ed., 2018) p68.





- ii. Law thesaurus;
  - iii. Legal encyclopedia;
  - iv. Legal forms;
  - v. Legal maxims;
  - vi. Manual of legal citations;
  - vii. General dictionary; and
  - viii. Spanish dictionary.
- b. *Textbooks* – At least one (1) current title for each course or subject offered under the law curricula of the school.
  - c. *Periodicals* – At least one (1) current scholarly law journal or academic research database with access to Philippine and international articles.
  - d. *Case Reporter* – At least one (1) complete set of a case reporter which may be in print form or electronic.
  - e. *Legal Database* – At least one (1) legal database containing Philippine primary sources.

### **Section 13. Required Updated Copies –**

- a. Acquisition of printed and electronic resources and the number of copies shall be determined and recommended by the Head Law Librarian to the LLEC or LEI, taking into account relevant factors, such as but not limited to, the number of enrollees, usage, and the recommendation of faculty members.
- b. Titles older than five (5) years shall generally be considered as outdated, except when it is shown that no new titles have been published or that the title is still considered current in the specific subject area it covers.
- c. For periodicals, it must be shown that the library's subscription is up-to-date.
- d. Case Reporters shall be considered complete if the set lacks no more than five (5) volumes from the available published volumes.
- e. There shall be no prejudice in choosing between open access and commercially acquired legal resources in fulfilling the standards in this Order.

## **CHAPTER IV**

### **Cataloging and Classification**



**Section 14.** The cataloging, classification and organization of the collection and the management of the library resources shall be in accordance with established local, international, and institutional standards.

**Section 15.** The above, notwithstanding, the Head Law Librarian shall recommend a cataloging manual, taking into account the peculiar needs and circumstances of the law school and the stakeholders.

## **CHAPTER V**

### **Library Policies**

#### **Section 16. *Law Library Executive Committee.***

- a. The Law Library Executive Committee (LLEC) shall be composed of the Law Dean, as ex-officio chair, a faculty representative, the President of the Law Student Government, the head of the LEI or their duly authorized representative, the representative of Finance or the Budget Head as members, and the Head Law Librarian as co-chair.
  - i. The Committee shall meet at least once every semester, and shall keep a record of its meetings.
  - ii. The LLEC is expected to have the following functions:
    1. Formulate or adopt and approve library policies and procedures consistent with LEB promulgations, LEI's rules and regulations, and other policies relevant to meet local or international standards;
    2. Explore and facilitate additional funding sources or opportunities to finance library operation and any plans of expanding the available resources, facilities, and services;
    3. Decide on the acquisition priority or order of preference in the acquisition of resources that support the instructional/curricular, and research needs of the law school which shall include:
      - a. Primary sources of mandatory authority (e.g. subscription to Official Gazette, Philippine Reports, Laws, and Legislation, etc.);
      - b. Secondary sources that contain primary sources of information whether in printed or electronic format;
      - c. Subscription to online legal databases;
      - d. Suitable and reliable internet connection for onsite library access and remote access capability to subscribed legal databases;
      - e. Prescribed textbooks;



- f. E-books or digital copies of library materials with a perpetual access license; and
  - g. Printed resources or other references not directly related to the bar exam subjects, in order to meet the information/research/policy needs of the LEI (e.g. thesis writing, etc.).
4. Recommend the following:
- a. Purchase of computers and accessories (e.g. printers, scanners, storage drives, cloud storages, etc.) for accessing freely available resources on the Internet and storage of the downloaded open-source materials;
  - b. Purchase of, subscription in, or renewal of software applications or office productivity tools with appropriate number of licenses (e.g. Microsoft Office, Adobe Acrobat, etc.);
  - c. Acquisition of standard-sized law library furniture and fixtures, (e.g. shelves, tables, study carrels) and similar facilities to promote ease of use of the library services; and
  - d. Procurement of more titles and resources,
5. Coordinate with law book publishers to accomplish the objectives of the academic law library, including the provision of complimentary copies of their prescribed textbooks in a particular course for the faculty members; and
6. Execution of consortium agreements with other entities.

**Section 17. *Collection Development Policy.***

- a. The resources of the academic law library shall be developed based on a Collection Development Policy duly approved by the LLEC.
- b. The collection development policy shall include formulated guidelines on building up the library's collection, managing the collection, which includes the assessment of the relevance and currency of the collection, preservation and conservation of primary sources, and deselection of unneeded resources due to obsolescence and duplicity, among others.

**Section 18. *Lending/Use Policy.*** The academic law library shall be governed by a library lending or use policy duly formulated by the Head Law Librarian and duly approved by the LEI. This policy shall also include provisions for disciplinary action to address the irresponsible use of library resources, and disorderly conduct or disruptive behavior of users while within library premises.

**Section 19. *Collection of Statistical Data.*** The academic law library shall maintain the collection of statistical data in the use of resources, services, facilities for decision making, and in the preparation of annual accomplishment reports.



**Section 20. *Data Privacy.*** The LEI shall protect the data privacy of all users, consistent with law and ethics, by not divulging any sensitive personal information collected as a result of the use of the library resources, services, and facilities.

**Section 21. *Intellectual Property and Copyright Laws.*** The Head Law Librarian shall implement the policies of the LEI on the promotion of intellectual property and observance of the *fair use* doctrine under copyright laws, with respect to the lending or use of library resources to all of its *bonafide* users. The Head Law Librarian shall also promote the *fair use* doctrine in library instruction and orientation, and post notices relative to *fair use* practices in visible areas of the library premises.

**Section 22. *Digitization of Collection.*** The Head Law Librarian shall recommend and implement the policies of the LEI on the digitization of its own collection for the purpose of preserving and conserving its valuable assets and resources. The digitized resources shall be made available to any *bonafide* user subject to the prevailing institutional policies.

