

INVENTORY OF BOOKS OF LOWER COURTS AND GUIDELINES FOR THE ESTABLISHMENT OF LOWER COURT LIBRARIES AND DISTRIBUTION OF BOOKS

SC ADMINISTRATIVE CIRCULAR NO. 14-99, September 30, 1999

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The following guidelines are adopted for the inventory of books heretofore released to (he lower courts, the establishment of libraries, and the distribution of books to the lower courts:

I. INVENTORY OF BOOKS

To update and reconcile records of books in all lower courts, all judges and clerks of courts should submit to the Supreme Court Library, not later than 31 December 1999, an inventory of all books heretofore received by their respective courts, indicating therein the titles and authors, if any, of such books. A copy of the inventory should be furnished the Office of the Chief Justice.

II. COURT LIBRARIES

Lower court libraries may be established upon the request made to the Chief Justice by the Executive Judges on condition that a space will be provided for such libraries.

The collection of court libraries shall consist of the following:

- A set of Supreme Court Reports Annotated, and the Philippine Reports starting with volume 154;
- Books on subjects within the coverage of the jurisdiction of lower courts;
- Available reference books; and
- Publications of the Supreme Court.

III. DISTRIBUTION OF BOOKS

- For every ten (10) salas of the Regional Trial Courts - One (1) set of Supreme Court Reports Annotated (SCRA).
- For all Regional Trial Courts with single salas - One (1) set each of Supreme Court Reports Annotated (SCRA).
- For all Regional Trial Courts which do not have a set of SCRA -One (1) set each of Philippine Reports starting with volume 154.
- For all Metropolitan Trial Courts, Municipal Trial Courts, Municipal Trial Courts in Cities, Municipal Circuit Trial Courts and Sharia Courts - One (1) set each of Philippine Reports starting with volume 154.
- For the Jurisconsult in Islamic Law, in Marawi City, One (1) set of SCRA.

- For individual branches of the lower courts - Supreme Court publications, annual SCRA Quick Index Digest and the latest selected codal publications such as: Civil Code, Revised Penal Code, Rules of Court, and Local Government Code.

The Supreme Court Library shall regularly update the allocation of books pursuant to the above guidelines. Notices with the corresponding Memorandum Receipts should be sent to the lower courts for the updating.

This Circular shall take effect immediately.

The Chief of the Supreme Court Library Services shall disseminate copies of this Circular to all Executive Judges and Clerks of Courts.

Promulgated this 30th day of September 1999.

(Sgd.) HILARIO G. DAVIDE, JR.

Chief Justice

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