Quality**Procedure**

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Purpose

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

Scope

This procedure applies to the following processes in Pustaka Negeri Sarawak (PUSTAKA) :

a) Receipt of library materials
b) Data processing/Entry in system
c) Cataloguing and classification of library items/ original cataloguing.
d) Physical processing of library materials
e) Verification of Bibliographic and Authority Records

Process Details

1.0 Data Entry

1.1 Upon receiving and/or completing the item with **FRM-TS-03 Material Processing Form** from Acquisition Unit, the LA/DO shall check the availability of the item bibliographic record in the **ANGKA.SA2 Library Management System, Cataloguing Module**.

2.1.1 If the Bibliographic Record does not exist in the system, the LA/DO shall proceed with copy cataloging via online database in accordance with **GL-TS-MR-02 Cataloguing and Classification Guidelines**, section **3.0 Copy Cataloguing.**

2.1.2 If the Bibliographic Record is not available in the online database, the Librarian or DO shall proceed with original cataloguing in accordance with **GL-TS-MR-02 Cataloguing and Classification Guidelines**, section 1.0.

2.2 Once the bibliographic record is completed, the LA/DO shall immediately proceed with item listing in accordance with GL-TS-MR-02 Cataloguing and Classification Guidelines, section **4.0 Data Processing in ANGKA.SA2 Library Management System.**

3.0 Physical Processing of Library Materials

3.1 After the completion of data processing, the LA/DO shall handover the item to the processing staff to process the items in accordance with **GL-TS-MR-03 Panduan Pemprosesan Bahan Perpustakaan.**

3.2 Upon completion, the LA or DO shall update the stamped library materials processing check list on the **FRM-TS-03 Material Processing Form.**

4.0 Verification Process

4.1 After the Bibliographic Record and/or Authority Records have been identified, the Librarian or DO shall proceed with the verification of bibliographic records and authority records in accordance with **GL-TS-MR-02 Cataloguing and Classification Guidelines**, section **5.0 Verification of Bibliographic and Authority Record.**

5.0 Assignment of Locations

5.1 Once the processing is done, the LA/DO send the library materials according to their assigned location as follows:

a) Administrative Office
b) Al-Bayt Square Commercial Centre
c) Children Infotheque
d) Close Stack
e) Multimedia Galeri (MMG) Serial Area
f) Special Collection Room
g) Technical Services Office
h) Information Resource Centre

6.0 Control of Documented Information

6.1 Upon the completion entering the bibliographic data, the record shall be stored within the Cataloguing Module of the Library Management System ANGKA.SA2.

6.1.1 The bibliographic record shall be categorized as open documented and can be access by everyone.

6.1.2 The bibliographic data shall be kept in the Library Management System ANGKA.SA2. as long as the system still in use.

6.1.3 The Material Processing Form should be kept until Verification of Bibliographic is done.

7.0 Disposal of Documented Information

7.1 When the file has reached its retention period, the Head of Technical Services shall seek the advice of the Departmental Record Officer for the disposal of the file.