Guidelines

Reviewed by:

Ahmad bin Samsudin

....

Ahmad bin Samsudin

1st April 2025

....

Approved by:

Razak bin Rambili

....

Razak bin Rambili

1st April 2025

....

1.0 Introduction

The purchase of serial materials involves subscribing to printed serial publications from publishers or suppliers for a specified period. These materials include magazines, journals, newspapers, and other publications issued on a regular or irregular basis. This guideline applies exclusively to the subscription of printed serial materials and outlines the guideline for acquisition, monitoring, and management to ensure timely and accurate delivery.

2.0 Selection of Subscription of Serials Material

2.1 After receiving the catalogues or listings from suppliers or publishers, the Library Assistant (LA) or Designated Officer (DO) shall;

a) Distribute to designated officer for selection; or
b) Selection by the superintending officer; or
c) Selection session with public; or
d) Selection session with subject specialist.

2.2 An additional method of selection involves conducting a comprehensive usage analysis of serial materials when considering renewal subscriptions. This includes evaluating borrowing trends, user requests, and relevance to current organizational needs to ensure optimal subscription decisions.

2.3 Upon receiving the catalogues or listings materials from suppliers or publishers, the LA or DO shall;

a) Prepare the catalogues or listings and send to designated officers for selection.
b) Upon completion selected listing compilation, the LA or DO shall send the listings to Superintending Officer (SO) in written for endorsement.
c) SO shall approve the listings of serial materials within five (5) working days.
d) The endorsed listing shall be presented in Collection Development Management Committee (CDMC) for approval.

3.0 Purchase of Serial Materials

3.1 Upon approval from Collection Development Management Committee (CDMC), the LA or DO share prepare serials subscription documentation for Jawatankuasa Perolehan Terus (JPT).

3.2 Upon completion of the serials subscription documentation for JPT, the LA or DO shall forward it to the Finance Unit for meeting scheduling and subscription approval.

3.3 Upon approval of the serials subscription listing, the LA or DO shall complete the requisition form **FRM-CM-MR-01 Borang Permintaan Pembelian/Perkhidmatan/Kerja** as stated in **QP-CM-MR-04 Purchasing Control** and submit it to the Finance Unit for the issuance of a Service Order.

3.4 The LA or DO shall prepare purchase cover letter and request reference number through Correspondence And Case Tracking Unified System (CACTUS).

3.5 The LA or DO shall send the letter and Service Order to supplier via email or post.

3.6 Upon receiving the Service Order, the supplier shall deliver the serial subscription within the stipulated timeframe as agreed upon in the supply contract.

3.7 Once the publishers or suppliers send the pro-forma invoice/invoice/delivery order, the LA or DO shall submit it to the Finance Unit.

4.0 Cancellation of Serial Subscriptions

4.1 The serial subscriptions may be caused by certain issues faces by supplier or publishers after committed to supply the materials as follows:
   a) The publisher may cease production or discontinue specific serials.
   b) Natural disasters and pandemics

4.2 For discontinued serial subscriptions due to Clause 4.1, the suppliers or publishers must notify the Library Assistant (LA) or Designated Officer (DO) in writing, providing valid proof and a concrete reason for the discontinuation.

4.3 The SO or Do shall reply to the supplier via written letter within seven (7) working days.

4.4 The LA or DO shall keep the documented information such as letter in serials materials filing in registry for safekeeping.

5.0 Monitoring deliveries of the serial subscriptions.

The Library Assistant (LA) or Designated Officer (DO) shall actively monitor and review the Service Order to ensure the timely delivery of subscribed serials. Any discrepancies, delays, or missing issues must be recorded and promptly addressed with the supplier or publisher for resolution. To ensure effective monitoring, the following steps should be taken:
   a) Maintain a detailed log of expected delivery dates and received serials.
   b) Contact suppliers or publishers immediately if deliveries exceed the agreed timeline.
   c) Cross-check received serials against service orders and document any inconsistencies.
   d) Record and report missing or delayed subscriptions in written communication.

5.1 The LA or DO shall keep the documented information in such as letter in serials materials filing in registry for safekeeping.

5.2 For receiving serial materials, the LA or DO shall refer QP-TS-MR-03 Receiving of Library Materials.