

Guidelines

Prepared by:

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25th November 2021

Reviewed by:

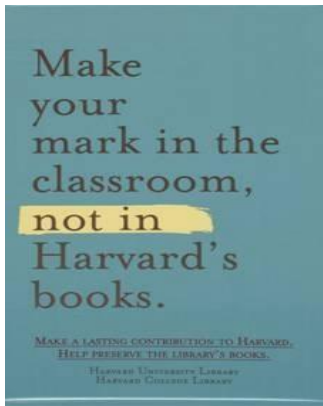
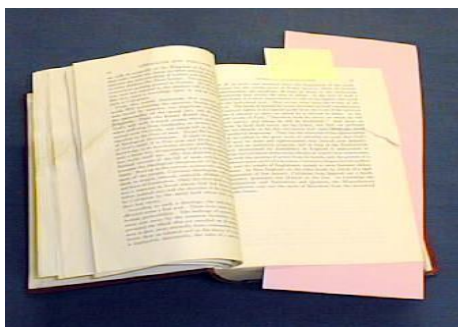
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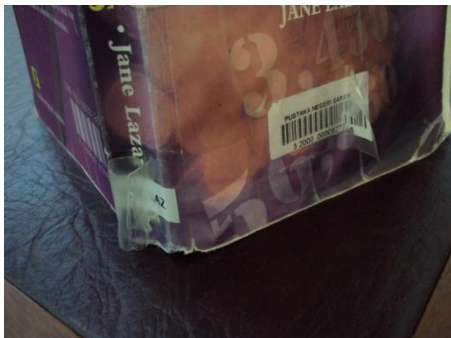
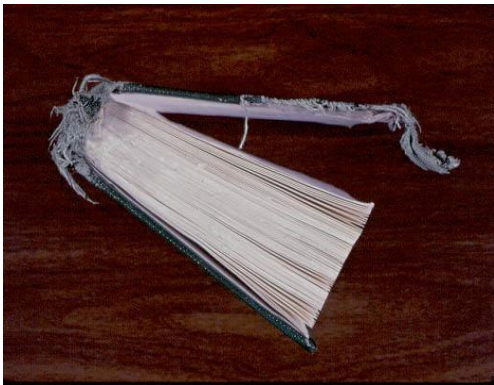
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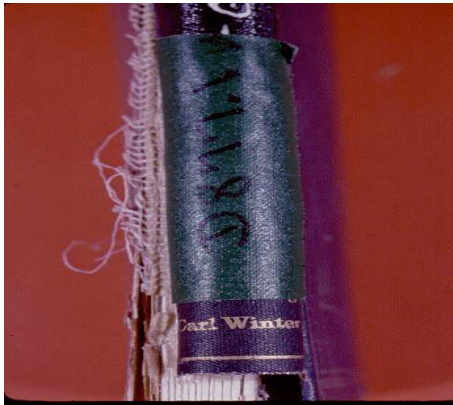
These guideline cover any material that the library check-out to the user.

PHASES	EXPLANATION
1.0	Minor Damage
1.1	Minimal Scribble or Highlight on Pages 
1.2	Occasional Text Book Pages 
1.3	Torn Book Cover and Pages from Book Spine 

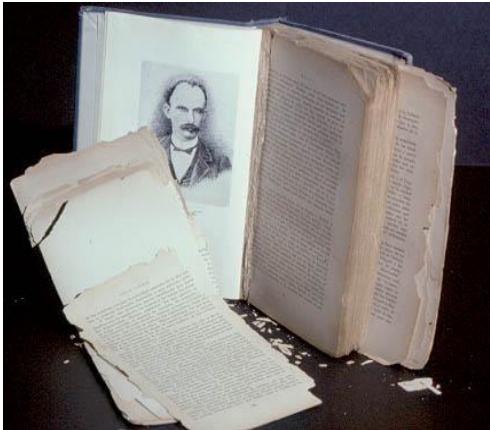
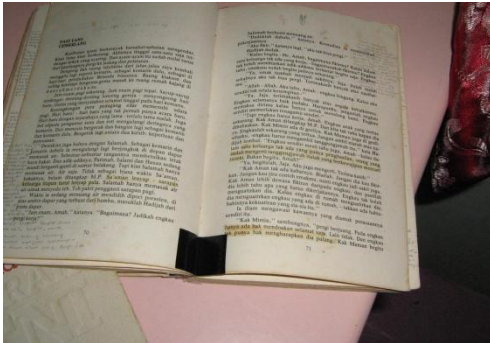
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1.4	Minimal Barcode Damage  A photograph of a book's spine and front cover. The book is purple and orange. A white barcode label is affixed to the spine, showing some wear and a small tear at the bottom.
1.5	Minimal Defect of Call Number  A close-up photograph of a book's spine. A white call number label is visible, showing some wear and a small tear at the bottom.
1.6	Duplicate Barcode
2.0	Major Damage
2.1	Loose or torn covers  A photograph of a book lying flat on a dark surface. The book's cover is severely damaged, with the top half of the cover missing or torn away, revealing the underlying pages and binding structure.

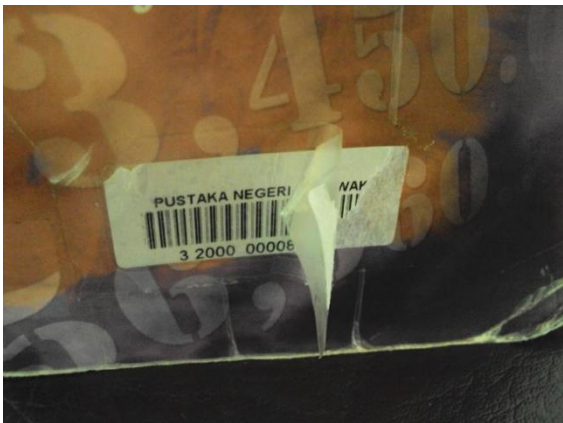
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2.2	The spine is torn or broken 
2.3	Item are broken at the hinge where the cover folds back 
2.4	Pages are loose, torn or missing 

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2.5	Books with Brittle Papers 
2.6	Damaged pamphlet bindings (“gaylords”) 
2.7	Severe Scribble on Book Pages 

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2.8	Severe Barcode Damaged 
2.9	Damaged items (Major Repair), the LA or other Designated Officer (DO) shall fill-up the Damaged And Repairing Library Material Form and submit to Technical Services Division for further action.

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