

Guidelines

Reviewed by:

Ahmad bin Samsudin

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1st April 2025
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Approved by:

Razak bin Rambili

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Razak bin Rambili

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1.0 Introduction

- 1.1 Upon arrival of Legal Deposit materials, the Library Assistant (LA) or Designated Officer (DO) shall identify and categorize the materials as follows:
- a) Legal Deposit materials received from the Legal Deposit Unit, Sarawakiana Division, Pustaka Negeri Sarawak.
 - b) Legal Deposit materials received directly from writers and/or publishers.

2.0 Legal Deposit materials received from the Legal Deposit Unit, Sarawakiana Division, Pustaka Negeri Sarawak.

- 2.1 The Legal Deposit materials received from the Legal Deposit Unit, Sarawakiana Division, Pustaka Negeri Sarawak, are library materials designated for safekeeping at Pustaka Negeri Sarawak, Miri.
- 2.2 Upon receiving legal deposit collections, the LA or DO shall issue the FRM-TS-MR-01 Library Material Receipt Record.
- 2.3 Once the library materials are received, the LA or DO shall create a record of the item in the ANGKA.SA2 Library Management System under the Acquisition Module (Gift & Exchange/Legal Deposit).
- 2.4 The LA or DO shall print the FRM-TS-03 Material Processing Form, stamp the Library Material Inspection Checklist and Library Material Processing Checklist on the back of the printed form, attach the form to the item, and forward it to the Cataloguing Unit for cataloguing records.

3.0 Legal Deposit materials received directly from writers and/or publishers.

- 3.1 Pustaka Negeri Sarawak, Miri, serves as the designated collection point for Legal Deposit materials submitted by writers and/or publishers.
- 3.2 Upon receiving legal deposit materials from writers and/or publishers, the LA or DO shall issue the **FRM-TS-MR-04 Legal Deposit Material Submission Form**.
- 3.3 The LA or DO shall issue an acknowledgment letter to the writer and/or publisher within five (5) working days of receiving the legal deposit materials.
- 3.4 Upon completion of the receiving process, the LA or DO shall send the materials via post, accompanied by a written letter, to the Legal Deposit, Sarawakiana Division, Pustaka Negeri Sarawak.
- 3.5 Upon completion of the process, the LA or DO shall immediately forward the documented information such as letter to registry unit for safekeeping.

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