Guidelines

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1st April 2025

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1.0 Introduction

Upon arrival of subscriptions serial materials, the Library Assistant (LA) or Designated Officer (DO) shall identify the serial materials categorized as follows:

a) Newspaper
b) Magazine
c) Journal

2.0 Receiving of Serial Materials

2.1 Receiving of Newspapers

2.1.1 The newspapers are delivered daily as per the subscription agreement and will be recorded in the **FRM-TS-MR-05 Library Newspaper Delivery Monitoring Log**.

2.1.2 Upon receiving the newspaper, the LA or DO shall check their physical condition based on the following criteria:

a) Completeness by ensure all pages are included and no sections are missing includes supplements, inserts or special edition (if applicable) are present.
b) Printing quality by checking for legibility of text and clarity of images.
c) Physical damage such as no torn, creased, missing pages or crumpled pages that may impact readability.
d) Moisture damages.
e) Dirt, stains or foreign substances.
f) Delivery accuracy.

2.1.3 If any defects or faults are found in the supply, the following steps must be taken promptly.

a) Fill in FRM-TS-MR-02 Rejection of Library Materials
b) Notify the supplier via telephone or email or written communication.
c) Return the defective newspaper to the supplier by self-pick up by the supplier.

2.1.4 The supplier must replace the defective newspaper and the replacement must be delivered promptly to ensure there are no disruption in newspaper availability. The LA or DO shall follow up with the supplier if the replacement is not received within the agreed timeframe.

2.1.5 All received newspapers must be stamped according to the designated areas:

a) Multimedia Gallery (MMG)
b) Corporate Management Office (CM)

2.1.6 Upon completion monthly newspaper subscription, the LA or DO shall submit the Invoice to Finance Unit for payment and filing.

2.2 Receiving of Magazines

2.2.1 Upon arrival of subscribed magazines, 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.

2.2.2 Upon receiving the subscribed magazines, the LA or DO shall check the Delivery Order (DO) and physical items details to ensure they match the Purchase Order (PO). The following details must be verified:

a) Title
b) Issue Number and date
c) ISSN
d) Publisher
e) Quantity

2.2.3 After verifying the delivery documents, the LA or DO shall inspect the physical condition of the magazines and the inspection includes as follow:

a) Missing pages or supplements
b) Misprints of smudged ink
c) Loose binding or detached cover
d) Torn, folded or damages pages
e) Water, mold or dirt damage

2.2.4 If any defects or faults are found in the supply, the following steps must be taken within three (3) working days.

a) Fill in **FRM-TS-MR-02 Rejection of Library Materials**
b) Notify the supplier via email or written letter.
c) Return the defective magazines to the supplier by post.
d) Repeat the verification process at 2.2.2 after receiving the replacement magazines. If no discrepancy, proceed to 2.2.5

2.2.5 Once the library materials received, the LA or DO record of the item in ANGKA.SA2 Library Management System, Serial Module.

2.2.6 The LA or 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.

2.2.7 Upon receiving all magazines, forward them immediately to the Cataloguing Unit for cataloguing records.

2.2.8 Upon completion receiving magazines, the LA or DO shall submit the Delivery Order to Finance Unit for filing.

2.3 Receiving of Journal

2.3.1 Upon arrival of subscribed journals, the Designated Officer (DO) or Library Assistant (LA) shall issue the **FRM-TS-MR-01 Library Material Receipt Record** to document the receipt of materials.

2.3.2 Upon receiving the journals, the LA or DO shall review the Delivery Order (DO) and physical items details to ensure they align with the Purchase Order (PO). The following details must be checked:
a) **Title**
b) **Issue Number and Date**
c) **ISSN**
d) **Publisher**
e) **Quantity**

2.3.3 After verifying the delivery documents, the LA or DO shall inspect the physical condition of the journals. The inspection must include the following checks: a) **Missing pages or supplements**
b) **Misprints or smudged ink**
c) **Loose binding or detached cover**
d) **Torn, folded, or damaged pages**
e) **Water, mold, or dirt damage**

2.3.4 If any defects or faults are found in the received journals, the following actions must be taken within three (3) working days:
  a) Complete FRM-TS-MR-02 **Rejection of Library Materials** form.
  b) Notify the supplier via email or written letter regarding the defect.
  c) Return the defective journals to the supplier by post.
  d) Repeat the verification process in **2.3.2** after receiving the replacement journals. If no discrepancies are found, proceed to **2.3.5**.

2.3.5 Once the journals have been verified and accepted, the LA or DO shall record the item in the **ANGKA.SA2 Library Management System** under the **Serial Module**.

2.3.6 The LA or 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 journal.

2.3.7 Upon completion the receiving the journals, immediately forward them to the Cataloguing Unit for cataloguing records.

2.3.8 Upon completion of journal receipt, the LA or DO shall submit the Delivery Order to the Finance Unit for filing.