

National Library of the Philippines

Information Guide



National Library of the Philippines
Manila 2023



HISTORY

The National Library of the Philippines was established as the Museo-Biblioteca de Filipinas through the royal decree of 12 August 1887.

The Library was revived with the donation made by the American Circulating Library Association of its Circulating Library to the government. This was formalized through Public Act No. 96 passed on 5 March 1901.

As mandated by law under Act No. 1935, all libraries belonging to any branch of the Philippine government were integrated to create the Philippine Library. To carry out the provisions of this law, a Library Board was constituted consisting of the Secretary of the Public Instruction, the Secretary of Interior, the Secretary of Finance and Justice, and the other members to be appointed annually by the Governor-General.

In 1916, The Philippine Library, Division of Archives, Patents, Copyrights and Trademarks of the Executive Bureau, and the Law Library of the Philippine assembly were merged into one entity called the Philippine Library and Museum. Twelve years later, the Philippine Legislature separated the museum from the library. Act No. 3477, which was passed on 7 December 1928, established the National Museum under the Department of Agriculture and Natural Resources; and changed the name from Philippine Library and Museum to the National Library.

In accordance with Executive Order No. 94, series 1947, the President of the Philippines changed the name of the National Library to the Bureau of Public Libraries. This order was followed by Republic Act No. 411, otherwise known as the Municipal Libraries Law, authored by then-Senator Geronima T. Pecson. Republic Act No. 3873 passed in 1964 brought back the Bureau of Public Libraries to its old name, the National Library. Currently, the library is known as the National Library of the Philippines (NLP), pursuant to Republic Act No. 10087 enacted on 13 May 2010. The NLP is located at T.M. Kalaw Street, Manila.

MANDATE

The National Library of the Philippines (NLP) is the repository of the printed and recorded cultural heritage of the country and other intellectual, literary, and information sources.

MISSION

The National Library of the Philippines is an ISO-certified national repository of printed and recorded cultural heritage in the country that acquires, organizes, conserves, and preserves Filipiniana resources and provides equitable access to information resources on various platforms, and delivers world-class customer service for Filipinos.

VISION

By 2027, the National Library of the Philippines shall be the premier library in the country, with an extensive collection of library resources available in different forms and media, providing an excellent customer service experience through automated library facilities and online services, driving the intellectual, social, and cultural progress of the Filipino society.

NLP QUALITY POLICY

We, at NLP, as a repository of cultural heritage, commit to acquire, conserve and preserve all printed and recorded Filipiniana resources, ensure equitable access and provide inclusive and resilient services to support, intellectual, cultural, and national development in accordance with the applicable requirements while continually improving our quality management system.

To uphold this commitment, we shall:

- Espouse human resource welfare and development and values formation programs to harness the fullest potential of our people;
- Implement responsive policies, programs, and initiatives;
- Acquire and generate the best-available library resources; and
- Integrate risk and quality management systems into the processes across the organization, particularly in policy formulation, decision making, planning, service provision, performance evaluation, and improvement processes.

NLP DIRECTORY

National Library of the Philippines
T.M. Kalaw St., Ermita,
Manila, Philippines 1000
P.O. Box 2926

Trunklines:
(632) 5310-5029
(632) 5310-5031 to 33 ; (632) 5310-5035
do@nlp.gov.ph

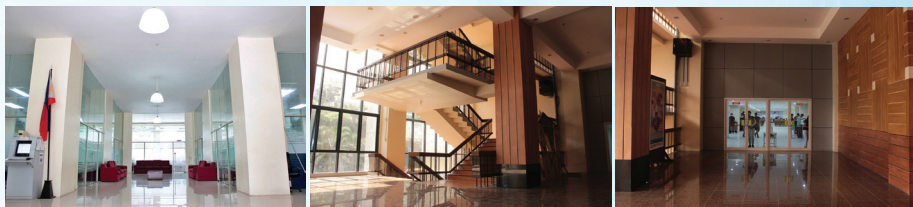
Director's Office
Trunkline + loc. 303

Assistant Director's Office
Trunkline + loc. 302

Bibliographic Services Division Email: bsd@nlp.gov.ph Trunkline + loc. 406	Information Technology Division Email: itd@nlp.gov.ph Trunkline + loc. 201
Catalog Division Email: catalog@nlp.gov.ph Trunkline + loc. 402 - 403	Public Libraries Division Email: publiclibraries@nlp.gov.ph Trunkline + loc. 205
Collection Development Division Email: cdd@nlp.gov.ph Trunkline + loc. 404/405 Mobile No. 0917-8718226	Reference Division Email: reference@nlp.gov.ph Trunkline + loc. 207 / 215 5310-5033
Finance and Administrative Division Email: financeandadministrative@nlp.gov.ph Trunkline + loc. 304 - 308 5310-5027	Research and Publications Division Email: researchandpublications@nlp.gov.ph Trunkline + loc. 412
Filipiniana Division Email: filipiniana@nlp.gov.ph Trunkline + loc. 408 / 206 5310-5059	Audit Team Leader AMS Building Trunkline + loc. 211
Copyright Division Email: copyright@nlp.gov.ph Trunkline + loc. 411-412	
ISBN / ISSN / ISMN (Bibliographic Services Division) E-mail: isbn@nlp.gov.ph , issn@nlp.gov.ph Trunkline + loc. 406 / 407 Mobile No. 0917-8718210	

Where to Find the National Library of the Philippines





NLP DIVISION AND ITS SERVICES

Office of the Director

- Formulates and exercises the executive functions of planning, administration and enforcement of NLP policies and regulations.
- Manages, organizes, directs and supervises the overall operations of the NLP.
- Implements orders from the Office of the President (OP) and directives from the National Commission for Culture and the Arts (NCCA).
- Performs the functions of the NLP as a national library and central node for public libraries in the country.
- Represents the NLP in local and international meetings and conferences.

Office of the Assistant Director

- Provides full assistance to the Director in the overall administration of the NLP.
- Represents the Director in meetings and conferences within the local and global assembly.
- Assists the Director in the formulation and implementation of policies and standard procedures of the NLP.
- Supervises the hiring function of the HRD as Head of the Personnel Promotion and Selection Board.
- Performs such other functions as may be assigned by the Office of the Director.

Bibliographic Services Division

- Maintain an up-to-date Philippine National Bibliography and a National Union Catalog
- Provide on-line periodical indexing of current Filipiniana, foreign serials and special collections with a systematic arrangement;
- Serve as the National Center for International Standard Serial Number (ISSN), International Standard Book Number (ISBN) and International Standard Music Number (ISMN);
- Maintain comprehensive and authoritative national bibliographic record for every item of literature issued in the country according to international standards, and;

- Promote international networking with other countries particularly in the SEA region and provide Inter-Library Loan (ILL) of all library materials at reasonable cost and reasonable time.

Services:

International Standard Book Number (ISBN)
 International Standard Serial Number (ISSN)
 International Standard Music Number (ISMN)
 Inter-Library Loan (ILL)

Catalog Division

The Catalog Division is responsible for the organization of collections acquired through purchase, copyright, legal deposit, gifts and exchange, donations and photo reproduction. The Dewey Decimal Classification is adopted as its scheme and the third level of description is applied with the exception for children's books. On the other hand, the Classification Scheme for Philippine Government Publications (revised edition) is used for government publications.

