

**[ LEB MEMORANDUM ORDER NO. 16, S. 2018,  
March 20, 2018 ]**

**POLICIES, STANDARDS AND GUIDELINES FOR THE ACADEMIC  
LAW LIBRARIES OF LAW SCHOOLS**

*Adopted: 15 March 2018  
Date Filed: 20 March 2018*

In accordance with the provisions of Republic Act No. 7662, entitled the "Legal Education Reform Act of 1993," and pursuant to LEB Resolution No. 2018-207, adopted during the 80th En Banc meeting of the Legal Education Board on February 13, 2018, the following policies, standards and guidelines for the academic law libraries of law schools are hereby adopted:

**Section 1. Policies** - The academic law library is an integral and indispensable part of law schools. It serves the vital function of directly supporting the instruction, research, and extension components of the law program(s). To maintain its accreditation, a law school shall be provisioned with an academic law library sufficient to meet the needs of students, law faculty members, and researchers.

**Section 2. Location** - As far as practicable, the academic law library of a law school shall be maintained separately from the main or other libraries of the higher education institution, and situated within or adjacent to the school building used by the law school. When the academic law library is incorporated into the main or other libraries of the higher education institution, an enclosed area shall be designated for the law collection with its own reading area for the principal use of law students and members of the law school faculty.

**Section 3. Size and seating capacity** - The academic law library shall be of such size and dimension as to adequately contain the entire law collection and seat comfortably fifteen percent (15%) of the entire student population of the law school at any given time.

**Section 4. Physical facilities** - The academic law library shall be furnished with appropriate and functional furniture, such as carrels, chairs, desks, book shelves, and transaction counter.

**Section 5. Law faculty section** - A section of the academic law library shall be specially designated for the exclusive reading area of faculty members.

**Section 6. Operating hours** - The daily operating hours of the academic law library of a law school shall not be less than 6 hours during regular class days. If the law student population exceeds 200 students, the daily operating hours of the academic law library shall be at least 8 hours per day. It shall open at least two (2)

hours before the start of the first class in the day, unless the library opens before 8 o'clock in the morning.

**Section 7. Library staff and personnel** - There shall be at least one (1) full time licensed librarian designated as law librarian to attend to the academic law library during its operating hours. If the law librarian is also the librarian for the main or other libraries of the higher education institution, a full-time library support staff with appropriate academic training shall be employed to attend to the academic law library during its operating hours.

**Section 8. Staff training and development** - Unless the law librarian possesses a basic law degree, he/she shall be required to possess training in legal bibliography, legal research, and law library management conducted by a professional association of law librarians. The law librarian shall also keep abreast with the developments and trends in the management of law libraries by maintaining membership in at least one professional association of law librarians, and regularly attend relevant trainings.

**Section 9. Library collection** - All academic law libraries shall maintain the following titles of books and law materials as part of their basic collection:

a) General law reference books - 1 title each of a -

- a.1) Law dictionary
- a.2) Law thesaurus
- a.3) Legal encyclopedia
- a.4) Legal forms
- a.5) Legal maxims
- a.6) Manual of legal citations

b) Sources of statutes and administrative regulations

b.1) **Primary sources** - (i) Statutes and administrative regulations as published in the Official Gazette and/or National Administrative Register, and (ii) publication of regulations and/or rulings by government agencies (such as, but not limited to, the Supreme Court, Securities and Exchange Commission, Bangko Sentral ng Pilipinas, Bureau of Internal Revenue, Commission on Elections, and the Civil Service Commission)

b.2) *Secondary sources* - 2 titles/sets within 5 years from copyright dates of all published codal books and compilation of related laws, like the Family Code, Labor Code, National Internal Revenue Code, New Civil Code, Revised Penal Code, Rules of Court, Commercial Laws, and Land Laws.

c) Court/case reporter - 1 complete set of case/court reporter for decisions of the Philippine Supreme Court from 1901 to the present.

d) Textbooks - 2 titles of books within 5 years from copyright dates for every subject in the law curriculum.