

Guidelines

Reviewed by:

Norlailawaty Ismail

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1 October 2024

Approved by:

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1 October 2024

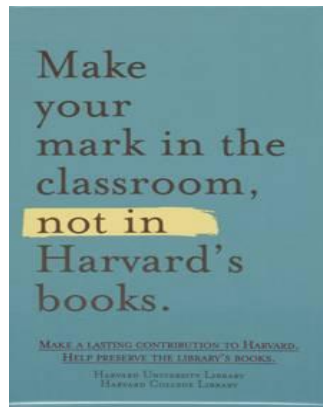
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These guideline cover any material that the library check-out to the user.

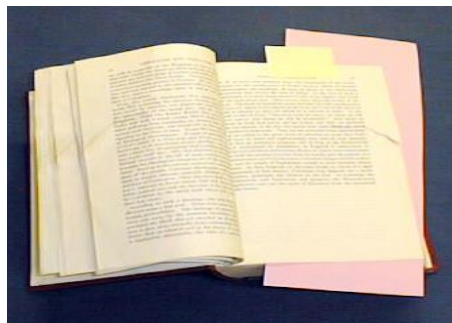
No.	EXPLANATIONS
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1.0	Minor Damage
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1.1	Minimal Scribble or Highlight on Pages
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1.2	Occasional Text Book Pages
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1.3	Torn Book Cover and Pages from Book Spine
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1.4 Minimal Barcode Damage



1.5 Minimal Defect of Call Number



1.6 Duplicate Barcode

2.0 Major Damage

2.1 Loose or torn covers



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2.2 The spine is torn or broken



2.3 Item are broken at the hinge where the cover folds back

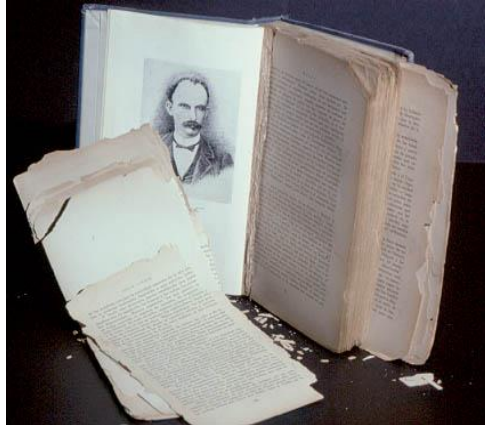


2.4 Pages are loose, torn or missing



2.5 Books with Brittle Papers

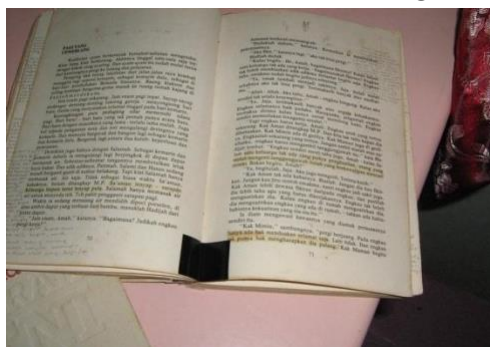
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2.6 Damaged pamphlet bindings ("gaylords")



2.7 Severe Scribble on Book Pages



2.8 Severe Barcode Damaged

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- 2.9 Damaged items (Major Repair), the Library Assistant (LA) or other Designated Officer (DO) shall fill-up the *Borang Baik Pulih Bahan Perpustakaan* and submit to Technical Services Division for further action.
- 3.0 When the LA or DO receive the repaired library materials from Technical Services Division, the LA or DO shall check the condition of the materials.
- 3.1 If the library materials not repaired according to the requirement, the LA or DO shall return the library materials to Technical Services Division for further repair.
- 3.2 If the library materials have been repaired according to the requirement, the LA or DO shall immediately acknowledge receipt of the library materials via *Borang Baik Pulih Bahan Perpustakaan*.