

Quality Procedure

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1st April 2025

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Purpose

This procedure is established and maintained to ensure that the processes of acquisition of library materials are done systematically and in accordance with approved procedure by the librarian or designated officers within the contract period to support Quality Management System, in achieving customer satisfaction/ in meeting customer needs.

Scope

This procedure covers the selection of new or current titles/ materials that are to be acquired using the Development and Operation Fund. It applies specifically to selection and acquisition of library materials in Pustaka Negeri Sarawak (PUSTAKA).

Process Details

1.0 Selection of Library Materials

- 1.1** After the Supply and Delivery of Library Resources and Materials tender contract is awarded, the Librarian and/or Designated Officer (DO) shall do the selection of library materials systematically in accordance with **GL-TS-MR-01 Acquisition of Library Materials Guidelines** and **PM-TS-01 The Collection Development Policy**.

2.0 Purchase of Library Materials

- 2.1** Upon the selection is done, the Librarian and/or Designated Officer (DO) shall make and submit the requisition of the library materials by letter or email to the supplier of the library materials in accordance with **QP-CM-MR-04 Purchasing Control** and **GL-TS-MR-01 Acquisition of Library Materials Guidelines** regulatory requirement and stipulated time in the tender contract for local publication and foreign publication.

3.0 Monitor Supplying of Library Materials

To monitor the supply of library materials, the Librarian and/or designated officer (DO) shall refer to the **GL-TS-MR-01 Acquisition of Library Materials Guidelines**.

4.0 Cancellation of Library Materials

For the cancellation of library materials, the Librarian and/or designated officer (DO) shall refer to the **GL-TS-MR-01 Acquisition of Library Materials Guidelines**.

5.0 Control of Documented Information

- 5.1** Upon completion of the acquired library material processes, the Librarian and/or **Online copy of this documented information is the latest**

designated officer (DO) shall immediately forward the documented information such letter and minute of library materials selection to Registry for safekeeping in file in file based on awarded suppliers.

- a) The documented information shall be categorized as open document and can be accessed and maintain by Registry Unit staff.
- b) The acquisition of library materials file based on awarded tender shall be kept for minimum 7 years.
- c) Upon documented information has passed their retention periods, the Registry Officer shall within 30 working days and through email seek the permission of the Chief Executive Officer (CEO) to dispose in accordance with Sarawak State Government Record Management Regulations and practice.

6.0 Disposal of Documented Information

- 6.1** When the file has reached its retention period, the Head of Corporate Management Division shall seek the advice of the Departmental Record Officer for the disposal of the file.

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