## CHAPTER VI

### Library Services

**Section 23. *Availability of Services and Flexibility.***

- a. The academic law library shall establish and maintain a range of services that promote the academic programs of the law school and are responsive to the needs of all stakeholders in line with the LEI's mission and vision.
- b. The law library shall device flexible modes in implementing services in response to natural and man-made calamities.
- c. If face-to-face person classes are suspended, the law library shall provide an online reference service, as well as online legal information literacy. Online tutorials on how to use electronic resources must also be made available to students.
- d. If partial/limited face-to-face classes are allowed, the law library shall provide a hybrid service, such as circulation of books and other library materials by pick-up or courier services, self-service borrowing and returning, etc.
- e. The law library shall exercise leniency in collecting fines and other disciplinary fees for unreturned or late returning of library materials during calamities and similar circumstances.

**Section 24. *Legal and General Information Literacy.*** The academic law library shall provide accurate and timely information literacy, instruction and programs to its users.

**Section 25. *Library Services.*** The available library services shall consist of but not limited to technical services and reader's services. The Head Law Librarian shall



ensure the optimum implementation of said services taking into account the particular circumstances.

**Section 26. *Regular Maintenance or Upkeep.*** In order to maintain a consistent delivery of quality library services to all its *bonafide* users, the LEI shall ensure the regular maintenance/upgrade of the library's computers and software programs and/or the necessary subscription to higher bandwidth, and improvement of hardware.

## CHAPTER VII

### Digitalization and Access of Legal Resources

#### Section 27. *Development of a Hybrid Library*

- a. The LEI shall allot a budget for the development, administration and sustenance of a hybrid library.
- b. The academic law library shall endeavor to develop a hybrid library by including resources in electronic format, such as, but not limited to e-books, e-journals and other systems to keep astride with the different modality in learning.
- c. Information in electronic format shall be given equal treatment in collection development (i.e. in purchasing/acquisition) and organization of resources (i.e. e-books must be catalogued; e-journals must be reflected in the list of holdings).
- d. The collection of resources in electronic format shall not be limited to acquisition by purchase only; collaborative or consortia acquisition of resources in electronic format are highly encouraged. Moreover, inclusion of open-access digital resources, such as downloadable documents from different government sites, shall strictly abide by the copyright laws of the country, and shall be compliant with the doctrine of fair use.
- e. The Head Law Librarian shall recommend and implement policies of accessibility to electronic resources in and out of the campus.
- f. The academic law library is encouraged to digitize print resources that are already existing in the collection for the following reasons:
  - i. For the preservation of rare collections and other publications as may be recommended by the Head Law Librarian; and
  - ii. For providing additional access to additional patrons.
- g. Digitizing print resources shall be guided by the principles of copyright.

**Section 28. *Accessibility of library resources.*** The LEI shall also promote the accessibility of legal resources for persons with disabilities.



## Chapter VIII

### Financial Support

**Section 29.** The LEI shall allocate a specific sustainable budget for the academic law library.

**Section 30. *Library Fund.*** The library acquisition and resources fund shall consist of the library fee and other fees collected by the law school. It shall be augmented by donations or allocations from the LEI or HEI. It shall be used exclusively or solely for collection maintenance and expansion, such as the acquisition or subscription of library collections, purchase of computers, library furniture and fixtures.

**Section 31. *Budget.*** The Head Law Librarian shall prepare and submit, justify, and implement an annual budget to the appropriate office.

**Section 32. *Library Fee.*** The collection of library fees shall serve as a trust fund for the exclusive use of the library, subject to existing laws.

**Section 33. *Fines and Other Fees.*** Overdue fines, payment for lost books or resources, proceeds from the sale of waste materials and disposables (e.g. sale of unwanted newspapers issues), fees collected from library services (e.g. printing, scanning, document delivery, etc.) and analogous fees (e.g. faster WiFi bandwidth or access) shall form part of the library fund.

**Section 34. *Remittance of Fees.*** All collection of fines and other fees mentioned in the preceding section shall be timely remitted to the duly designated officer of the LEI (e.g. Cashier office) and deposited in the library fund.

**Section 35. *Reportorial Requirement.*** The head of the finance or accounting department or any duly designated officer of the LEI or HEI shall provide a copy of the utilization of the library fund to the LLEC and the Head Law Librarian at the beginning of every semester.

## Chapter IX

### Final Provisions

**Section 36. *Academic Freedom.*** Nothing in this Memorandum Order shall infringe on the reasonable exercise of academic freedom by the LEIs, and the provisions hereof shall be interpreted in a manner consistent with the legal protections afforded to academic institutions.

**Section 37. *Implementation.*** The Academic Law Library Standards and Guidelines provided in this Memorandum Order shall be implemented starting in Academic Year 2024 to 2025.

**Section 38. *Separability Clause.*** If any chapter, section, provision or part thereof shall be declared invalid, such determination shall be merely confined to the chapter,





section, provision or part thereof directly involved in the controversy in which such judgment or determination has been rendered.

**Section 39. Repealing clause.** Any previously issued rules, orders, or parts thereof which are inconsistent with this Issuance are hereby repealed or amended accordingly.

**Section 40. Effectivity.** This Memorandum Order shall take effect 15 days following its complete publication in the Official Gazette or in a newspaper of general circulation, and deposit in the National Administrative Register of the University of the Philippines Law Center.

Issued under the seal of the Legal Education Board this 19<sup>th</sup> of September 2022 in Quezon City.

Approved:

**ANNA MARIE MELANIE B. TRINIDAD**  
Chairperson

**LORENZO R. REYES**  
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