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# Guidelines

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**Guideline for Receiving Gift & Exchange** 

GL-TS-SB-04

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, Sibu'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, Sibu'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, Sibu'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 Out of date material, duplicates of items for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, Sibu's reserve the right to determine the

appropriate locations of the materials within the collections and to inter

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shelve gift materials with other materials on the same subject.

4.0 RESPONSIBILITY FOR ACCEPTING GIFTS

4.1 Regional Manager or Head of Technical Services Division are authorized to

accept gifts on behalf of Pustaka Negeri Sarawak, Sibu.

5.0 ACKNOWLEDGEMENT, GIFT AGREEMENTS AND EVALUATIONS

a) All gifts received will be acknowledged received and thank you letter

will be send to the donors.

b) If donors request information about taxes, staff must advise them to

seek advice from their accountant.

c) Pustaka Negeri Sarawak, Sibu do not provide appraisals of donations

for donors.

6.0 EXCHANGE POLICY

Pustaka Negeri Sarawak, Sibu's 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

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- d) Good physical condition
- e) Pamphlet
- f) Printed material
- g) Non-printed material

#### **CRITERIA FOR DECLINING OF GIFT** 8.0

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

- a) Inappropriate for the collections and does not meet the collection development policy.
- b) Outdated materials, especially in the disciplines where the most current and accurate information is crucial (subject to Pustaka Negeri Sarawak Collection Development Policy).
- c) Duplicates of items for which additional copies are not needed.
- d) Materials in poor physical condition (e.g. stained, marked, mould or mildew damaged, multilated, missing pages and disfigured).
- e) Books in foreign languages (unless approved by the CEO).
- f) School-workbook or textbook.
- g) Old newspaper.
- h) Comic/cartoon books (except Lat, Tintin, Langkawi, Garfield).
- i) Pocket-sized books.
- j) Event program (especially materials do not have informational value).
- k) Materials with no informational values (e.g. puppets, plaque, toys, typewriter, bunting/banner, etc.).
- 1) Material classified as "Government Secret".
- m) Material stamped with the words CONFIDENTIAL, SECRET and RESTRICTED.
- n) Local publication including Sarawakiana and Borneo Collections shall be given to Sarawakiana Division, Pustaka Negeri Sarawak, Sibu.

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