

Guidelines

Reviewed by:

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1st April 2025
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1.0	Introduction
	This document states general policies of Pustaka Negeri Sarawak for gift and exchanges and specifies who is responding to offers of gift and exchange materials for Pustaka Negeri Sarawak collections.
2.0	Definitions
	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 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 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 Out of date material, duplicates of items for which additional copies are not needed, and material in poor physical condition will not be added to the collection.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 reserve the right to determine the appropriate locations of the materials within the collections and to inter shelf gift materials with other materials on the same subject.
4.0	Responsibility For Accepting Gifts
	Regional Manager and Head of Technical Services Division are authorized to accept gifts on behalf of Pustaka Negeri Sarawak, Miri.
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 do not provide appraisals of donations for donors.
6.0	Exchange Policy
	Pustaka Negeri Sarawak 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

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	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 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, mutilated, 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.). l) Material classified as "Government Secret". m) Material stamped with the words CONFIDENTIAL, SECRET and RESTRICTED.
9.0	Processing of Gift and Exchange Library Materials
9.1	Upon arrival of Gifts & Exchange library materials, the Designated Officer (DO) or Library Assistant (LA) shall issue the FRM-TS-MR-01 Library Materials Receipt Record to record the receipt of materials.
9.2	Once the library materials received, the LA or DO shall create record of the item in ANGKA.SA2 Library Management System in Acquisition Module (Gift & Exchange/Legal Deposit).

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9.3	The Library Assistant (LA) or Designated Officer (DO) shall print FRM-TS-03 Material Processing Form , stamp the Library Material Inspection Checklist and Library Material Processing Checklist on the back of the printed form, and attach the form to the item and forward to the Cataloguing Unit for cataloguing records.

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