

Guidelines

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1.0 INTRODUCTION

- 1.1 This document states the general policies of Pustaka Negeri Sarawak for gifts and exchanges and specifies who is responding to offers of gift and exchange materials for Pustaka Negeri Sarawak, Sibul's collections.

2.0 DEFINITION

- a) Gifts are library materials that are obtained free of charge. Gifts may be in any format. They may be solicited or unsolicited.
- b) Exchanges are the library materials obtained through cooperative institutional between Pustaka Negeri Sarawak and other libraries or agencies.

3.0 GIFT POLICY

It is the policy of Pustaka Negeri Sarawak to encourage donations of library materials that meet the Libraries' selection criteria as outlined in its written collection development policies.

- 3.1 Pustaka Negeri Sarawak, Sibul's accept gift materials with the understanding that those which would enrich its collection will be retained, and others disposed of in an appropriate manner.
- 3.2 Pustaka Negeri Sarawak, Sibul's reserve the right to refuse gifts that are inappropriate for the collections. Out of date material, duplicates of items for which additional copies are not needed, and material in poor physical condition will not be added to the collection.
- 3.3 Pustaka Negeri Sarawak, Sibul reserves the right to determine the appropriate locations of materials within its collections, and to intershelve gift materials with other materials on the same subject.

4.0 RESPONSIBILITY FOR ACCEPTING GIFTS

- 4.1 Regional Manager/ Head of Technical Services Division/Head of Acquisition Unit are authorized to accept gifts on behalf of Pustaka Negeri Sarawak, Sibul.

5.0 ACKNOWLEDGEMENT, GIFT AGREEMENTS AND EVALUATIONS

- a) All gifts received will be acknowledged and processed.
- b) If donors request information regarding tax matters, staff must advise them to seek guidance from their own accountant.
- c) Pustaka Negeri Sarawak, Sibul does not provide appraisals or valuations of donations for donors.

6.0 EXCHANGE POLICY

Pustaka Negeri Sarawak, Sibul strive to maintain as balanced an exchange program as is possible. Librarian or Designated Office (DO) in Technical Services Division manages the program, by:

- a) Referring new titles offered for exchange to the appropriate subject liaison and recording and implementing the liaison's decision.
- b) Corresponding with exchange partners to set up exchanges and resolve problems, including discontinuing exchanges when partners are no longer willing or able to participate.

7.0 CRITERIA FOR ACCEPTANCE

The acceptance of these materials is based on the followings:

- a) Current within the last five years
- b) Contain informational value
- c) Potential for receiving high use
- d) Good physical condition
- e) Pamphlet
- f) Printed material
- g) Non-printed material

8.0 CRITERIA FOR DECLINING OF GIFT

Pustaka Negeri Sarawak, Sibul reserves the right to refuse gifts that are:

- a) Materials that are inappropriate for the collection and do not meet the Collection Development Policy.
- b) Outdated materials, especially in disciplines where current and accurate information is essential (subject to the Pustaka Negeri Sarawak Collection Development Policy).
- c) Duplicate items for which additional copies are not required.
- d) Materials in poor physical condition (e.g., stained, marked, mold- or mildew-damaged, mutilated, with missing pages, or disfigured).
- e) School workbooks or textbooks.
- f) Old newspapers.
- g) Comic/cartoon books (except Lat, Tintin, Langkawi, Garfield).
- h) Pocket-sized books.
- i) Event programmes, especially materials that do not have informational value.
- j) Materials with no informational value (e.g., puppets, plaques, toys, typewriters, buntings/banners, etc.).
- k) Materials classified as "Government Secret."
- l) Materials stamped with the words CONFIDENTIAL, SECRET, or RESTRICTED.
- m) Local publications, including Sarawakiana and Borneo collections, shall be forwarded to the Sarawakiana Division, Pustaka Negeri Sarawak, Sibul.

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