



Weeded Library Materials Log Usage

A. BUTIRAN PERMOHONAN | REQUEST DETAILS

Tarikh Dimohon :
Date of request

Tarikh Diserahkan ke Kaunter Perkhidmatan :
Date Submitted to Service Counter

Tarikh dikembalikan ke Stack Tertutup :
Date returned to Closed Stack

B. BUTIRAN PENGGUNA | USER DETAILS

Nama Pemohon :
Applicant's Name

Nombor Ahli :
Member ID

E-mel :
E-mail

No. Telefon : (HP)
Telephone No

B. MAKLUMAT BAHAN | ITEM DETAILS

Tajuk :
Title

Dewey Decimal :
Classification Number

ISBN :

Tujuan : ☐ Rujukan | *Reference*
Purpose of
Application : ☐ Pinjaman | *Circulation*



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C. PEMERIKSAAN BAHAN PERPUSTAKAAN | INSPECTION OF LIBRARY MATERIAL

Minor Damage

☐	Minimal Scribble or Highlight on Pages.
☐	Occasional Textbook Pages.
☐	Torn Book Cover and Pages from Book Spine
☐	Minimal Barcode Damage
☐	Minimal Defect of Call Number
☐	Duplicate Barcode

Major Damage

☐	Loose or torn covers
☐	The spine is torn or broken
☐	Item are broken at the hinge where the cover folds back
☐	Pages are loose, torn or missing
☐	Books with Brittle Papers
☐	Damaged pamphlet bindings ("gaylords")
☐	Severe Scribble on Book Pages
☐	Severe Barcode Damaged

Nota: Sila rujuk GL-IS-03 Determining The Category of Damaged Library Materials untuk penjelasan lanjut mengenai tahap kerosakan bahan Perpustakaan.

Note: Please refer to GL-IS-03 Determining The Category of Damaged Library Materials for further explanation on the level of damage to library materials.