Functions:

- Provides centralized cataloging service for the National Library and its affiliated public libraries' holdings;
- Maintains NLP's Online Public Access Catalog (OPAC) bibliographic records;
- Provides bibliographic entries in the NLP's Philippine National Bibliography (PNB) publication;
- Develops and implements technical policies, procedures and standards in cataloging for NLP;
- Provides Cataloging in Publication services for publishers; and,
- Provides consultative cataloging services and conducts actual in-service training to library professionals, paraprofessionals and LIS interns

Collection Development Division

The Collection Development Division (CDD) performs a central role in the delivery of basic library services as collection development is a core service in all libraries and is the basis of the entire library service program. The selection and evaluation of books and other library materials are among the main functions of the CDD. However, librarians from the reading rooms of NLP and public librarians in the field also provide input and recommendations as to the books and other library materials to be acquired based on the needs of their respective clientele.

Functions:

- Selects and evaluates library materials for acquisition to enrich and expand the collection of NLP and affiliated public libraries all over the country;

- Performs mechanical organization of library materials;
- Maintains exchange program with both local and foreign institutions;
- Evaluates, receives and acknowledges gifts and donations; and
- Implements the provisions of Presidential Decree No. 812 (Legal and Cultural Deposit Law) and Republic Act No. 8293 (Intellectual Property Code).

Copyright Division

The Copyright Division of the National Library of the Philippines implements Book V of Republic Act No. 8293, “An Act Prescribing the Intellectual Property Code and Establishing the Intellectual Property Office, Providing Powers and Functions, and for Other Purposes” and Republic Act No. 10372, “Act Amending Certain Provisions of Republic Act No. 8293, otherwise known as the “Intellectual Property Code of the Philippines”, and for other purposes.

The Copyright Division also serves:

- as the repository of copyright-registered deposits
- In-charged to receive, classify and records copyright applications for registration
- prepares copyright registration and deposits certificates and issue copyright certificates and keeps and preserves copyrighted-registered works and supervises the conduct of public inspection of published materials.

Finance and Administrative Division

The Finance and Administrative Division is primarily responsible in implementing and executing administrative policies relative to the organization and functions of NLP as well as coordinating the activities of the various divisions with respect to administrative and support services. It exercises supervision over the following sections: Accounting, Personnel, Records, Budget and Fiscal, Property and Supply, Maintenance and Security Services.

Filipiniana Division

The Filipiniana Division of the National Library of the Philippines is the official repository of the country’s printed and recorded intellectual and cultural heritage.

Functions:

- Organizing, servicing, and preserving all forms of Filipiniana materials in the library
- Preparing guides to the various collections to facilitate easy access and retrieval
- Managing and developing all sections attached to it.

Information and Technology Division

The Information Technology Division (ITD) was created during the rationalization of the National Library of the Philippines (NLP) in 2007. The division was envisioned to implement information and communication technologies for NLP (2007 Rationalization Plan).

It took over the tasks assigned to the Information Technology Center (ITC), and the Philippine eLibrary Data Center.

Functions:

- Manage and maintain ICT facilities and information systems of NLP
- Manage and maintain NLP and Philippine eLibrary Data Center
- Provide ICT training for staff of NLP, NLP partners and public libraries (PLs)
- Provide ICT support services for NLP, NLP partners and PLs
- Perform ICT research and development activities in support of the goals of NLP

Public Libraries Division

The National Library of the Philippines acts as the central node of the country's public library system through the Public Libraries Division. It is responsible for linking public libraries particularly in terms of information system and service orientation.

Functions:

- Discharges the public library function of the National Library of the Philippines.
- Plans and conducts training programs, meetings, seminars and conferences for public librarians
- Provides guidance and technical assistance to local government units in the establishment, development and maintenance of public libraries and bookmobiles in the provinces, cities, municipalities and barangays throughout the country.
- Selects, evaluates and allocates books and other library materials for distribution to all affiliated public libraries all over the country.

Services:

- Establishment/Affiliation of Public Libraries
- Training/Conference/Seminars of Public Librarians
- Book Allocation
- Monitoring/Visitation/Ocular Inspection
- Bookmobile Services

Reference Division

The division responsible in providing access to foreign print and non-print library materials, children and young adults locally and internationally published books and serials, braille, large print, audio-books and an onsite/offsite access to e-resources. Services are for the general public including children, young adults and persons with print disabilities.

Research and Publications Division

The Research and Publication Division is responsible primarily for undertaking research on works of individuals identified with arts and culture. It publishes the Philippine National Bibliography, Research Guides Series, Special Bibliographies, Newsletter and Annual Report and is also responsible for the cultural events and exhibits hosted by the NLP.

Functions:

- Undertakes the publication of historical materials of NLP for preservation and posterity as well as the informative benefit of library users.
- Prepares manuscripts for publication based on studies made by the Technical Services section of the Bibliographic Services Division.
- Gathers, evaluates, and edits materials for publication.
- Contributes extensively to and participates actively in cultural activities of the NLP including shows, conferences, workshops, exhibits, and in-house tours.
- Prepares the NLP annual report, brochures, flyers and programs for special events as well as the NLP newsletter.

ONLINE APPLICATION REQUIREMENTS AND CRITERIA FOR CATALOGING IN PUBLICATION SERVICE

Cataloging in Publication (CIP) is a voluntary service offered free of charge to Philippine publishers by the National Library of the Philippines (NLP) through its Catalog Division. Its purpose is to produce standardized bibliographic descriptions for forthcoming Philippine publications. Once the cataloging are complete, publishers will receive an email in the form of CIP.

Cataloging in Publication (CIP) Eligibility

The following are the list of ineligible publisher and publication types:

1. Publisher types excluded from CIP
 - a. Publishers that do not have a Philippine address, even if their publications are written, printed or distributed in the Philippines.
 - b. Book vendors, distributors, and printers.
2. Publication types excluded from CIP
 - a. Books that are already published
 - b. Reprints where the imprint, publisher, content and format are unchanged
 - c. School material at the elementary and secondary levels such as student texts and teachers resources.
 - d. Audio-visual materials including mixed media. Examples, Videos, DVD's, audio cd's, kits.
 - e. Computer files/ programs. Examples: CD-ROMS, computer disk, websites.
 - f. Electronic versions of books.
 - g. Microforms
 - h. Music scores. Examples, Songbooks, music collections, etc.
 - i. Serials or Periodicals. Examples, magazines, journals, annuals and other publications issued regularly under the same title.
 - j. Reprint of a previously published serial issue
 - k. Travel guides
 - l. Ephemeral or consumable materials. Examples, trade catalogs, coloring books, comics, writing books, cut-out books, children's books.
 - m. Gift books. Examples, Illustrated collections of inspirational, humorous verse, sayings or quotations.
 - n. Maps, wall charts
3. The following are the list of eligible publication types:
 - a. Upcoming new and revised edition of books
 - b. Self-published books
 - c. Print on demand books
 - d. Graphic novels
 - e. Translated books published in the Philippines
 - f. Electronic books published simultaneously with printed books

Cataloging in Publication (CIP) Application Process

1. The application process starts when the publisher sends documentary requirements at catalog@nlp.gov.ph using the CIP Application Form. Using the subject: Application for CIP by Name of Publisher. Publishers are required to submit the galley proof of the library materials/works to be process:
 - a. Title page and Copyright page
 - b. Table of contents
 - c. Introduction and Preface
 - d. Sample content (Example Chapter 1)
2. Once the application and complete requirements are received, the Catalog Division will process the application within three (3) working days upon receipt of the application. Application received after 4:00 in the afternoon shall be processed on the following working day. If requirements are incomplete, the Catalog Division will inform the publisher by email.
3. The Catalog Division staff may contact the publisher in order to obtain additional information for completing the application.
4. The CIP data is then sent to the publisher by email. The publisher will signed the CIP conforme by email as well.
5. The publisher copies the CIP data and places it on the back of the title page.
6. If the publisher makes changes to the work, the Catalog Division should be notified immediately.

