

Guidelines

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This guidelines cover borrowing, renewal and returning of Bulk Loan Service. Bulk loans of library materials are available from the Pustaka Negeri Sarawak, Sibuan upon request and are offered to government departments, institutions, organizations, associations, and schools of all types.

1.0 Registration of Bulk Loan Membership

- 1.1 Upon receiving a request from agencies, the Designated Officer (DO) shall check the agency's membership status using the agency's ID number.
- 1.2 If the agency has not registered, the DO will advise the agency to register.
- 1.3 For membership registration for Bulk Loan, the agency is required to nominate a focal person as Person in Charge (PIC).
- 1.4 The PIC (authority given by the headmaster/principal/head of department/organization chairman) is responsible for borrowing the materials.
- 1.5 The PIC must present an Authorization Letter signed by the headmaster/principal/head of department/organization chairman for each year when borrowing the materials.

2.0 Borrowing of Bulk Loan Materials

- 2.1 The PIC shall search the library materials via Online Public Access Catalog (OPAC) or ANGKA.SA2 Application. Maximum of items that can be borrowed are up to **500 items**.
- 2.2 A bulk loan collection can be all fiction, all non-fiction, or a mixture of both including printed and audio visual (AV) items excludes **Reference and Legal Deposit materials**.
- 2.3 The loan period for bulk loan are **90 days**.

3.0 Retrieving of Bulk Loan Materials

- 3.1 Selected library materials will be taken from the shelves by Pustaka's staff and the PIC based on the listing provided by the organizations / agencies.

4.0 Delivery of Bulk Loan Materials

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- 4.1 Provision of containers and transportation of bulk loans to and from Pustaka Negeri Sarawak, Sibul is the responsibility of the borrowing agency, library, school, department, or institution.

5.0 Renewal of Bulk Loan Materials

- 5.1 The PIC is fully responsible to renew or return borrowed items before or on the due date.
- 5.2 The PIC may request for extension of borrowing period of library materials via:
- (a) Telephone;
 - (b) WhatsApp; or
 - (c) E-mail to DO at least one (1) or two (2) days before the due date.
- 5.3 The borrowing period of library material which is initially lent for a period of **90 days** may be extended for an **additional four (4) weeks**, subject due to the following conditions:
- (a) No reservations from other registered members of Pustaka Negeri Sarawak.
 - (b) The borrowing period of the library materials is not overdue.
- 5.4 Overdue fine must be paid before extension can be done. If the library materials are overdue, the DO shall refer to Step 2 in **QP-IS-SB-02 Circulation Service**.

6.0 Returning of Bulk Loan Materials

- 6.1 When PIC return the library material at the counter, the DO shall:
- (a) immediately scan the library material one by one to check the overdue fines; and
 - (b) check the physical condition of the library material for any damaged. Refer to **GL-IS-SB-03 Determining The Category of Damaged Library Materials** and **Section 7.0 Handling of Damaged or Lost Library Materials** in **QP-IS-SB-02 Circulation Service** for further action.