

Guidelines

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1.0 Organization and handling of Special Collection

1.1 Receipt of Special Collection materials

- 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.

1.2 Cataloguing of Special Collection materials

- 1.2.1 Upon acceptance of special collection materials had been done, see QP-TS-02 Organization of Acquired Library Materials.
- 1.2.2 The DO shall notify the Head of Sarawakiana Division (HOSD) within seven (7) working days.

1.3 Shelving of Special Collection materials

- 1.3.1 Upon receipt the notification of complete processed materials for rare collections, closed stack dan State Record Repository from Cataloguing Unit, Technical Services Division through email, the DO will collect the materials within three (3) working days.
- 1.3.2 Upon collect the materials from Cataloguing Unit, Technical Services Division, the DO shall shelf them accordingly within five (5) working days and update the *Rekod Penghantaran, Pemulangan dan Penyusunan Bahan Sarawakiana*.

1.3 Cancellation of Special Collection materials

- 1.3.1 Upon receiving cancellation order from supplier, proceed the process of cancellation special collections see QP-TS-01 Acquisition of Library Materials.

1.4 Rejection of Special Collection materials

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

1.4.1 Library materials will be rejected due to the following:

- 1.4.1.1 Physical condition
 - a) Missing Pages
 - b) Misprint
 - c) Loose Binding
 - d) Faulty Product
 - e) Broken
 - f) Torn
 - g) Brittle
- 1.4.1.2 Discrepancies
 - a) International Standard Book Number (ISBN)

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- b) Title
- c) Authenticity

1.4.2 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.

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

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

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

1.4.5 Once the process of rejecting materials is done, proceed the process of rejection special collections see QP-TS-03 Receiving of Library Materials.

1.5 Permission to use the acquired Special Collection materials

1.5.1 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 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.

Note: This permission is not applicable for books collection.

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

- ❖ Publication
- ❖ Talk
- ❖ Exhibition
- ❖ Presentation
- ❖ Recipe
- ❖ Lyric/song/performance

1.6 Procedures for handling the artwork in Pustaka Negeri Sarawak

1.6.2 Handling, maintenance and storage of artwork will only be done by Librarian and/or DO. The procedure are as follows:

1.6.2.1 Handling artwork by hand

- ❖ Make sure the route is safe and free of obstacles.
- ❖ Observe the artwork and identify the weak, rotten or broken parts.
- ❖ Wear gloves to avoid dirty marks and fingerprints sticking to the artwork.
- ❖ Hold the frame or stretcher on a solid part.
- ❖ Carry the artwork with both hands, one hand under and the other hand on the edge of the frame.
- ❖ Bring only one artwork at a time
- ❖ Large artworks must be carried by two (2) people.

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- ❖ The way to carry the artwork without a frame is to hold the stretcher (lower hand and side).
- ❖ Hold only the corner of the edge of the stretcher or frame and do not touch the artwork.

1.6.2.2 Handling the artwork with a trolley

- ❖ Make sure the side trolley has soft padding on the floor, front and back.
- ❖ Make sure the route is safe and free of obstacles.
- ❖ Observe the artwork and identify weak, rotted or broken parts.
- ❖ Wear gloves to avoid dirty marks and fingerprints sticking to the artwork.
- ❖ Carefully place the artwork on the trolley.
- ❖ If stacking is unavoidable, stack carefully, padded, face to face and back-to-back.
- ❖ Make sure the position of the artwork is stable on the trolley.
- ❖ Do not carry too much load or too many artworks at one time.
- ❖ Make sure the work is supported and secured securely before moving the trolley.

1.6.2.3 Storing the artwork

- ❖ Overlay of artwork should be avoided.
- ❖ Cover the bottom of the frame with a soft material to prevent scratches.
- ❖ If stacking is unavoidable, carefully stack vertically, padded, face to face and back-to-back.
- ❖ Artwork that needs strengthening treatment - lay it upside down on a flat table surface.
- ❖ Cover the artwork surface with acid-free paper.
- ❖ Place a note at the temporary storage for the artwork.
- ❖ Accepted works must be kept and stored neatly in the designated location according to:
 - a) Temperature: 21°C - 25°C
 - b) Humidity (RH): 55% or 65%

1.6.2.4 Circulation of Special Collection material

- ❖ Borrowing of artworks is only allowed between Pustaka Negeri Sarawak branches for exhibition purposes only through minutes by the Librarian and/or DO and the artwork shall be insured.
- ❖ The minutes should be kept in the Correspondence and Case Tracking Unified System (CACTUS) Sarawakiana Division File - Access - Reference. Details in the minutes should include:
 - a) Borrower's name
 - b) The title of the borrowed work
 - c) Asset registration number
 - d) Quantity
 - e) Borrowing location (branch)
 - f) Display/exhibition location
 - g) Borrowing period
 - h) Date of receipt
 - i) Date of return

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Annexes

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