How to complete the Cataloging in Publication (CIP) Application Form Publisher Details

Provide the contact information for the main individual responsible for this application. It is the primary contact for all correspondence between the Catalog Division and the publisher regarding the application. Provide the publisher's name and address.

Publisher Address and Imprint (Trade name)

Provide the specific publisher name(s) and its address that will appear on the title page. (Sometimes publishers use different names or imprints, depending on the type of book or audience.)

Place of Publication

Provide the place(s) of publication exactly as it/they will appear within the work, including any abbreviations.

Co-publisher(s) (if any)

If the work is being published by more than one publisher, please provide the name of the additional publisher as it will appear within the publication.

Publication Details

Title and subtitle(s)

Provide the title and subtitle(s) exactly as they appear on the publication's title page.

Series title

Provide the series title exactly as it will appear on the book, as well as the ISSN, if applicable. When the series title appears in multiple languages, please provide all titles and indicate the order in which they will appear in the publication.

Series No.

If the application is for a book that is part of a series, please indicate the number associated with this particular volume.

Edition statement, if any

If applicable, indicate the current edition of the work as it will appear in the publication (e.g., second revised edition, third enlarged and corrected edition). Please include the names and responsibilities of any individuals associated with this edition (e.g., "with corrections and additions by [name]").

International Standard Book Number (ISBN) and Format

Provide the correct ISBN and for what format. Example: ISBN 978-971-556-053-5 (hardbound); ISBN 978-971-556-054-2 (pdf)

Author(s), editor(s), translator(s), illustrator(s), etc.

List all the authors and other contributors, specifying their roles and functions. Example, edited by [name], compiled by [name], translated by [name], exactly as they will appear on the title page, and in the order in which they will appear.

Audience

Provide the primary audience for whom the publication is intended.

Genre/topic

Summarize the contents of the work. Include the book's major characteristics, such as its scope, topic(s) or theme(s).

Requirements:

1. Title page and copyright page
2. Table of Contents
3. Introduction
4. Preface
5. Sample content (Ex. Chapter 1)

Processing of CIP data is 3 working days upon receipt of the listed requirements.

Application received after 4:00 in the afternoon shall be processed on the following working day.

Kindly click the link <https://tinyurl.com/nlpcip-application> or scan the QR code to fill-up the CIP application form.



For more information contact :
Ms. Susan M. Zamora
Email: catalog@nlp.gov.ph / (02) 5310-5034



ACCESS TO LIBRARY COLLECTIONS

Books, Serials and Braille

These are accessible onsite. Available titles can be viewed, selected, and reserved through this link: <http://web.nlp.gov.ph/nlp/?q=node/48> or click this QR code:



General Rules

1. Services are from Monday to Friday, 8:00 AM to 5:00 PM, excluding local and national holidays. During a state of national emergency, face-to-face services depend on the government's declaration.
2. Personal belongings can be brought inside the reading areas, but not for food and drinks.
3. All collections are for "room use" only except for braille and large print.
4. Service is on a first-come-first-serve basis.
5. Maximum of three (3) materials can be borrowed at the same time.
6. Anyone caught damaging facilities and/or stealing library materials shall be penalized according to the provisions of the Republic Act (RA) 2293.

Requirement:

1. One (1) Valid ID shall be presented to the Registration Area for the issuance of a free NLP Client Transaction Stub. An optional PVC NLP Library Card can be requested for a fee of Php100.00

Procedure

1. Select and reserve titles through the Online Public Access Catalog (OPAC).

2. Proceed to the Circulation Counter and present the NLP Transaction Stub/Library Card to the Librarian on-duty and for the issuance of pager.
3. Wait for the pager to buzz and proceed again to the Counter to claim the requested material/s.
4. Check-in the material after use in a provided terminal at the counter.
5. Return the utilized material at the designated shelf for used books.

eResources

Databases of ebooks, ejournals and audiobooks are accessible onsite or offsite through this link: <http://web.nlp.gov.ph/nlp/?q=node/10448>. Or scan the QR code below.



Braille and Audio-book Production

This service is available upon request by individuals who have print disability and/or organization/institution for reference and research needs of persons with print disabilities.

Requirements and Procedure

Submit request letter addressed to the Chief, Reference Division through Library for the Blind Section and send at email reference@nlp.gov.ph and nlpbs@nlp.gov.ph or through snail mail to be sent at:

Reference Division
National Library of the Philippines
T.M. Kalaw St., Ermita, Manila 1000

1. The request should include the following:
 - a.) Name and contact details of the client, title of the material to be reproduced, author and number of pages to be transcribed; and
 - b.) When is the material needed?
2. The client may email the full text of the book, upon approval of the request.
3. Reproduced materials can be picked up by the client or his/her representative. NLP can facilitate delivery via courier, the cost shall be borne by the requesting party.

CHILDREN AND YOUNG ADULTS SERVICES

Arts and Crafts Activity

This activity is conducted to develop creativity and art skills among children and young adults.

Live Kuwentuhan

Live interviews with librarians, authors, and illustrators of children's books focusing on topics that promote love for books and reading among children and young adults.

NLP Book Cart

This Book Cart loaded with reading materials is brought to the Luneta Park on any identified day/s for children, young adults and the general public who wanted to read books.

Outreach

Reaching out to the community, especially among children and young adults, who find difficulty in accessing library services is part of the advocacy of NLP. Outreach is conducted occasionally to identified communities in the country.

Interested individuals/groups/associations and organizations who have the same advocacy, usually tap NLP as one of their partners. Request/s for such can be accommodated upon availability of resources. Send letter request to the Director IV of NLP indicating the purpose, date and time through email at do@nlp.gov.ph or through snail mail at:

Director's Office
National Library of the Philippines
T.M. Kalaw St, Ermita, Manila

The request letter shall be sent three (3) weeks before the preferred date.

Puppet Show

A performance staged with puppets with the dialogue or music provided by a puppeteer.

Kuwentuto

A puppet show intended to promote literacy by providing facts, trivia and general information.

Storytelling

A book-based interactive storytelling conducted in solo, tandem, and chamber.

Read aloud

Read aloud is conducted one-on-one or by group. This activity improves the readers' information processing, vocabulary, and comprehension.

Online Kuwentuhan with the NLP Kuwentistas

Online storytelling sessions and puppet shows featuring locally published children's books and stories from the Let's Read Digital Library.

