

Guidelines

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1st March 2026

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1st March 2026

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Document No. : GL-IS-SB-14
Revision No. : 1
Effective Date : 1st March 2026

This guideline applies to the circulation and delivery of library materials at the Circulation Counter at Pustaka Negeri Sarawak, Sibul.

1.0 Request for Library Materials

- 1.1 User shall login and search and checkout the library materials via Angka.sa2 app.
- 1.2 Enquiry or request from user for library materials received via Angka.sa2 Library Management System.

2.0 Retrieving Library Materials

- 2.1 Upon receipt of library material request from user, Reference Librarian (RL) shall inform Assistant Librarian (AL) or other Designated Officer (DO) via WhatsApp to retrieve the library materials at the shelf.
- 2.2 Upon receipt of request detail, AL or DO shall check the availability of the library materials. AL or DO shall confirm the availability of library materials to RF. RF update the availability of the library materials via Angka.sa2 Library Management System.
- 2.3 Once the library materials been retrieved from the shelf, the AL or DO shall:
 - a) Check-Out the library materials;
 - b) Pack up the library materials;
 - c) Inform RL once the request is ready to deliver.

3.0 Delivery of Library Materials

- 3.1 Upon receipt of confirmation to deliver library materials, RL shall assign the rider via Angka.sa2 Library Management System.
- 3.2 Logistic shall inform user on the delivery timing.
- 3.3 Logistic to deliver the library materials to user.

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