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Guidelines

Reviewed by:	**Approved by:**
Fiona Ravia Anak Asing	*Nurfarathul Aqma Binti Julani*
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Online copy of this documented information is the latest

1.0	SELECTION OF LIBRARY MATERIALS
1.1	After receiving and completing compilation of catalogs/listings from supplier(s)/publishers, Superintending officer (SO)/designated officer (DO) may: a) Organize "Library Materials Selection Session" with appointed officer in Pustaka; or b) Organize "Library Materials Selection Session" with focus group designated subject specialist; or c) Organize "Library Materials Selection Session" with organization/ department; or d) Organize "Library Materials Selection Session" with community or public; or e) Title received from registered member; or f) Participate in National and international book fair/ warehouse; or g) Selection from agency department publication; or h) Selection from local writer association.
1.2	Upon receiving of selected titles in lieu of the process in 1.1, the Library Assistant (LA) or designated officer (DO) shall: a) Prepare listing for review and approval by the Jawatankuasa Pemilihan Koleksi Pustaka Negeri Sarawak (JKPKP) and Collection Development and Management Committee (CDMC). b) Upon approval, check duplication for all the items and prepare Draft Purchase Order (DPO). c) Assistant Librarian (AL) or Designated Officer will prepare a cover letter for superintending officer to sign. d) Send Draft Purchase Order (DPO) to suppliers for status checking via email. e) Receive Draft Purchase Order (DPO) response from suppliers within 14 working days. f) The Supplier need to notify Assistant Librarian (AL) or Designated Officer (DO) by email with official documentation. g) If the supplier wishes to extend the checking periods, they need to notify Designated Officer (DO) via email. h) Item will be cancelled from listing if supplier cannot supply the requested item(s) because of certain issues such as: i. Not yet published; or ii. Out of print; or

	iii. Out of stock; or iv. Publication abandoned; or v. Not for sale outside publication countries/no sale right; or vi. No response from publishers after the due date given (14 working days); or vii. Publication cancelled; or viii. Market restricted; or ix. Restrictive title
2.0	**PURCHASE OF LIBRARY MATERIALS**
2.1	Superintending Officer (SO) or Designated Officer (DO) shall acquire the library materials from suppliers commissioned by Pustaka Negeri Sarawak.
2.2	The purchasing of library materials can be done through: i. Collection development funds (Pustaka Sibu's collection) ii. Operation funds (Purchase requested by other divisions)
2.3	Once Draft Purchase Order (DPO) has been confirmed by the suppliers, Assistant Librarian (AL)/Library Assistant (LA)/Designated Officer (DO) shall: a) Create a maximum of 10 selected titles per Purchase Order (PO) in the ANGKASA Library Management System (Acquisition Module); b) Print Purchase Order (PO) and prepare cover letter with reference number for Superintending Officer (SO) approval; c) Copy of cover letter and PO shall be kept at the following locations: i. Acquisition Unit; and ii. Registry Unit; d) Enclosed (b) to be sent to supplier via email and courier. e) Ensure the original copy is sent to the supplier. f) Additional copies shall be kept at the Acquisition Unit (ACQ) and Registry for record-keeping.

2.4	Once the supplier receives the Purchase Order, they shall respond and supply the library materials within the stipulated time as agreed in the tender contract, which is twenty-five (25) days for local publications and forty (40) days for foreign publications.
3.0	**PURCHASE ORDER CANCELLATION**
	Cancellation of Library Materials is a process of cancelling the library materials after Purchase Order (PO) has been generated in ANGKA.SA2 System. It may be caused by certain issues faced by supplier after committed to supply It may be caused by certain issues faced by supplier after committed to supply the materials as follows: i. Out of stock; or ii. Publication abandoned; or iii. Not for sale outside publication countries/no sale right; or iv. Publication cancelled; or v. Not yet published
3.1	Library Assistant (LA) or Designated Officer (DO) shall keep on checking the Purchase Order (PO) due date to make sure item will be deliver on time.
3.2	If supplier notify Acquisition Unit to cancel the one item in the Purchase Order or the whole Purchase Order, they need to notify Assistant Librarian (AL) or Designated Officer (DO) an email followed by written letter with proof from publisher and concrete reason why they need to cancel the order.
3.3	Library Assistant (LA) need to update the Purchase Order in ANGKA.SA2 Library Management System (Acquisition Module) and change the status.
3.4	The supplier shall notify Assistant Librarian to request for cancellation approval from the Superintending Officer (SO). Once approved, Assistant Librarian (AL)

	or Designated Officer (DO) shall keep a copy of Approved Cancellation Letter & Canceled Purchase Order at the following locations for filing purposes: i) Acquisition Unit; and ii) Registry Unit. Meanwhile, the original copy of Cancellation Letter & Canceled Purchase Order shall be sent to the supplier via email and courier.
4.0	**SUPPLY MONITORING OF LIBRARY MATERIALS**
	This is to ensure all delivery process of library material supply to Pustaka Negeri Sarawak are accordingly followed with the contract awarded to the supplier.
4.1	The supplier is allowed to request for Purchase Order extension up to three (3) times per Purchase Order, subject to Superintending Officer approval. Approval criteria are as follow: a) Print on Demand (PoD); or b) Shipment delayed from publisher to supplier; or c) Publication delay; or d) Emergency (Pandemic & nature disaster).
4.2	The supplier needs to notify Assistant Librarian (AL) or Designated Officer (DO) to request for extension at least 2 weeks before Purchase Order due date for both foreign and local publication.
4.3	If supplier notify Acquisition Unit to extend Purchase Order, they need to notify Assistant Librarian or Designated Officer an email followed by written letter with proof from publisher and concrete reason why they need to extend the order.
4.4	The supplier shall notify Assistant Librarian to request an extension approval

	from the Superintending Officer (SO). Once approved, Assistant Librarian (AL) or Designated Officer (DO) shall keep a copy of Approved Extension Letter at the following locations for filing purposes: j) Acquisition Unit; and ii) Registry Unit. Meanwhile, the original copy of Approved Extension Letter shall be sent to the supplier via email and courier.
5.0	**RECEIPT OF LIBRARY MATERIALS**
	Library Assistant or Designated Officer shall receive library materials according to **QP-TS-SB-03 Receiving of Library Materials.**