Storytelling, Puppetry, Arts and Craft Activity/Workshop

These services can be conducted to groups as requested, within NLP or outside. For request of activity and or workshop, a letter shall be sent to the Director IV of NLP indicating the name of activity and or workshop, purpose, date and time and number of audiences and or participants. Send the request at do@nlp.gov.ph or through snail mail at:

Director's Office
National Library of the Philippines
T.M. Kalaw St, Ermita, Manila

The request letter shall be sent three (3) weeks before the preferred date.

Online Reference Service

Chatbot_named Online Library Assistant (OLA) wherein clients can directly inquire via chat on the NLP website (<http://web.nlp.gov.ph/nlp/>). It can also be accessed through this link: <https://chatting.page/xgvujhtvqk4p14daae6yzvclgja8g9s1>. Or by scanning the QR code below.





COPYRIGHT APPLICATION

What is Copyright?

Copyright is a form of intellectual property right and refers to the legal term used to describe the rights that creators have over their literary and artistic works.

What Types of Rights does Copyright Provide?

- Economic Rights: refer to the rights of the author or copyright owner to derive financial reward from the use of his works by others.
- Moral Rights: refer to the rights of the author to claim authorship of the work (Right of Paternity) and the right to restrain the use of his name concerning any work, not of his creation or a distorted version of his work.

What is Covered by Copyright?

- Copyright covers literary and artistic works, which is understood to include every original work of authorship regardless of artistic or literary merit.
- Works covered by copyright include but are not limited to literary works such as novels, poems, and plays; newspaper articles; films and television programs; letters; artistic works including

paintings, sculptures, drawings, and photographs; architecture; computer programs; and advertisements, maps, and technical drawings.

How Do I Obtain Copyright Protection?

Copyrightable works are granted automatic protection under the Intellectual Property Code of the Philippines from the moment of their creation, irrespective of their mode or form of expression, as well as their content, quality, and purpose.

How Long Does Copyright Subsist?

In general, the term of protection of works under copyright covers the lifetime of the author and fifty (50) years after the author's death.

What is a Published Work?

A published work is one that has been made available to the public prior to its registration. This includes works that have been made available on the Internet through YouTube, Spotify, Amazon, etc, and those that were posted on blogs.

What is an Unpublished Work?

An unpublished work is one that has not been disseminated to the public at the time of registration.

How do I register my copyright over my work?

If copyright ownership is being claimed by the author:

The following requirements need to be submitted:

1. Two copies of the Accomplished Application Form and the duly notarized affidavit. The form is downloadable at <http://bit.ly/3av5w8g>.
2. Copies of the work being registered as deposit:
 - A. For books and other related printed works: Two printed copies of the work (if the work is still unpublished, the copies submitted should be bound (soft bound or ring bound).
 - B. For musical compositions, sound recordings, audiovisual works, or e-books: Two electronic copies saved in separate CDs or USB flash drives.
 - C. For works of drawings, paintings, architectural works, sculpture, engraving, prints, lithography or other works of art, models or designs for works of art and photographic works: Two photographs of the works (for sculptures, photographs should be all sides of the work being registered).
 - D. For Original Ornamental Design or Models for Articles of Manufacture and Industrial Objects, and Other Works of Applied Art: Two copies of the drawing of the design with the corresponding technical description.

- E. For Computer Programs: Two electronic copies saved in separate CDs or USB flash drives OR printed copies of the first 25 and last 25 pages of the source code (must be ring bound or soft bound).
- 3. Two pieces of documentary stamps (worth 35 pesos each).
- 4. Application Fee: Php. 200.00

If copyright ownership is being claimed by another individual who is not the author:

The following requirements need to be submitted:

- 1. Two copies of the Accomplished Application Form and the duly notarized affidavit. The form is downloadable at <http://bit.ly/3av5w8g>.
- 2. Copies of the work being registered as deposit:
 - A. For books and other related printed works: Two copies of the final printed work (lifework is still unpublished, the copies submitted should be bound (soft bound or ring-bound).
 - B. For musical compositions, sound recordings, audiovisual works, or e-books: Two electronic copies saved in separate CDs or USB flash drives.
 - C. For works of drawings, paintings, architectural works, sculpture, engraving, prints, lithography or other works of art, models or designs for works of art and photographic works: Two photographs of the works (for sculptures, photographs should be all sides of the work being registered).
 - D. For Original Ornamental Design or Models for Articles of Manufacture and Industrial Objects, and Other Works of Applied Art: Two copies of the drawing of the design with the corresponding technical description.
 - E. For Computer Programs: Two electronic copies saved in separate CDs or USB flash drives OR printed copies of the first 25 and last 25 pages of the source code (must be ring bound or soft bound).
- 3. Two pieces of documentary stamps (worth 35 pesos each)
- 4. A duly notarized document indicating the transfer of copyright ownership, — such as a waiver, deed of assignment, publishing agreement, affidavit of heirship, etc.
- 5. Application Fee: Php200.00

If copyright ownership is being claimed by an enterprise or corporation:

The following requirements need to be submitted:

- 1. Two copies of the Accomplished Application Form and the duly notarized affidavit. The form is downloadable at <http://bit.ly/3av5w8g>.

2. Copies of the work being registered as deposit:
 - A. For books and other related printed works: Two printed copies of the work (if the work is still unpublished, the copies submitted should be bound (soft bound or ring bound).
 - B. For musical compositions, sound recordings, audiovisual works, or e- books: Two electronic copies saved in separate CDs or USB flash drives.
 - C. For works of drawings, paintings, architectural works, sculpture, engraving, prints, lithography or other works of art, models or designs for works of art and photographic works: Two photographs of the works (for sculptures, photographs should be all sides of the work being registered).
 - D. For Original Ornamental Design or Models for Articles of Manufacture and Industrial Objects, and Other Works of Applied Art: Two copies of the drawing of the design with the corresponding technical description.
 - E. For Computer Programs: Two electronic copies saved in separate CDs or USB flash drives OR printed copies of the first 25 and last 25 pages of the source code (must be ring bound or soft bound).
3. Two pieces of documentary stamps (worth 35 pesos each)
4. A duly notarized document indicating the transfer of copyright ownership, such as a waiver, deed of assignment, publishing agreement, affidavit of heirship, etc.
5. Photocopy of DTI Registration (for single proprietorship) or SEC Certificate (for corporations)
6. Application Fee: Php 200.00

How much does it cost?

The application fee is Two Hundred Pesos per application.

Some points to note:

*** An Author or creator refers to the natural person who created the work.

*** If the applicant is a non-resident foreigner, he/she should appoint a local authorized agent by a special power of attorney to complete the copyright application on his/her behalf.

***If the applicant is a minor, the affidavit should be signed and executed by his/her parent or guardian.

*** If a representative is filing the application on behalf of the author, a special power of attorney, if representing a natural person or a Board Resolution or a Secretary's Certificate, if representing a juridical person, should be submitted.

