

Guidelines

Reviewed by:

Norlailawaty Ismail

Norlailawaty Ismail
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Approved by:

Ramdzan Haji Saman

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This guideline apply to the request, retrieval, receiving and returning of prohibited library materials for reference purpose.

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No.	EXPLANATIONS
1.0	Request for reference of Prohibited Library Materials
1.1	User search for library material via OPAC or Library Management Apps.
1.2	The system will display the internal location of the prohibited library material.
1.3	A request can be made over the counter if the user needs the prohibited library material for in-house reference.
2.0	Retrieving Prohibited Library Material for reference purpose
2.1	When a user request is received, the Designated Officer (DO) will assist in retrieving the material.
2.2	The DO shall advise the user to fill in the log book provided at the Special Collection Room counter.
2.3	Then, the DO shall advise the user to use the material only in the Special Collection Room.
3.0	Reference Service Process of Prohibited Library Material
3.1	After the materials are retrieved from the Prohibited Library Materials Room, the DO shall immediately take the following action:
3.1.1	Handover the material to the user.
3.1.2	Inform the user that photocopying, scanning, and photography are not allowed.
3.1.3	Only note-taking is allowed.
4.0	Returning of Prohibited Library Material
4.1	When handling prohibited library materials, the counter staff will inform the user to place them in the designated trolley.
4.2	The DO shall return the material to the Prohibited Library Materials Room.

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