

Guidelines

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SCOPE:

This guideline is used for the selection of library collection in the general and Gift & Exchange categories.

1.0 SELECTION OF LIBRARY MATERIALS

- 1.1 After the contract is awarded, the Librarian and/or other Designated Officer (DO) shall do the selection of library materials systematically and accordance to GL-TS01.

2.0 METHOD OF SELECTING LIBRARY MATERIALS**2.1. Receiving Catalog from Publishers**

Upon receiving and compiling of catalogues/listings from supplier(s) or publishers, the Designated Officer (DO) may organize a library materials selection session involving:

- a. Designated Officers at Pustaka;
- b. Designated subject specialists;
- c. Organization/Department;
- d. The Public.

2.2 Selection from Book fairs and Warehouses

2.2.1 Library materials may also be selected directly from the following sources:

- a. Warehouses;
- b. Library materials showrooms;
- c. Bookshops;
- d. National and International Book Fairs

2.3 Selection from Organizations/Departments

Selection of library may be materials direct from agency or government agencies (state and federal).

2.4 Selection from Exchange Program

Selection of library materials receive from exchange program partners of institutions to form cooperation.

3.0 DUPLICATION CHECK

- 3.1 After receiving title listing from the process 1.2.1 and 1.2.2, library Assistant (LA) or Designated Officer (DO) shall check for duplicate titles/items in the Angka.sa2 system.

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- 3.2 If duplicate are found, the items/materials shall be replaced with the new titles. The DO Will than prepare the proposed list of titles for purchasing process and submit it to the Head of Technical Service Division.

4.0 ENDORSEMENT & APPROVAL

- 4.1. The Head of Technical Services Division shall present the proposed list to the *Jawatankuasa Pemilihan Koleksi Pustaka Negeri Sarawak* (JKPKP) for emdorsement before being presented in the Collection Development Management Committee (CDMC) for approval.

5.0 ACQUIRING OF LIBRARY MATERIALS PROCESS

5.1 BOOKS

5.1.1 Preparing the Draft Purchase Order (DPO)

- 5.1.1.1 Once approved, DO/LA shall create a Draft Purchase Order (DPO) containing the following details:

- | | |
|---------------|--------------------|
| a. Title; | h. Unit price; |
| b. Author; | i. Collection; |
| c. Language; | j. Item type; |
| d. ISBN/ISSN; | k. PO Description; |
| e. Publisher; | l. Spent event; |
| f. Year; | m. Create bib; |
| g. Quantity; | n. Classification |

- 5.1.1.2 Upon completion, the DO/LA shall:

- a. Prepare a cover letter
- b. Generate the DPO from the Angkas.sa2 system.
- c. Obtain the signature of the Superintending Officer (SO)
- d. Email the signed cover letter and DPO to supplier for availability confirmation within 14 working days.
- e. Send the original DPO and cover letter via post or make it available for self-collection at Pustaka.

- 5.1.1.3 The DO/LA shall follow up on the DPO status with the supplier three (3) days before due date.

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5.1.2 Preparing the Purchase Order (PO)

- 5.1.2.1 Upon receiving title/item confirmation from the supplier, the LA/DO shall:
- Prepare and generate the Purchase Order (PO) from Angka.sa2.
 - Attach the PO with a cover letter
 - Obtain the signature of the Superintending Officer (SO)
 - Email the signed PO and cover letter to the supplier.
 - Send the original PO and cover letter via post or make it available for self-collection at Pustaka.

5.1.3 Supplier Delivery Timeline

- 5.1.3.1 Once the supplier receives the PO, they shall supply the materials within the agreed contract timeframe:
- Local Publications – 25 days
 - Foreign Publications – 40 days

- 5.1.3.2 If the supplier unable to meet the deadline, they must submit an official request for an extension.

5.1.4 Purchase Order Extension Request

- 5.1.4.1 A supplier may request a maximum of three (3) PO extensions, subject to SO approval. Extension request must be made at least two (2) weeks before the due data.

- 5.1.4.2 Approved extension criteria include:
- Print on Demand (POD);
 - Shipment delayed from publisher to supplier;
 - Publication delay;
 - Emergency (Pandemic & nature disaster)

- 5.1.4.3 Receiving of books refer to **QP-TS-03 Receiving of Library Materials**.

