Quality **Procedure**

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Online copy of this documented information is the latest

Purpose

This procedure is established and maintained to ensure that the process of acquiring library materials is done systematically by the Librarian and/or designated officers within the contract period to support Quality Management System.

Scope

This procedure covers the selection of materials that are to be acquired using the Development and Operation Fund. It applies specifically to selection and acquisition of library materials in Pustaka Negeri Sarawak, Sibu.

Process Details

1.0 Selection of Library Materials

1.1 After the contract is awarded, the librarian and/or other Designated Officer (DO) shall prepare the selection of library materials systematically in accordance with **Acquisition Guidelines (GL-TS-SB-01), Section 1.0 Selection of Library Materials** and The Collection Development Policy (PM-TS-01).

2.0 Purchase of Library Materials

2.1 Purchase of Library Materials through Tender refers to the acquisition of library materials through a formal tendering process conducted in compliance with procurement policies and regulations.

2.2 Once the selection is done, the librarian and/or Designated Officer (DO) shall prepare and acquire the library materials in accordance with **Acquisition Guidelines (GL-TS-SB-01), Section 2.0 Purchase of Library Materials.**

3.0 Receipt of Library Materials

3.1 Upon arrival of the library materials, the Librarian and/or other Designated Officer (DO) shall receive the acquired library materials in accordance with the **QP-TS-SB-03 Receiving of Library Material** and **GL-TS-SB-06 Receiving of Library Materials Guidelines.**

4.0 Cancellation of Purchase Order

4.1 Whenever the supplier is unable to supply the library materials due to their unavailability, the Librarian and/or Designated Officer (DO) shall cancel the orders in accordance with **GL-TS-SB-01 Acquisition Guidelines, Section 3.0 Purchase Order Cancellation.**

5.0 Handling of Faulty Items

5.1 Whenever there is discrepancy and/or faulty incoming materials receipt, the Librarian and/or Designated Officer (DO) shall handle the rejected library materials in accordance with **QP-TS-SB-03 Receiving of Library Materials, Section 4.0 Rejection of Library Materials.**

6.0 Control of Documented Information

6.1 After the completion of the purchasing or cancellation or rejection, the AL and/or Designated Officer (DO) shall keep the purchase order and supporting document in accordance with **GL-TS-SB-06 Receiving of Library Materials Guidelines, Section 7.0** in the Purchase Order files and keep the file at the Registry and Technical Services Division.

6.1.1 The letter of purchase order, cancellation or rejection shall be categorized as "restricted" document and can be accessed by Technical Services Division and Finance Unit staff.

6.1.2 The letter of purchase order, cancellation or rejection shall be kept for a minimum of 7 years.

7.0 Disposal of Documented Information

7.1 When the file has reached its retention period, the Head of Technical Services shall seek the advice of the Departmental Record Officer for the disposal of the file.