Guidelines

Reviewed by:	Approved by:
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1.0 PURCHASE OF SERIAL MATERIALS

Purchase of Serial Materials is a process of subscribing to serial materials from publisher(s) or supplier(s) for a period of time. (Serial materials include magazine, journals, newspaper or any materials that publish in regular or irregular.

1.1 Identify and selection of serial materials by designated officer.

1.2 Once the approval has been granted by Head Technical Services Department, the designated officer shall proceed on the following:

a. Contact supplier / publisher for quotation.
b. Complete the Permohonan Perolehan Terus (JPT) form
c. Submit the form to Finance Division
d. Finance Division to call for JPT meeting

1.3 Upon approval from JPT committee member, the designated officer shall proceed with the following:

a. Fill in requisition form refer to QP-FIN-01 Purchasing Control.
b. Copy of PO to be sent to suppliers or publishers

1.4 Once publishers or suppliers sent the invoice, the designated officer shall proceed to the following:

a. Send the invoice pro-forma to registry.

Once the process has been done, the next process is to receipt of library materials. Refer to process 2.0 Receipt of Library Materials.

2.0 RECEIPT OF SERIAL MATERIALS

Receipt of serial materials is a process of receiving of subscribed serials.

2.1 Receipt of serial materials and inspect. check the physical condition of each serial materials to ensure that:

a. No missing pages
b. No misprint
c. No loose binding
d. No damages
e. No faulty product

2.1.1 Chop and signed delivery order (DO) and return a copy to supplier / publisher.

2.2 If there is any discrepancies or faulty, notify the supplier in writing

a. Request for replacement if the supplier is able to replace the material.
b. Cancellation and refund of order, if the supplier unable to replace the material.
c. Receive credit note from supplier/publisher and send the credit note to Finance Division.

2.3 Record each issue of serial material in ANGKA.SA2 Library Management System (Serial Management Module).

2.4 Processing of serial materials:

a. Place Pustaka Seal at title page and at any page of the serial material for all serial material except Newspaper (Bottom right hand)
b. Note date receipt at the back of content page for all serial material except Newspaper (Bottom left hand)
c. Place Pustaka official stamps on the top right of the newspaper (this process only applies to Newspaper)

Display the serial materials on the shelves