*** Published works being submitted for copyright registration should carry a copyright notice printed in front or at the back of the title page (for books) or in any clear space (for non-book materials such as CDs, posters, brochures, etc.) in the following form: Philippine Copyright (Year of Publication) by (Name of Copyright Owner)

REQUIREMENTS FOR APPLICATION FOR COPYRIGHT REGISTRATION AND DEPOSIT

1. Application for Copyright Registration Form (two copies)
2. Affidavit (notarized)
3. *Deposit (two copies of the work being registered)
4. Registration Fee (Php 200.00)
5. Documentary Stamps (two pieces, worth Php 15.00 each)

For Corporate/Enterprise Applications (any of the following)

1. Certificate of Registration from SEC
2. Certificate of Business Name from DTI

****Supporting Documents (any of the following)**

1. Waiver of Copyright Ownership [] Deed of Assignment
2. Affidavit of Heirship
3. Publication Contract (with clause on transfer of copyright ownership)
4. Affidavit of Joint Ownership

Note:

*In filling up the application form, Question No. 8 pertains to the Date of Creation of the work, which must NOT be later than the date when the application is filed.

**For Original Ornamental Design/Works for Manufacture, the deposit shall be in the form of a drawing of the design and the corresponding technical description

**For published works, two copies of the final printed work must be submitted. The printed copies should have a copyright notice printed in front or at the back of the title page (for books) or on any clear space (for non-book materials, such as CDs, posters, brochures, etc.). The COPYRIGHT NOTICE shall be in the form, PHILIPPINE COPYRIGHT 20__(YEAR OF PUBLICATION) BY_____(NAME OF COPYRIGHT OWNER.)

***Applications where the Copyright Owner is NOT the Author must be submitted along with one of the supporting documents listed above. Applications with incomplete attachments or not filled up completely will not be accepted.

GUIDED LIBRARY/VIRTUAL TOUR

The National Library of the Philippines is offering a guided library tour to provide educational visits and promote NLP's collections and services facilitated by the Research and Publications Division (RPD). The Guided Library Tour is another way of NLP to showcase and promote awareness of its collections being the "repository of the printed and recorded cultural heritage of the country and other intellectual, literary and information sources," and contribute to the intellectual, social, and cultural progress of Filipino society.

In order to provide a safe and productive tour, NLP encourages all its library visitors to adhere to the following guidelines:

How to book a guided library tour

- A. Submit a guided tour request to the Research and Publications Division 3-5 days before the requested date of visit via this link <https://tinyurl.com/NLPtour> or scan the QR code:



- B. After accomplishing the Google form, attach a letter of request addressed to the Director of the National Library of the Philippines:

CESAR GILBERT Q. ADRIANO
Director IV
National Library of the Philippines

- C. The RPD will check the availability of the requested date of the tour and review the details of your request.
D. Once approved, the RPD will send an email regarding the Approval/Disapproval of your request.
E. All tours will be scheduled only during the regular hours of operation of the library: Mondays to Fridays (except holidays) 8:00 AM-5:00 PM

I. General Guidelines and Policy

A. Pre-tour activity

1. All visitors are encouraged to come on time according to the requested schedule of visit.
2. Library ID is not a requirement for the tour, but you can apply for a temporary ID if you wish to experience the book lending process.

3. Kindly notify the staff who will facilitate the tour if a member of the group has medical concerns or disability, so we can give the necessary attention.
4. All visitors will be asked to register upon their arrival at the NLP lobby. As part of the health protocols, visitors will be asked for a temperature check and wearing a mask is highly encouraged in the whole duration of the tour.
5. In case of cancellation of the tour, the requester must notify the NLP at least a day before their tour or earlier. The tour will not be rescheduled; the requester will be asked to submit a new request should the requester wishes to pursue the application request. If the cancellation is due to weather conditions, the tour may be rescheduled.

B. During the tour

1. All visitors are expected to abide by the rules and regulations of the library. Non-compliance to the rules and regulations will cause the cancellation of the tour.
2. Library visits will be appropriately supervised by the designated staff from the RPD.
3. Tours will only be allowed in the designated areas that are open to the public.
4. Visitors may only use the service elevator dedicated to them. In case of its unavailability, visitors shall use the stairs on the right side of the elevators.
5. Taking photos and video inside the Reading Rooms will not be allowed to avoid disruptions of its services.
6. In some cases, taking photos of the certain collections will also not be allowed, unless approved by the authorized personnel.
7. Group photos will be allowed at the lobby, outside the building, and at the receiving area.
8. The NLP staff will not be held responsible for the loss or damage of the personal belongings of the visitors.
9. Library visitors are expected to maintain proper behavior during the tour to maintain orderliness to avoid disruption of the activities of staff and library users.
10. Bringing of the following items during the tour is prohibited:
 - a. food or beverages
 - b. weapons
 - c. hazardous materials
 - d. pets (unless it is a service dog that accompanies a visitor with disability)
11. In case of an untoward incident or unexpected event, the library staff and visitors shall follow the necessary actions according to the enhanced Risk Management Guidelines and Public Service Continuity Plan of NLP.

C. Post-tour activity

1. After the tour, library visitors will be asked to accomplish a customer feedback form (<https://tinyurl.com/rpd-tour>)
2. For the purpose of promoting NLP tour services, selected photos of the tour will be posted with the permission and consent of the visitors.

II. Places to visit inside the library

A. The historical marker and monument

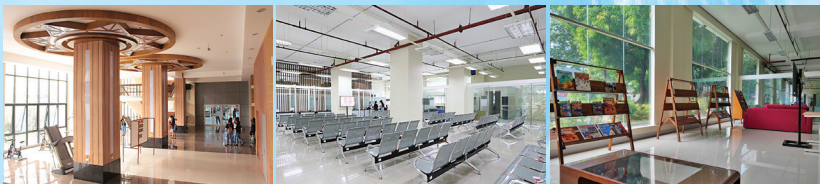


These two historical monuments, located in front of the NLP building, welcome the library visitors to the “gate of knowledge.”

Teodoro M. Kalaw (right side), former director of the National Library of the Philippines, was appointed twice in 1916–1917 and 1929–1931. On the left side is the monument of Apolinario Mabini, which by virtue of Resolution No. 2, s. 2015, the National Historical Commission Philippines (NHCP), was declared as one of Mabini’s national monuments.

The Historical Marker of the National Library of the Philippines (NLP), installed by the National Historical Commission of the Philippines (NHCP), contains a brief history of NLP since its establishment as Museo-Biblioteca de Filipinas on 12 August 1887.

B. NLP lobby and Common Service Area



The lobby on each floor is designed with grand pillars, which serve as the support of the building. The receiving area is where NLP’s other services such as the application for Copyright, ISBN, ISSN, ISMN, and legal deposits are accommodated.

C. Reading Rooms



The Reading Room areas are conducive and spacious, well-lighted, and fully air-conditioned.

D. Presidential Library



The Philippine Presidential Library aims at making the library collections of the Presidents of the Philippines accessible to all Filipinos, to increase the use of reading materials in the country, motivating research and use of valuable information. It will be located at the NLP 2nd floor Mezzanine and will soon be available “open-shelf” to the public.

III. Collections available for Public Viewing



- Facsimile copy of Dr. Jose Rizal's Noli Me Tangere and El Filibusterismo
- Philippine Insurgents Records
- Philippine Incunabula

IV. Other activities included in the tour (Upon request)

- Storytelling activity facilitated by the NLP Kuwentistas
- Book binding activity facilitated by staff of the Filipiniana Division
- AVP Viewing of the NLP digitized collections

How to book a Virtual Library Tour

- A. Submit a guided tour request to the Research and Publications Division 3-5 days before the requested date of visit via this link <https://tinyurl.com/NLPtour>.



