



**BORANG PERJANJIAN PEMBEKALAN PENERBITAN BAHAN (BPPPB)**  
**INTERLIBRARY LOAN AGREEMENT FORM (ILLAF) & DOCUMENT DELIVERY (DD)**  
**PUSTAKA NEGERI SARAWAK, SIBU**

1. Perkhidmatan ini terbuka kepada ahli berdaftar di Pustaka Negeri Sarawak sahaja.  
*This service is open to registered member of Pustaka Negeri Sarawak only.*
2. Setiap bahan yang dipinjam melalui BPPBP akan dikenakan bayaran sebanyak RM2.00.  
*Each library material borrowed under ILL services will be charged RM2.00.*
3. Sebarang kos kerosakan/kehilangan akan ditanggung sepenuhnya oleh peminjam.  
*Any cost for damaged/loss of library material will be covered by the borrower.*

Tarikh Permohonan / Date of Request : .....

Tarikh Dikehendaki / Date Required : .....

**A. MAKLUMAT PEMOHON / APPLICANT DETAIL [ Diisi oleh pemohon / To be filled by applicant]**

Nama Pemohon /  
Organisasi : .....  
*Applicant's name /*  
*Organization Name*

Alamat : .....  
*Address*  
.....  
.....  
.....

No. Keahlian / No. : .....  
Kad Pengenalan  
*Member No. / NRIC No.*

E-mel : (Personal).....  
*E-mail*  
  
(Office).....

No. Telefon : (Personal).....  
*Telephone No*  
  
(Office).....

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**B. MAKLUMAT BAHAN PINJAMAN / ITEM DETAILS [ Diisi oleh pemohon / To be filled by applicant]**

Jenis Bahan : ☐ Monograf / Monograph (Buku/Book)  
Item Type : ☐ Terbitan Bersiri / Serial [Jurnal (Journal) / Majalah (Magazine)]  
: ☐ Sumber Elektronik (Electronic Resources)  
: ☐ Digital (Digitize)  
: ☐ Lain-lain / Others (CD, Video Tapes, Casette, Microfilm etc)

Tajuk Bahan :  
Title of  
Material .....

Pengarang : .....  
Author

No. : ..... No. Panggilan : .....  
ISBN/ISSN ..... Call No.  
ISBN/ISSN No.

**C. PERSETUJUAN PERMOHONAN / APPLICATION AGREEMENT [Diisi oleh pemohon / To be filled by applicant]**

Saya dengan ini memahami dan bersetuju untuk mematuhi terma dan syarat Perkhidmatan Pembekalan Penerbitan Bahan oleh Pustaka Negeri Sarawak.

*I hereby understand and agree to comply with the terms and conditions of the Interlibrary Loan Service by Pustaka Negeri Sarawak.*

Tandatangan : .....  
Signature

Nama : .....  
Name

Tarikh : .....  
Date

**D. JENIS PERMOHONAN [ Kegunaan Pejabat] TYPE OF REQUEST [Office Use]**

Jenis permohonan : ☐ Pinjaman Antara Perpustakaan / *Interlibrary Loan*  
Type of Request  
☐ Penghantaran Dokumen / *Document Delivery*

**E. MAKLUMAT PERPUSTAKAAN PEMBEKAL [ Kegunaan Pejabat] SUPPLYING LIBRARY DETAIL [Office Use]**

Nama :  
Perpustakaan  
Pembekal .....  
*Name of Supplying Library*

Pegawai :  
dihubungi / *Liaison* .....  
*Officer*

Dihubungi melalui : ☐ Emel / *Email* ☐ Telefon / *Telephone* ☐ Surat /  
/ *Contacted Via Letter*

