

Guidelines

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These guidelines apply to the request, retrieval, receiving, and returning of weeded library materials at the Closed Stack for circulation purposes by registered library users.

NO**EXPLANATIONS****1.0 Request for Borrowing of Weeded Library Material**

- 1.1 Users search for library materials via the OPAC or Library Management System.
- 1.2 Users provide the title, ISBN, and call number of the requested weeded item to the staff at the Circulation or Reference Counter.
- 1.3 The counter staff verifies:
 - 1.3.1 The item's status (weeded, closed stack, and available for loan).
 - 1.3.2 The user's eligibility for borrowing (active membership, no outstanding fines/overdue items).
- 1.4 The counter staff records the request and forwards it to the Designated Officer (DO) responsible for retrieving items from the Closed Stack.

2.0 Retrieving Weeded Library Material

- 2.1 The DO retrieves the requested item manually from the Closed Stack.
- 2.2 Once retrieved, the DO places a "Weeded" sticker at the right corner of the book cover for easy identification.
- 2.3 The DO notifies the counter staff that the library material is ready for circulation.

3.0 Circulation process for Weeded Library Material

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- 3.1 The counter staff shall:
- 3.1.1 Check the physical condition of the book for any damage.
 - 3.1.2 Record any pre-existing damage (if applicable).
- 3.2 The counter staff informs the user via following channel that the library material is available for use.
- 3.2.1 Pustaka on Phone Service (short messaging); or
 - 3.2.2 Phone; or
 - 3.2.3 E-mail; or
 - 3.2.4 Other communication channel.
- 3.3 After receiving confirmation of the circulation method from the user, the DO shall proceed with the request to borrow the library materials using the Circulation Module of the Library Management System.
- 3.3.1 Refer to GL-IS-04 Circulation Counter Service for walk-in circulation.
 - 3.3.2 Refer to GL-IS-12 Book Delivery Services for BookBear Services.
 - 3.3.3 Refer to QP-IS-03 Interlibrary Loan (ILL) for ILL Circulation.
 - 3.3.4 Refer to GL-IS-14 Bulk Loan for bulk loan request.
 - 3.3.5 Refer to u-Pustaka Lending Policy for u-Pustaka circulation.

4.0 Returning of Weeded Library Material by User

- 4.1 The library materials can be return to via:
- 4.1.1 Circulation counter.
 - 4.1.2 Book drop.
 - 4.1.3 BookBear Service.
- 4.2 Upon receiving the library materials, the DO will check their physical condition. Further action will be determined by referring to GL-IS-03 for Determining The Category Of Damaged Library Materials and step 7.0 in QP-IS-02 for Circulation Service.
- 4.3 If the library materials are returned by the user during offline service and are in good condition, the DO shall refer to step 8.0 in QP-IS-02 for Circulation Service.

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- 4.4 If the library materials found overdue, the DO shall refer to step 2.0 in QP-IS-02 for Circulation Service.

5.0 Returning of Weeded Library Material to Closed Stack

- 5.1 After the library material have been checked in, the DO shall immediately activate the security tag for the material.
- 5.2 The DO shall place the item at the designated trolley.
- 5.3 If the library material is received before 12:00 noon, the DO shall return it to the closed stack on the same day before the library close.
- 5.4 If the library material is received after 12:00 noon, it will be returned to the closed stack the following day.
- 5.5 If the library material is received during the weekend, it will be returned to the closed stack on the next working day.
- 5.6 The DO updates the internal records to indicate that the library material has been returned and re-shelved.

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