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Quality Procedure

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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, processing and provision and access to information resources on Special Collection. These materials are: As listed in GL-SWK-05 - Acquisition of Special Collection Materials Guideline and GL-SWK-06 – Guideline for Organisation and Handling of Special Collection.

This procedure does not cover information resources acquired by the Legal Deposit.

Definition of Terms

- a) Special Collection materials are defined as collections on and about Sarawak, Borneo or Malaysia.
- b) Legal Deposit is a statutory provision, which obliges publishers to deposit copies of their publications in libraries in the country in which they are published.

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 Find the special collection materials on or about Sarawak, Borneo or Malaysia from any media sources.
 - ii. Market Screening Identify the market screening venue from the calendar activities and submit the Market Screening Schedule to Head of Sector (HOS) for approval.
 - iii. Potential sellers / antiquarians / donators of special collection materials by recommendations, individual, organizations, etc.

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2.0 Selection of Special Collection Materials

- 2.1 Once the identification or evaluation is done, the Librarian and/or other Designated Officer (DO) shall check the availability in Angka.Sa2 library system and Athena system. If the items available, do not proceed the listing for selection and evaluation.
- 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 *Mesyuarat 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-05 – Guideline for Acquisition of Special Collection Materials.

4.0 Receipt of Special Collection Materials.

4.1 Upon arrival of the Special Collection materials, the Librarian and/or other Designated Officer DO 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-05 — Guideline for Acquisition of Special Collection Materials.

5.0 Organization of Acquired Special Collection materials.

5.1 After receipt of the item is recorded in the Angka.sa2 Library Management System, the Librarian and/or other Designated Officer (DO) from Technical Services Division shall catalog the item. See GL-TS-02 Cataloguing and Classification Guidelines.

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6.0 Shelving of Special Collection Materials

- 6.1 Upon receipt of notification from Cataloging Unit, Technical Services Division that the materials had been processed, the Librarian and/or other Designated Officer (DO) will collect the materials within seven (7) working days and update the Rekod Penghantaran, Pemulangan dan Penyusunan Bahan Koleksi Khas.
- Upon receiving the processed Special Collection materials, the Librarian and/or other Designated Officer (DO) shall shelve the materials within seven (7) working days and update the *Rekod Penghantaran*, *Pemulangan dan Penyusunan Bahan Koleksi Khas*. See GL-IS-05 Shelving of Items.

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 and/or other Designated Officer (DO) shall cancel the order in accordance with GL-SWK-05- Acquisition of Special Collection Materials.

8.0 Handling of Rejected Special Collection materials

8.1 Whenever there is any discrepancy and/or damaged materials received, the librarian and/or other designated officer (DO) shall handle the rejected Special Collection materials in accordance with GL-SWK-05- Guideline for Acquisition of Special Collection Materials.

9.0 Control of Documented Information

- 9.1 Upon completion of the *Senarai Cadangan Perolehan Bahan Koleksi Khas*, the librarian and/or other DO shall immediately keep it in the *Perolehan Bahan (Sarawakiana)* file and keep it at Registry, State Records Repository (SRR).
 - 9.1.1 **Perolehan Bahan (Sarawakiana) file** shall be categorized as "open" document and can be accessed by Sarawakiana staff.
 - 9.1.2 **Perolehan Bahan (Sarawakiana) file** shall be kept for a minimum of 5 years.

Upon completion of the Rekod Penghantaran, Pemulangan dan Penyusunan

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- 9.2 Bahan Koleksi Khas, the librarian and/or other DO shall immediately keep it in the Rekod Penghantaran, Pemulangan dan Penyusunan Bahan Koleksi Khas (working file) and keep it at Sarawakiana Division.
 - 9.2.1 The *Rekod Penghantaran, Pemulangan dan Penyusunan Bahan Koleksi Khas* (working file) can be accessed by Sarawakiana staff.
 - 9.2.2 The *Rekod Penghantaran, Pemulangan dan Penyusunan Bahan Koleksi Khas* (working file) shall be kept for a minimum of 1 year.
- 9.3 When the Senarai Cadangan Perolehan Bahan Koleksi Khas and Rekod Penghantaran, Pemulangan dan Penyusunan Bahan Koleksi Khas have reached their retention period, the Head of Sarawakiana Division shall within 30 working days, inform Pustaka's Record Manager to initiate the disposal process through e-mail to dispose the files in accordance with Pustaka Negeri Sarawak's Records Management guidelines and practices.

Annexes

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