

Guidelines

Reviewed by:

Nur Faziella Syazmeen Hasli

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Approved by:

Nurfarathul Azma Julani

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1.0 Request for reference of Prohibited Library Materials

- 1.1 Users search for library material via OPAC or Angka.sa2 Library Management Apps.
- 1.2 The system will display the internal location of the prohibited library material.
- 1.3 A request can be made over the counter if the user needs the prohibited library material for in-house reference.

2.0 Retrieving Prohibited Library Material for reference purpose

- 2.1 When a user request is received, the Designated Officer (DO) will assist in retrieving the material.
- 2.2 The DO shall advise the user to fill in the log book provided at the Special Collection Room counter.
- 2.3 Then, the DO shall advise the user to use the material only in the Special Collection Room.

3.0 Reference Service Process of Prohibited Library Material

- 3.1 After the materials are retrieved from the Prohibited Library Materials Room, the DO shall immediately take the following action:
 - (a) Handover the material to the user.
 - (b) Inform the user that photocopying, scanning, and photography are not allowed.
 - (c) Only note-taking is allowed.

4.0 Returning of Prohibited Library Material

- 4.1 When handling prohibited library materials, the counter staff will inform the user to place them in the designated trolley.
- 4.2 The DO shall return the material to the Prohibited Library Materials Room.

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