

CHECKLIST FOR CONDUCTING LEGAL DEPOSIT ENFORCEMENT

Name of writer / publisher	:	
Date	:	
Place	:	

Before Program

Phase 1

NO.	CONTROL ITEM		YES	NO
1.	Identify writer/publisher			
2.	Contact writer/publisher by email, telephone, letter			
3.	Inform writer/publisher of incoming visit by scheduling date and time of visit			
4.	Confirm visit with writer/publisher			
5.	Prepare folder and content: -			
	5.1	Submission of Publication(s) for Legal Deposit form (LD/F1/2003)		
	5.2	Sarawak State Library Ordinance, 1999		
	5.3	Legal Deposit Brochure		
	5.4	e-TerbitS information		

Approving Officer (AO)	:	
Comment / Remarks	:	
Date	:	

DOCUMENT	:	FRM-SWK-01
REVISION NO.	:	5
EFFECTIVE DATE	:	15.01.2019

During Programme

Phase 2

NO.	CONTROL ITEM	YES	NO
1.	Brief writer/publisher on reason of enforcement touching on various aspects inclusive of, but not limited to the following:		
	1.1 Requirement of section 14(1) of <i>Sarawak State Library Ordinance, 1999</i> .		
	1.2 Benefits of Legal Deposit		
	1.3 Request for published materials		
	1.4 Advise on benefit of using International Standards: a. ISBN, ISSN, CIP & b. e-TerbitS		
	1.5 Advise on additional requirements under Act 331/1986		
2.	Collect material if available		

Approving Officer (AO)	:	
Comment / Remarks	:	
Date	:	

After Programme

Phase 3

NO.	CONTROL ITEM	YES	NO
1.	Show appreciation to writer/publisher for their cooperation.		

Approving Officer (AO)	:	
Comment / Remarks	:	
Date	:	

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