

GUIDELINE

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1.0 SELECTION OF SPECIAL COLLECTION MATERIALS

1.1 Method of Special Collection materials selection may also be accomplished through direct selection in any of the following places/events:

- a) National, state and subject bibliographies.
- b) Fliers, book catalogues, publishers' blurbs, advertisements.
- c) Book review (in newspapers, press, specialized journals, indexes and abstracts).
- d) Trade publications (books-in-print, etc).
- e) Request and expert opinion.
- f) Online resources.
- g) Physical selection from warehouses / bookshops / book fairs / exhibition / Auctions etc.
- h) Interest group/Association.
- i) Informal network from community.

1.2 Upon receiving of selected catalogs/listings in lieu of the process in 1.1 the designated officer (DO) shall:

- a) Check duplication in the Angka.sa2 Library Management System. Any duplication of data from the catalogues/listings with the data in Angka.sa2 Library Management System shall not be included in the list.
- b) If the items are unavailable, prepare and update the documentation for the selection in the meeting of *Jawatankuasa Pemilihan Koleksi Pustaka Negeri Sarawak* (JKPKP).
- c) Once selection has been done by JKPKP, prepare and update the documentation for the meeting of *Mesyuarat Jawatankuasa Penilaian Koleksi* (CDMC).
- d) Once approval has been granted from CDMC, proceed with the process of acquiring special collection materials.

2.0 ACQUISITION OF SPECIAL COLLECTION MATERIALS

2.1 Purchasing

2.1.1 Once the approval has been granted from CDMC, Acquisition Unit, Technical Services Division shall acquire the materials. See QP-TS-01 – Acquisition of Library Materials and the GL-SWK-05 – Guideline for Acquisition of Special Collection Materials.

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2.2 Bequeath/ Donation

2.2.1 Librarian and/or other Designated Officer (DO) shall identify the bequeathed / donated material by getting the listing of the materials from the donor.

2.2.2 Once the Librarian / DO get the listings, follow the step in 1.2 in Selection of Special Collection Materials.

2.3 Online Resources

2.3.1 Librarian and/or other Designated Officer (DO) shall identify the online resources.

2.3.2 The criteria for selection are :

2.3.2.1 Identify the subject gaps in the collections

2.3.2.2 Checking the copyright

2.3.2.3 Download the materials.

2.3.2.4 Save the materials in server / hardisk.

3.0 RECEIPT OF SPECIAL COLLECTION MATERIALS

3.1 Upon arrival of the Special Collection materials, the Librarian and/or other Designated Officer (DO) from Technical Services Division (TSD) shall see on Section B in Manual of Procedures and Guideline for the Collection Development and Management number (2), Criteria for acceptance of Special Collections materials.

4.0 CANCELLATION OF SPECIAL COLLECTION MATERIALS

4.1 Cancellation of Special Collection material is a process of cancelling on unavailability or the condition of the materials request by supplier (s) based on Purchase Order listing.

4.2 Upon receiving letter/*Whatsapp*/email/message of cancellation order from supplier. Check the justification for cancellation. As a guide, some of these reasons may be considered.

- a) Not yet published
- b) Out of print
- c) Out of stock
- d) Publication abandoned
- e) Not for sale outside publication countries/no sale right
- f) No response from publishers after the due date given
- g) Publication cancelled
- h) Market restricted
- i) Restrictive title
- j) Delay in publication

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If other than these reasons stated for cancellation, discretion and endorsement by Superintending Officer (SO) or Head, Sarawakiana Division (HOSD) is allowable and in accordance with Purchasing of Goods and Services Procedure (QP-CM-12).

- 4.3 Response to supplier on the acceptance of cancellation request by letter/*Whatsapp*/email/message and keep the copy on the cancellation of Special Collection materials in the *Senarai Perolehan Bahan Koleksi Khas* folder. If cancellation is not accepted, response to supplier on the rejection of cancellation and to include penalty (if any).

5.0 REJECTION OF SPECIAL COLLECTION MATERIALS

Rejection of Special Collection Materials is a process of rejecting materials due to discrepancies and faulty items.

- 5.1 Library materials will be rejected due to the following:

5.1.1 Physical condition

- a) Missing Pages
- b) Misprint
- c) Loose Binding
- d) Faulty Product
- e) Broken
- f) Torn
- g) Brittle

5.1.2 Discrepancies

- a) International Standard Book Number (ISBN)
- b) Title
- c) Authenticity

- 5.2 The Designated Officer (DO) shall notify the supplier through letter/*Whatsapp*/email/message. The rejected Special Collection materials shall be segregated at the trolley and labelled as Rejected Item.

- 5.3 Request for replacement if the supplier is able to replace the material.

6.3.1 The Designated Officer (DO) shall record down the replacement materials in the *Senarai Perolehan Bahan Koleksi Khas*.

- 5.4 Request for cancellation of order, if the supplier is unable to replace the material. Refer to 5.0 Cancellation of Special Collection Materials.

6.0 PERMISSION TO USE THE ACQUIRED SPECIAL COLLECTION MATERIALS

- 6.1 Upon completion process of the acquisition of Special Collection materials, the DO shall inform the supplier/individual/artist to fill in the Consent Form to give permission to Pustaka Negeri Sarawak, researchers and the public for preservation, promotional and educational purposed within seven (7) working

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days. including but not limited to, future use for publications, exhibitions, presentations, talks, lyrics, songs, performances, recipes and the World Wide Web and successor technologies

6.2 The acquired of special collections materials shall not limited to, future use as following :

- a) Publication
- b) Talk
- c) Exhibition
- d) Presentation
- e) Recipe
- f) Lyric/song/performance

Annexes

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