- B. After accomplishing the Google form, attach a letter of request addressed to the Director of the National Library of the Philippines:

CESAR GILBERT Q. ADRIANO
Director IV
National Library of the Philippines

- C. The RPD will check the availability of the requested date of the tour and review the details of your request.
- D. Once approved, the RPD will send an email regarding the Approval/ Disapproval of your request.
- E. All tours will be scheduled only during the regular hours of operation of the library: Mondays to Fridays (except holidays) 8:00 AM-5:00 PM

Flow of the Program

- A. Pre-Activity
 1. Preparation in the Auditorium/Zoom Application
 2. Registration
 3. Orientation
 4. Ice Breaker
- B. During Virtual Guided Library Tour
 1. History of the NLP (Mandate, Mission and Vision)
 2. Services
 3. Collection
 4. Facilities
 5. Question and Answer
- C. Post Virtual Guided Library Tour
 1. Accomplish Feedback Form



INTERNATIONAL STANDARD BOOK NUMBER (ISBN)

What is a *Publisher*?

The publisher is the group, organization, company or individual (Maaaring ikaw ang may akda at ikaw din ang mamumuhunan sa iyong publikasyon) who is responsible for initiating the production of a particular publication. Normally, the publisher is also the person or body who bears the cost or financial risk in making a product available. It can be the author

What is an *ISBN*?

International Standard Book Number (ISBN) is an internationally recognized system whereby code numbers are assigned to books for easy identification and speedy exchange of information among publishers and all segments of the book industry and allied sectors. Specifically, it is a unique and unchangeable code number assigned to one title, one binding or edition of a published work.

An ISBN is not mandatory, and does not convey any form of legal or provide copyright protection on a work. It is essentially a product identifier used by publishers, booksellers, libraries, internet retailers and other supply chain participants for ordering, listing, sales records and stock control purposes. The ISBN identifies the registrant as well as the specific title, edition and format.

How much does it cost?

Per Public Advisory No. JET-02 dated November 11, 2022, application for **ISBN is FREE OF CHARGE.**

Do I need a different ISBN for each format?

Each format must have different ISBN, which means that if you have one book but will be published in different format, e.g. paperback, hardbound, pdf, epub, etc. each of these will have its ISBN.

How do I get an ISBN?

- If your are already registered as Publisher (Kung dati ka ng nakakuha ng ISBN)
 - If your are already registered as Publisher (Kung dati ka ng nakakuha ng ISBN)
 - Create an Account at <https://ins-poas.nlp.gov.ph/user/register>. Fill out the form.
 - Wait for an email notification to create your password and login;
 - Go to the “ISBN Application” menu and fill out the required information at the ISBN Information Sheet;

- Attached Title Page of the Book and Copyright Page (You may indicate any of the following Published by, A Publication of, Publisher, Inilathala ng) name of the Publisher and contact details (See sample copyright page)
- Click the Submit button.
- Wait for an email notification to know the status of your application.
- If this is your first time to apply for ISBN
 - Get a National Book Development Board Certificate of Registration/ Accreditation as **PUBLISHER (for enterprises) or as an AUTHOR/ WRITER (for YOUR OWN PUBLICATION ONLY)**. (Visit their website <https://books.gov.ph/nbdb-online-registration/>);
 - Create an Account at <https://inspoas.nlp.gov.ph/user/register>.
 - Fill out the form;
 - Wait for an email notification to create your password and login;
 - Go to the “ISBN Application” menu and fill out the required information at the ISBN Information Sheet;
 - Attached **Title Page** of the Book and **Copyright Page** (You may indicate any of the following Published by, A Publication of, Publisher, Inilathala ng) name of the Publisher and contact details (See sample copyright page)
 - Click the Submit button.
 - Wait for an email notification to know the status of your application.

ISBN Frequently Asked Questions (ISBN FAQs)

A Publication is eligible for ISBN if they meet all of the following three (3) criteria:

1. Text-based (e.g. printed, electronic books and pamphlets (and their various product forms).
2. Will be or are available to the public.
3. That they are not intended by the publisher to be updated regularly or continued indefinitely.

Any publication specifically created for one school or educational establishment will not be qualified for ISBN. It must be suitable for many schools, institutions, and others.

Other things to Note

- Apply for an ISBN when you’re almost ready to publish your book.
- Processing usually takes about 1-2 working day/s.

- Once you have an ISBN, you may apply for Cataloging-in-Publication through the Catalog Division or email at catalog@nlp.gov.ph, to know more about it visit <http://web.nlp.gov.ph/nlp/?q=node/683>
- You may now use your ISBN for Barcode and you can proceed to upload or print your books.
- Should you wish to have legal or copyright protection. You may visit <http://web.nlp.gov.ph/nlp/?q=node/646> to know more about it.
- Remember to submit two (2) copies of your printed books or CD/DVD or email / link of downloadable file of your ebooks to NLP within 30 days of publication. Per section 2 of the Decree on Legal and Cultural Deposit (PD 812) (a) Within one month from the date of any printed book, as this term is defined herein, is first delivered out of the press, the publisher of such book shall furnish, free of charge and in the same finish as the best copies of produced, two copies thereof to the National Library.”
- Please be aware that details of publisher are registered by the NLP to the International Centre <https://www.isbn-international.org/content/global-register-publishers-0>



INTERNATIONAL STANDARD SERIAL NUMBER (ISSN) PHILIPPINES

What is *ISSN*?

International Standard Serial Number (ISSN) is an international identifier for serials and continuing resources in the electronic and print worlds. It can be assigned to any serial or continuing resource whether past, present or to be published in the foreseeable future whatever the medium of production (e.g. print, online, CD-ROM, etc.).

An ISSN is not mandatory, and does not convey any form of legal or provide copyright protection on a work.

What is *serial*?

Serial is a continuing resource in any medium, issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion. Examples of serials include journals, magazines, electronic journals, ongoing directories, annual reports, newspapers, monographic series, and newsletters.

What is Ongoing Integrating Resources?

Ongoing integrating resources is an electronic publication that are updated such as websites, blogs, institutional repositories, directories and databases.

How much does it cost?

Per Public Advisory No. JET-01 dated January 26, 2022, application for ISSN is **FREE OF CHARGE**.

Do I need a different ISSN for each format?

Each format must have a different ISSN, which means that if you have one serials or continuing resources but will be published in different format, e.g. print, online, CD, DVD, etc. each of these will have its own ISSN.

A new ISSN may only be applied for in the following cases:

- The publication's medium changes (e.g. a print becomes an online).
- The publication's title changes.
- Different language editions.

Note:

Any changes made must be mentioned in the details of the old title, ISSN and the details of issues published during that period in the new journal(s)/serial(s).

How do I get an ISSN?**For Print Publication and CD/DVD**

To obtain an ISSN before the publication of the first issue of a print serial or before the release of a serial on CD-ROM, a mock-up must be provided with the request.