Tarikh dihubungi / : .....  
*Date Contacted*

**F. MAKLUMAT PENERIMAAN BAHAN DARI PERPUSTAKAAN PEMBEKAL / PEMOHON [Kegunaan Pejabat ] INFORMATION FROM SUPPLYING / APPLICANT LIBRARY [Office Use ]**

|                                                         |                                                                 |
|---------------------------------------------------------|-----------------------------------------------------------------|
| Tarikh :<br>Penerimaan<br><i>Date Received</i> .....    | Pegawai :<br>yang<br>menerima .....<br><i>Receiving Officer</i> |
| Tempoh :<br>Peminjaman<br><i>Borrowing Period</i> ..... | Tarikh :<br>Tamat<br>Tempoh .....<br><i>Due Date</i>            |

**G. PEMERIKSAAN APABILA BAHAN PERPUSTAKAAN DITERIMA [Kegunaan Pejabat]**  
*Inspection upon receive of library materials [ Office Use]*

### Minor Damage

|  |                                           |
|--|-------------------------------------------|
|  | Minimal Scribble or Highlight on Pages.   |
|  | Occasional Textbook Pages.                |
|  | Torn Book Cover and Pages from Book Spine |
|  | Minimal Barcode Damage                    |
|  | Minimal Defect of Call Number             |
|  | Duplicate Barcode                         |

### Major Damage

|  |                                                         |
|--|---------------------------------------------------------|
|  | Loose or torn covers                                    |
|  | The spine is torn or broken                             |
|  | Item are broken at the hinge where the cover folds back |
|  | Pages are loose, torn or missing                        |
|  | Books with Brittle Papers                               |
|  | Damaged pamphlet bindings ("gaylords")                  |
|  | Severe Scribble on Book Pages                           |
|  | Severe Barcode Damaged                                  |

**Nota:** Sila rujuk *GL-IS-SB-03 Determining The Category of Damaged Library Materials* untuk penjelasan lanjut mengenai tahap kerosakan bahan Perpustakaan.

*Note: Please refer to GL-IS-SB-03 Determining The Category of Damaged Library Materials for further explanation on the level of damage to library materials.*

**H. MAKLUMAT PENYERAHAN / PEMINJAMAN BAHAN OLEH PEMOHON [Kegunaan Pejabat]**  
**INFORMATION DELIVERY / BORROWING DETAIL [Office Use]**

Tarikh  
Serahan  
Bahan : .....  
*Delivery*  
*Date*

Pegawai  
bertugas : .....  
*Officer On  
Duty*

|                                                    |   |                                                     |
|----------------------------------------------------|---|-----------------------------------------------------|
| Tempoh Peminjaman Bahan<br><i>Borrowing Period</i> | : | 1 bulan (untuk ahli)<br><i>1 month (for member)</i> |
|----------------------------------------------------|---|-----------------------------------------------------|

1 bulan (antara  
perpustakaan)  
*1 month (inter library)*

Pembaharuan Tarikh Tamat Tempoh Peminjaman / *Renewal*

1. Tarikh Mula  
/ Date Start : .....

Tarikh  
Tamat / : .....  
*Due Date*

2. Tarikh Mula  
/ Date Start : .....

Tarikh  
Tamat / : .....  
*Due Date*

3. Tarikh Mula  
/ Date Start : .....

Tarikh  
Tamat / : .....  
*Due Date*

Tarikh Bahan dipulangkan oleh pemohon : .....  
Date Item Return by User

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**I. MAKLUMAT PEMULANGAN / PENGHANTARAN BAHAN KEPADA PERPUSTAKAAN  
PEMBEKAL / PEMOHON [ Kegunaan Pejabat ] INFORMATION RETURNING / DELIVERY TO  
SUPPLYING / APPLICANT LIBRARY [ Office Use ]**

No. Rujukan Surat / Minit : .....  
*Letter / Minute Ref. No.*

Tarikh Diserahkan : .....  
kepada Unit Registri  
*Date sent to Registry Unit*

Diserah oleh (Pegawai : .....  
bertugas)  
*Sent by (Officer In Charge)*

Catatan (Jika ada) : .....  
*Remark (If any)*

.....

.....

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