

Guidelines

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25th November 2021

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25th November 2021

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Document No. : GL-IS-MR-04
Revision No. : 1
Effective Date : 25th November 2021

These guidelines cover borrowing and returning of library materials.

PHASE**EXPLANATIONS****Borrowing of Library Materials**

- 1 If the user is a registered member, the LA or DO shall proceed the request to borrow the library materials via Circulation Module, Library Management System (ANGKA.SA2).
- 2 During offline service, borrowing library materials is not allowed.
- 3 If the user is not a member yet, the LA or DO shall advise the user to register as a member. If the user refuses to register, the process ends here. Refer to procedure **QP-IS-MR-01 – Membership Management**.

Returning of Library Material

- 1 Upon receiving the library material, LA or DO will check the physical condition of library materials, to see either it is in good condition or some forms of damages have happened to the library materials.
- 2 During offline service, the LA or DO shall process the library materials for returning and the transaction will be recorded in **FRM-IS-MR-05 Manual Library Material Returning Form**.
- 3 If the returning library material is damage, refer to **GL-IS-MR-03 Determining The Category of Damaged Library Materials** and **Section 7.0** in **QP-IS-MR-02 Circulation Service** for further action.

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