Guidelines

Reviewed by:	**Approved by:**
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1.0 Selection of Library Materials Through Tender

1.1 Upon receiving and compiling catalogs or listings from suppliers or publishers, the Library Assistant (LA) or Designated Officer (DO) shall:

a) Conduct a library materials selection session with the DO at Pustaka Negeri Sarawak; or
b) Organize a selection session with a designated subject specialist; or
c) Organize a selection session with the relevant organization or department; or
d) Organize a selection session with the public; or
e) Send catalogs or listings to a recognized subject specialist; and/or
f) Facilitate selection process with the superintending officer (SO).

1.2 Catalogs and listing of library materials may also be selected from the following locations or events:

a) Warehouse
b) Library materials showroom
c) Bookshop
d) Book fair
e) Organizations, agencies, or departments
f) Individual collections

1.3 Library materials may also be selected based on user requests. For guidelines on handling user requests, refer to **GL-TS-MR-08 Guideline for Handling User Requests for Library Materials.**

1.4 Upon receiving the catalogues/listings as part of the process outlined in Sections 1.1, 1.2, and/or 1.3, the Library Assistant (LA) or Designated Officer (DO) shall:

a) Prepare a listing of library materials and conduct a selection session.
b) Upon completion of the selection process, compile the selected listings and submit them in writing to the Superintending Officer (SO) for endorsement.
c) The SO shall review and approve the library materials listing within five (5) working days.
d) The endorsed listing shall be presented to the Collection Development Management Committee (CDMC) for final approval.
e) Upon approval, generate a Draft Purchase Order (DPO) listing in the Acquisition Module of the **ANGKA.SA2 Library Management System**.
f) The LA or DO shall check for duplication in the **ANGKA.SA2 Library Management System, Acquisition Module**. Any duplicated entries found in the system shall be excluded from the DPO.
f) The finalized DPO shall be sent to the supplier via letter or email for availability confirmation. The supplier must respond to the DPO status within **fourteen (14) working days**.
g) If an extension is required, the supplier must notify the Acquisition Unit via email or in writing.
h) Item will be cancelled from listing if the supplier cannot supply the

requested item because of certain issues such as:

i. Not yet published
ii. Out of print
iii. Out of stock
iv. Publication abandoned
v. Not for sale outside publication countries/no sale right
vi. No response from publishers after the due date given
vii. Publication canceled
viii. Market restricted
ix. Restrictive title
x. Delay in publication

i) Upon receiving confirmation from supplier, the LA or DO shall prepare Purchase Order (PO).

2.0 Purchase of Library Materials

2.1 To purchase library materials, the LA or DO shall:

a) Prepare a purchasing cover letter and upload it to the Correspondence and Case Tracking Unified System (CACTUS) for reference number request and for SO's signature.
b) Create selected titles per Purchase Order (PO) in the ANGKA.SA2 Library Management System, Acquisition Module.
c) Print Purchase Order (PO)
d) Upload signed softcopy of the letter and PO in the CACTUS or keep the copy of cover letter and PO to registry.
e) Enclosed (a) and (c) together to be send to supplier by email.

2.2 Once the supplier received the PO, the supplier must supply the library materials within stipulated timeframe, as agreed in the tender contract.

3.0 Monitor Supplying of Library Materials

3.1 The LA or DO shall monitor the Purchased Order(PO) due date to ensure timely delivery of materials.

3.2 The LA or DO shall receive the notification ANGKASA Purchase Order Overdue List from Library Management System ANGKA.SA2 and take the necessary follow-up actions, including contacting the supplier for an update on the order status and reporting any issues to the Librarian or Superintending Officer (SO) for further action.

3.3 To ensure adherence to the contract, the supplier may request a PO extension up to three (3) times pe PO, subject to SO approval.

3.4 For both foreign and local publications, the supplier must request an extension at least fourteen (14) days before the PO due date. This request must be submitted via email, followed by a written letter, and supporting evidence.

3.5 The following conditions may justify a PO extension:

a) Print on Demand (PoD)
b) Shipment delays from the publisher to the supplier.
c) Publication delays
d) Emergencies (e.g. pandemics, natural disasters)

3.6 The SO shall reply to the supplier's extension request via written letter within seven (7) working days.

4.0 Cancellation of Library Materials

4.1 Library material orders may be cancelled due to the following reasons:

i. Out of stock
ii. Publication abandoned
iii. Not for sale outside publication countries/no sale right
iv. Publication cancelled

4.2 If a supplier requests to cancel an item in the PO or the entire PO, the supplier must notify the LA or DO via email, followed by an official written letter, providing proof and a valid reason for the cancellation.

4.3 The SO shall respond to the supplier via a written letter within seven (7) working days.

4.4 The LA shall update the **ANGKA.SA2 Library Management System** to reflect the cancellation and change the item status accordingly.

5.0 Receiving of Library Materials

5.1 The receiving process for library materials shall adhere to the procedures outlined in QP-TS-MR- Receiving of Library Materials.