Please take note:

- ISSN shall not be requested a month before the release of the first issue; the National Centre reserve the right to defer the assignment of an ISSN requested in advance until a copy of the first issue has been received by the ISSN National Centre.
- The National Center reserves the right to refuse ISSN to those who have not provided the ISSN National Centre a mock-up or a manuscript with title page, editorial responsibility, frequency, and publisher indicated on it.
- Publishers must be aware that ISSN assigned ahead of publication won't be formally registered in the ISSN Register until the receipt proof of the effective publication of the serial.
- Complete information such as contact details (name of publisher/institution, address, telephone number, office telephone number, mobile number, e-mail [institutional domain]) should be given.

For Online publication

Due to recurrent and significant problems with online publications, the latter are usually not ISSN assigned ahead of publication. ISSN are assigned to online publications only after the release of the first issue, provided that this issue contains a significant number of articles. If it is considered that the first issue has not enough articles for being regarded as an actual and complete one, the ISSN assignment will be deferred. Regarding open access scholarly publications, 5 articles are considered as a minimum for making a complete issue.

Editorial boards and frequency statement with complete contact details (name of publisher / institution, address, telephone number, mobile number, e-mail (institutional domain) should be displayed on the publication website with valid URL.

Display of misleading/false information in the website will result in the rejection of the application.

Information / Documents needed for ISSN Assignment

- Create an Account at <https://ins-poas.nlp.gov.ph/user/register>. Fill out the form, no need to attached NBDB Registration.
- Wait for an email notification to create your password and login;
- Go to the “ISSN Application’ menu and fill out the required information at the ISSN Information Sheet;
- Attached mock-up of the publication;

For a print version: (In pdf) of the cover, title page and editorial page. The editorial page must show the name, address of the publisher and the frequency (e.g. Monthly, Quarterly, Annual, etc.).

For a CD-ROM version: (In pdf) of the label affixed on the disc and/ or on the container with the name, address of the publisher printed on, and the frequency (e.g. Monthly, Quarterly, Annual, etc.).

For an online version: the URL (electronic address) of the publication. The name, address of the publisher and the frequency (e.g. Monthly, Quarterly, Annual, etc.) must be displayed on the publication.

For a mobile version (for e-readers and smartphones): screenshots of the title screen and/ or of any other screens showing the name, the address of the publisher and the frequency (e.g. Monthly, Quarterly, Annual, etc.).

- Click the Submit button;
- Wait for an email notification to know the status of your application;

Please note that it is particularly important to indicate the complete contact information (name of publisher/institution, address, telephone number, mobile number, e-mail (institutional domain), place of publication, editorial board, and frequency statement to be printed or displayed on the serial or continuing resources.

ISSN Frequently Asked Questions (ISSN FAQs)

Other things to Note

- Processing usually takes about 1-2 working day/s.
- You may now use your ISSN for Barcode and you can proceed to upload or print your serials or continuing resources.
- Should you wish to have legal or copyright protection. You may visit <http://web.nlp.gov.ph/nlp/?q=node/646> to know more about it.
- Remember to submit two (2) copies of your printed serials or continuing resources. For online publications, you need to submit the

URL / website links within 30 days to be registered in the International Centre ISSN Portal (<https://portal.issn.org>).

- Please be aware that details of all serials and continuing resources titles are registered by the NLP are sent to the International Centre and this data is published in ISSN Online (<https://portal.issn.org>) and ISSN Compact (CD-ROM).

Let us know if you have more questions on applying for an ISSN with NLP!

Contact us at

Email: issn@nlp.gov.ph

Mobile Number: 0917-8718210

Trunklines:

(632) 5310-5056 ; (632) 5310-5029; (632) 5310-5031 to 32 ;

(632) 5310-5034 to 35; (632) 5336-7200 local 406 - 407



INTERNATIONAL STANDARD MUSIC NUMBER (ISMN)

What is *ISMN*?

International Standard Music Number (ISMN) is a unique 13-digit number for the identification of all printed and digital music publications i.e. notated music such as scores, vocal scores, sheet music, anthologies of music, music part or separate parts for a particular instrumentation from a specific publisher or producer. It is compatible with the international EAN-13 digit barcode, an internationally recognized system whereby code numbers are assigned to facilitate international cooperation and information exchange.

The ISMN is used to identify publications of notated music, whether available for sale, hire, gratis or for copyright purposes only.

The assignment of an ISMN to a publication of notated music, shall not imply any meaning or value as legal evidence with regard to the ownership of rights to that publication.

What is a *Registrant/Publisher*?

A registrant is a person or organization that has requested and received an ISMN for a publication of notated music from an appointed ISMN Registration Agency. The registrant is usually the publisher of the publication, but exceptions may be an intermediary who is acting on behalf of, or in place of, the publisher.

The publisher is the group, organization, company, or individual who is responsible for initiating the production of a particular publication. Normally, the publisher is also the person or body who bears the cost or financial risk in making a product available.

How much does it cost?

Per Public Advisory No. JET-01 dated January 26, 2022, application for ISMN is **FREE OF CHARGE**.

Do I need a different *ISMN* for each format?

A separate ISMN must be assigned to every different edition of an item. Specifically, a new ISMN is required when:

- there is a change in the musical or literary content of work, unless these are minor corrections.
- a literary text that is an integral part of a published musical work is altered.

- a translation of a literary text is added, removed or altered. A new ISMN must be assigned, even if text and/or music are otherwise unchanged.
- the physical size of an item is substantially changed in to produce a new full study or

An unchanged impression or unchanged reprint of the same item in the same format and by the same registrant must not be assigned a new ISMN unless there is a change in binding. Similarly, a reproduction supplied on demand from the same origination should not be assigned a new ISMN, even if a new reproduction date is indicated on the reproduction.

Price changes do not require the assignment of new ISMNs.

How do I get an ISMN?

- If you are already registered as Publisher.
 - Log in at <https://ins-poas.nlp.gov.ph/user/register>.
 - Wait for an email notification to create your password and login;
 - Go to the “ISMN Application” menu and fill out the required information at the ISMN Information Sheet;
 - Attach a Product form or the physical or digital properties of a publication that differentiate it as a product. E.g. the same edition of a publication may appear in different product forms: hardcover; Braille; .pdf; .html; etc. Product form or the physical or digital properties of a publication that differentiate it as a product. E.g. the same edition of a publication may appear in different product forms: hardcover; Braille; .pdf; .html; etc.
 - Click the submit button; and,
 - Wait for an email notification to know the status of your application.
- If this is your first time to apply for ISMN:
 - Create an account at <https://ins-poas.nlp.gov.ph/user/register>;
 - Wait for an email notification to create your password and login;
 - Fill out the form, no need to attached NBDB Registration / Accreditation;
 - Wait for an email notification to create you password and Log in
 - Go to the “ISMN Application” menu and fill out the required information at the ISMN Information Sheet;
 - Attach a Product form or the physical or digital properties of a publication that differentiate it as a product. E.g. the same edition of a publication may appear in different product forms: hardcover; Braille; .pdf; .html; etc.
 - Click the submit button; and,
 - Wait for an email notification to know the status of your application.

