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Guidelines

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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. Serial materials include magazine, journals, newspaper, or any materials that publish in regular or irregular.
1.1	Identify and selection of serial materials by librarian or designated officer.
1.2	Once the approval has been granted by Head Technical Services Division, the designated officer shall proceed on the followings: a) Contact the supplier/publisher for an official quotation b) Prepare listing for review and approval by the Jawatankuasa Pemilihan Koleksi Pustaka Negeri Sarawak (JKPKP) and Collection Development and Management Committee (CDMC). c) Complete the <i>Permohonan Perolehan Terus</i> (JPT) form and 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 the receipt of library materials. Refer to process 2.0 Receipt of Serial 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 material to ensure that: a) No missing pages b) No misprint c) No loose binding

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	d) No damages e) No faulty product Stamp and signed delivery order (DO) and return a copy to supplier / publisher.
2.2	If there are any discrepancies or faulty, notify the supplier in writing. a) Request for replacement if the supplier can 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 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). d) After stamping and initial processing, the Acquisition Unit hands over the serial materials to the Cataloguing Unit for cataloguing processes. e) Cataloguing Unit shall create a new record in ANGKA.SA2 following RDA or AACR standards for unpublished items. If the record exists, they shall add the item, save the record, and continue with item listing and processing. RFID tags shall be installed and placed on all serial materials (except newspapers) inside the back cover of the item. Note: The RFID installation process depends on the type of the serial material. If there is important information, RFID tags will be pasted on any blank / unimportant pages.

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2.5	Display the serial materials on the serial material shelves at Information Resource Centre.
2.6	Outdated serial issues on the shelves will be handed over by the Information Services Division to the Technical Services Division to be kept in the Closed Stack, with management approval required before disposal.

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