

Guidelines

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These guidelines apply to the request, retrieval, receiving and returning of weeded library materials at the Closed Stack for reference purposes at the Information Resource Centre.

No.	EXPLANATIONS
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1.0	Requesting Weeded Library Material
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1.1	Users search for library materials via the Online Public Access Catalog (OPAC) or Library Management System apps.
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1.2	Users provide the title, ISBN, and call number of the requested weeded library material to the staff at the Reference Counter.
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1.3	The counter staff verifies the library material's status (weeded, closed stack) and records the request details.
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1.4	The counter staff forwards the request to the Designated Officer (DO) responsible for retrieving items from the Closed Stack.
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2.0	Retrieving Weeded Library Material
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2.1	The DO retrieves the requested library material manually from the Closed Stack.
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2.2	Once retrieved, the DO places a "Weeded" sticker at the right corner of the book cover for easy identification.
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2.3	The DO notifies the counter staff that the library material is ready for in-house reference.
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2.4	The counter staff informs the user via following channel that the library material is available for use.
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2.4.1	Pustaka on Phone Service (short messaging); or
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2.4.2	Phone; or
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2.4.3	E-mail; or
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2.4.4	Other communication channel.
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3.0 Reference Service Process

- 3.1 Before handing over the library material to the user, the counter staff or DO shall:
- 3.1.1 Check the physical condition of the book for any existing damage.
 - 3.1.2 Record any damage found (if applicable).
 - 3.1.3 Hand over the book to the user for in-house reference.
 - 3.1.4 Inform the user that the library material must be returned at least 10 minutes before closing time.
 - 3.1.5 Request the user to place the library material in the designated return trolley.

4.0 Returning of Weeded Library Material

- 4.1 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.
- 4.2 If the library material is received after 12:00 noon, it will be returned to the closed stack the following day.
- 4.3 If the library material is used during the weekend, it will be returned to the Closed Stack on the next working day.
- 4.4 The DO updates the internal records to indicate that the library material has been returned and re-shelved.

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