ISMN Frequently Asked Questions (ISMN FAQs)

Other things to Note

- Apply for an ISMN when you're almost ready to publish your book.
- Processing usually takes about 1-2 working day/s.
- Once you have an ISMN, you may apply for Cataloging-in-Publication through the Catalog Division or email at catalog@nlp.gov.ph, to know more about it visit <http://web.nlp.gov.ph/nlp/?q=node/683>
- You may now use your ISMN for Barcode and you can proceed to upload or print your product form.
- Should you wish to have legal or copyright protection. You may visit <http://web.nlp.gov.ph/nlp/?q=node/646> to know more about it.
- Remember to submit two (2) copies of your product form to NLP within 30 days of publication.
- Please be aware that details of publisher are registered by the NLP to the International Centre <https://www.ismn-international.org/directory>
- To know more about ISMN visit https://www.ismn-international.org/files/Web_ISMN_Users_Manual_2016.pdf

Let us know if you have more questions about applying for an ISMN through NLP!

Contact us at

Email: isbn@nlp.gov.ph

Mobile Number: 0917-8718210

Trunklines:

(632) 5310-5056 ; (632) 5310-5029; (632) 5310-5031 to 32 ;

(632) 5310-5034 to 35; (632) 5336-7200 local 406 - 407

LEGAL DEPOSIT

What is a Legal Deposit?

Legal deposit as a statutory obligation requires publishers, distributors and in some countries, printers to freely provide copies of their publications to the national collection. In many countries this scope is being extended to include electronic resources together with other forms of non-print media. (<https://www.ifla.org/references/best-practice-for-national-bibliographic-agencies-in-a-digital-age/organisation/legal-deposit/statutory-legal-deposit/>)

What is subject to legal deposit?

Any **printed book** is subject to legal deposit.

Book includes all printed literary works, musical arrangements, catalogues, periodicals, government publications, prints, photographs, drawings and other graphic arts, maps, plans, charts, and tables, and all supplements thereto, whether in their original form or adaptations or reproductions of the same, which are made available for sale or free distribution to the general public, but shall not include legal documents, printed forms, trade circulars, timetables, and other commercial documents.

Printed, as applied to books, means that which is produced by printing, lithography, photography, duplication, or any like process.

Who are subject to legal deposit?

- A. **Publisher** refers to the person, natural or juridical, which undertakes the production of a book and its offer for sale or free distribution. The publisher of a book may also be its printer.
- B. **Printer** refers to the proprietor of the printing establishment.
- C. The heads of the various departments, bureaus, offices, and branches of the government, including the provinces and municipalities, and government-owned and government-controlled corporations. **Fifty (50) copies of all printed reports or documents of any kind to serve as the mainstay of the exchange commitments of the National Library, both national and international**
- D. We also welcome voluntary deposits from Authors, Contributors or Editors

When to deposit a book?

The deposit shall be made within one (1) month from the date any printed book is first delivered out of the press.

Where to make a deposit?

The publisher of such book shall furnish, free of charge and in the same finish as the best copies of the same are produced:

- A. two copies thereof to the National Library of the Philippines (NLP); and
- B. a copy each to the University of the Philippines Main Library, the University of the Philippines Library at Cebu City, the Mindanao State University Library, and the Cultural Center of the Philippines Library.

Why deposit a book

There is an imperative need to preserve published and printed materials for posterity, and against unforeseen events and calamities such as fires, earthquakes, floods, or wars that may cause untold destruction to our national culture.

Thus, in case of total or partial non-fulfillment of the deposit, the publisher shall upon conviction be liable to a fine of not less than fifty (P50.00) Pesos nor more than five hundred (P500.00) Pesos and shall, likewise, be obliged to deliver the materials published or printed. If the copy of the material is no longer available, a reproduction thereof, or the value of the work, shall be added to the fine.

How to deposit a book?

1. Submit the copy of printed book either:
 - A. Electronically
 - ✓ One (1) best copy of the electronic/digital material (*The title of the publication should match the title in the information sheet.)
 - ✓ Accomplished Legal Deposit information Sheet
 - ✓ Scanned or Digital copy of Request letter (if requesting for Certificate of Legal Deposit)
 - B. Hand-deliver/Service Courier/Postal Mail
 - ✓ Two (2) best copies of materials (bound)
 - ✓ Accomplished Legal Deposit information Sheet
 - ✓ Request letter (if requesting for Certificate of Legal Deposit)
 - ✓ Refer to this address when sending your publications:

MELODY M. MADRID

Librarian V/Chief

Collection Development Division - Legal Deposit

National Library of the Philippines

T.M. Kalaw St. Ermita Manila, 1000, Philippines

Please scan the QR Code to access the Online Legal Deposit Information Sheet form:



1. The National Library of the Philippines shall confirm receipt of deposit by issuing Acknowledgement Receipt (AR) within the following period:
 - A. Legal Deposit received via Email/Service Courier/Postal Mail - within three (3) working days from receipt thereof except those received beyond 4:00 PM, in which case, the next working day.
 - B. Hand Deliver
 - I. **1 to 10 volumes / issues (serials)** - upon receipt of the deposit except those received beyond 4:00 PM, in which case, the next working day.
 - II. **10 volumes / issues (serials) above** - within 3 days from receipt thereof except those received beyond 4:00 PM, in which case, the next working day.

Printed copy of the Acknowledgement Receipt (AR) shall be claimed at the NLP or sent via email.

1. Upon request of the depositor, a Certificate of Legal Deposit (CLD) may be issued free of charge. However, certificates with dry seal shall have a minimal fee of One Hundred pesos (P100.00).

For more information please contact:

Landline: 5310-5035 loc 404/405

Email: legaldeposit@nlp.gov.ph/ cdd@nlp.gov.ph

Application for NLP Transaction Stub (FREE) or NLP PVC ID with fee

1. Get a stub from the IT Division Front Desk.
2. Fill up the online registration form.
3. Proceed to picture taking booth
 - 3.1. Get a small white board that is provided and affix your signature
 - 3.2. Fall in line for picture taking.

Optional:

Pay 100 for NLP ID (PVC) under TNLECO.



Melay



NLP JINGLE



Onyot

I

SUMIKAT NA NAMAN ANG ARAW
BAGONG KAALAMAN NAIS NA MATUTUNAN
MAY ISANG LUGAR NA SAYO'Y NAGHIHINTAY
IYONG MAKAKATUWANG SA IYONG TAGUMPAY

REF:

HALIKA NA, ISAMA ANG BUONG BARKADA
BAGONG KAALAMAN AY TUKLASIN NA!

CHORUS:

SAMA-SAMA TAYONG MATUTO
IIKUTIN ANG BUONG MUNDO
PALAWAKIN ANG KAALAMAN
SA NATIONAL LIBRARY!
SAMA-SAMA TAYONG MATUTO
IIKUTIN ANG BUONG MUNDO
PALAWAKIN ANG KAALAMAN
SA NATIONAL LIBRARY!
MAG-EENJOY KA DITO

II

HIKAYATIN NA SI LOLO AT LOLA
AT ISAMA NA RIN ANG BUONG PAMILYA
SABAY-SABAY TAYONG MAGSALIHSIK
ANG IMAHINASYO'Y ATING PALAWAKIN

*Melay and Onyot are the official mascots of the National Library of the Philippines. Together with the NLP Kuwentistas, they are the forefront of NLP's program in different Children's Activities such as promoting literacy and love for reading books.



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Published by:

NATIONAL LIBRARY OF THE PHILIPPINES

T.M. Kalaw Street, Ermita, Manila

Philippines 1000

Tel. No. 5310-5032

web.nlp.gov.ph

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