5.2 SERIALS

- 5.2.1 Prepare Documentation for *Jawatankuasa Perolehan Terus* (JPT)

- 5.2.1.1 After approval, the Librarian and or DO shall :
- Complete the JPT Form.

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- b. Submit the form and required documents (supplier/publisher quotation, Negotiation price document and business license/ supporting documents to the Finance Management Division via MS Teams.

5.2.1.2 The process of purchasing for serials refer to **QP-FIN-01 Purchasing Control** under Perolehan Terus (Common Items).

5.2.1.3 After the approval, the DO/LA shall fill in the Borang Permohonan Perkhidmatan/Pembelian (refer to QP-FIN-01: Purchasing Control).

5.2.1.4 Once Service Order is ready, DO/LA shall email to supplier/publisher to supply the library materials.

5.2.1.5 Receiving of serials refer to **QP-TS-03 Receiving of Library Materials**.

5.3 ONLINE DATABASE

5.3.1 Renewal of Online Database

5.3.1.1 Upon approval, the Librarian and or DO shall :

- a. Complete the JPT Form.
- b. Submit the form and required documents (supplier/publisher quotation, Negotiation price document and business license/ supporting documents to the Finance Management Division via MS Teams.

5.3.1.2 The process of renewal of OnlineDatabase refer to **QP-FIN-01 Purchasing Control**.under Perolehan Terus (Common Items).

5.3.1.3 After the approval, the DO/LA shall fill in the Borang Permohonan Perkhidmatan/Pembelian (refer to QP-FIN-01 : Purchasing Control).

5.3.1.4 Once Service Order is ready, DO/LA shall email to supplier/publisher to supply the library materials.

5.3.1.5 Activation of online database refer to **QP-TS-03 Receiving of Library Materials**.

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5.3.2 Subscribing New Online Database

5.3.2.1 Technical Services Division shall request for 1 months or 1 to 3 months trial session from the vendor/publisher.

5.3.2.2 The Head of Technical Service Division shall prepare evaluation and recommendation report to be present in CDMC meeting chaired by CEO.

5.3.2.3 Upon approval, the Librarian and or DO shall :

- a. Complete the JPT Form.
- b. Submit the form and required documents (supplier/publisher quotation, Negotiation price document and business license/ supporting documents to the Finance Management Division via MS Teams.

5.3.2.4 The process of renewal of OnlineDatabase refer to **QP-FIN-01 Purchasing Control** *under Perolehan Terus (Common Items)*.

5.3.2.5 After the approval, the DO/LA shall fill in the Borang Permohonan Perkhidmatan/Pembelian (refer to OQ-FIN-01 : Purchasing Control).

5.3.2.6 Once Service Order is ready, DO/LA shall email to supplier/publisher to supply the library materials.

5.3.2.7 Activation of online database refer to **QP-TS-03 Receiving of Library Materials**.

6.0 CANCELLATION OF LIBRARY MATERIALS ORDERS

6.1 If the supplier request to cancel an item or the entire Purchase Order (PO), they must notify the Acquisition Unit via email, followed by the formal written letter. The letter must include proof and a concrete reason for the cancellation.

- 6.2 Acceptable reasons for cancellation include :
- a. Not yet published ;
 - b. Out of print ;
 - c. Out of stock ;
 - d. Publication abandoned ;
 - e. No sale rights outside publication countries ;

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- f. No response from publishers after 14 working days;
 - g. Publication cancelled;
 - h. Market restrictions;
 - i. Restricted title;
 - j. Delayed publication;
- 6.3 The Designated Officer (DO) / Assistant Librarian (AL) shall prepare a reply letter to the supplier confirming the acceptance of the cancellation
- 6.4 The Superintending Office (SO) must review and sign the cancellation acceptance letter
- 6.5 The signed letter shall be emailed to the supplier as official confirmation.
- 6.6 The acceptance cancellation letter shall be sent via post to the supplier or made available for self-collection at Pustaka.
- 6.7 The LA/DO shall cancel the PO in the ANGKA.SA2 Library Management System and update the status accordingly

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