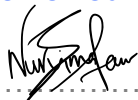


QUALITY PROCEDURE

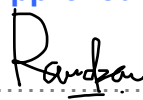
Reviewed by:



Dayang Nur Syima Awang
Adrus

20th May 2026

Approved by:



Ramdzan Haji Saman

20th May 2026

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Document No. : QP-SWK-02
Revision No. : 1
Effective Date : 20th May 2026

Purpose

This procedure is to established and maintained to ensure that the processes of Acquisition of Special Collection Materials are done systematically and in accordance with the Quality Management System, in achieving customer satisfaction / in meeting customer needs.

Scope

This procedure shall be used by staff of Sarawakiana Division on selection, acquisition, receipt, shelving and access to information resources on Special Collection. These materials are: As listed in GL-SWK-02 - Acquisition of Special Collection Materials and GL-SWK-03 – Organisation and Handling of Special Collection.

Definition of Terms

Special Collection materials are defined as collections on and about Sarawak, Borneo or Malaysia.

Process Details**1.0 Identification of Special Collection Materials**

1.1 The Identification of Special Collection materials on or about Sarawak, Borneo or Malaysia shall be done through the following actions:

- i. Media or Publication Screening
- ii. Market Screening
- iii. Potential sellers / antiquarians / donators of special collection materials by recommendations, individual, organizations, etc.

2.0 Selection of Special Collection Materials

2.1 Once the identification or evaluation is done, the Librarian / Library Assistant (LA) and/or other Designated Officer (DO) shall check the availability in Angka.Sa2 library system and Athena system. If the items are available at the library, do not proceed the listing for selection and evaluation.

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- 2.2 If the items are unavailable, prepare and update the documentation for the selection in the meeting of *Jawatankuasa Pemilihan Koleksi Pustaka Negeri Sarawak* (JKPKP).
- 2.3 Once selection has been done and approved by JKPKP, prepare and update the documentation for the meeting of *Mesyyarat Jawatankuasa Penilaian Koleksi* (CDMC).
- 2.4 Once approval has been granted from CDMC, proceed with the process of acquiring special collection materials.

3.0 Acquisition of Special Collection Materials

- 3.1 Once the selected items are approved for acquisition through purchase, bequeath/ donation/ gift and free resources, the process to acquire shall be in accordance with QP-TS-01 – Acquisition of Library Materials and the GL-SWK-02– Acquisition of Special Collection Materials.

4.0 Receipt of Special Collection Materials.

- 4.1 Upon arrival of the Special Collection materials, the Librarian / LA / DO from Technical Services Division shall receive and record down the receipt in the Angka.sa2 Library Management System. Please refer QP-TS-03 - Receiving of Library Materials and GL-SWK-02 – Acquisition of Special Collection Materials.

5.0 Organization of Acquired Special Collection materials.

- 5.1 After the items recorded in the Angka.sa2 Library Management System, the Librarian / LA / DO from Technical Services Division shall catalog the item. See GL-TS-02 Cataloguing and Classification Guidelines.

6.0 Shelving of Special Collection Materials

- 6.1 Upon receiving the materials from Technical Services Division, the Librarian / LA / DO shall shelve the materials within seven (7) working days and update the *Rekod Penerimaan dan Penyusunan Bahan Sarawakiana*.

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7.0 Cancellation of Special Collection materials.

- 7.1 If the supplier is unable to supply the Special Collection materials due to the unavailability of the material or condition of the material, the Librarian / LA / DO shall cancel the order in accordance with GL-SWK-02- Acquisition of Special Collection Materials.

8.0 Handling of Rejected Special Collection materials

- 8.1 Whenever there are any discrepancy and/or damaged materials received, the Librarian / LA / DO shall handle the rejected Special Collection materials in accordance with GL-SWK-02 Acquisition of Special Collection Materials.

9.0 Control of Documented Information

- 9.1 Upon completion of the shelving, the Librarian / LA / DO shall immediately keep it in the *Rekod Penerimaan dan Penyusunan Bahan Sarawakiana* (working file) and keep it at Sarawakiana Division.
- 9.1.1 The *Rekod Penerimaan dan Penyusunan Bahan Sarawakiana* (working file) can be accessed by Sarawakiana staff.
- 9.1.2 The *Rekod Penerimaan dan Penyusunan Bahan Sarawakiana* (working file) shall be kept for a minimum of 1 year.

Annexes

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