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# Quality Procedure

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### **Purpose**

This procedure is established and maintained to ensure that the processes of acquisition of Legal Deposit (LD) materials are done systematically and in accordance with the approved procedure by the Librarian and/or designated officers to support Quality Management System, in achieving customer satisfaction/in meeting customer needs.

# Scope

This procedure applies to the following task by the staff at State Records Repository (SRR):

The acquisition of old and new materials published in Sarawak as stipulated under section 15 of the Sarawak State Library Ordinance 1999.

### **Definition**

# Legal Deposit

A statutory provision, which obliges publishers to deposit copies of their publications in libraries in the country in which they are published.

### Publisher

Author, commercial publishers, government departments and non-government departmental organizations who published their publication in Sarawak.

### **Publication Screening**

Publication Screening is the process of searching publication that is published in Sarawak by searching the publication daily through local newspaper (printed or online) such as Utusan Sarawak, Borneo Post etc.

### **Detail Procedure**

### 1.0 **Determination of Legal Deposit Awareness programmes**

- 1.1 At the beginning of the year in Jadual Perancangan Program Unit Legal Deposit, the Head of Division (HOD) shall identify programmes and activities to be implemented throughout the year.
- 1.2 Once the programme has been identified, the HOD shall prepare a yearly activities/ calendar and send in hardcopy format to Head of Sector (HOS) for approval within 14 working days from the date of consent.

### 2.0 **Conduct Awareness programme to Acquire Legal Deposit Materials**

2.1 As soon as the Jadual Perancangan Program Unit Legal Deposit is approved by the HOS, Head of Division (HOD) shall within 14 working days inform the Designated Officer (DO) to prepare the schedule for each of the programme via email or any media of communication.

# Online copy of this documented information is the latest

Document No. : QP-SWK-01

Revision No.

: 8 : 21<sup>st</sup> November 2024 Effective Date

2

- 2.2 After the schedule of the program has been prepared, the Head of Division (HOD) and/or the designated officer (DO) shall implement the program as planned in the yearly program, which is organized systematically through the application according to the Conducting Awareness Programme to Acquire Legal Deposit Materials Guideline (GL-SWK-02).
- 2.3.1 Awareness programme can be done via:
  - a. 'One-to-one session';
  - b. Briefing/ Seminar/ Enforcement;
  - c. Telephone call;
  - d. Email;
  - e. Letter:
  - f. Online session;
  - g. Promotion;
  - h. Visiting to department/agencies/association/focus group.

# 3.0 Selection of Legal Deposit Materials

3.1 Whenever the daily local newspapers received from the suppliers, the HOD and/or DO shall immediately ensure that the selection of Legal Deposit materials is controlled and done systematically as per Publication Screening Guideline (GL-SWK-03).

# 4.0 Receiving of Legal Deposit Materials

- 4.1 Whenever the LD materials are received from the SRR Registry or the publisher, the DO shall check that materials received are sufficient and in good condition.
  - 4.1.1 If the items received are not in good condition, the DO shall identify the reject items and records in the Rejection of Legal Deposit Materials Form to notify the publisher by email, letter or any media of communication and request replacement within one month from the time of request.
- 4.2 Upon receiving of Legal Deposit materials from the SRR Registry, DO shall key in the data in Angka.sa2 Library Management System within 14 working days from the time of receiving as per Angka.sa2 Library Management System: Acquisition Module: Gift & Exchange/ Legal Deposit.
  - 4.2.1 For insufficient LD materials, DO shall within one month to request additional copies from publisher via Kad Akuan Penerimaan.

# Online copy of this documented information is the latest

Document No. : QP-SWK-01

Revision No. :

Effective Date : 21st November 2024

### 5.0 **Preliminary Processing of Legal Deposit Materials**

- 5.1 After the Legal Deposit materials have been registered into the Angka.sa2 Library Management system, the designated officer (DO) shall conduct the preliminary processing of the Legal Deposit materials within 14 working days. This processing is controlled and carried out systematically every month using the following steps:
  - a) Place Pustaka seal at title page and at any page of the book (bottom right hand):
  - b) Note date receipt at the back of title page (bottom left hand);
  - c) Stamp the location of Legal Deposit item at the back of title page;
  - d) Print the Receiving Slip (Materials Processing Form QP/TS/001(2)) from the system to be sent to Technical Services Division:

### 6.0 **Control of Documented Information**

- 6.1 Once the letter of request copies is signed by HOS, the HOD and/or DO shall immediately keep Letter of Request copies in Penyerahan Bahan (Legal Deposit)-Perolehan Bahan file at the SRR Registry, mobile compactors labeled as Bay 1 (B1), Row A, Aras 3.
  - 6.1.1 Penyerahan Bahan (Legal Deposit) Perolehan Bahan record shall be categorised as "Open" record and can be accessed by every staff with verbal permission from Ketua Bahagian Sarawakiana.
  - 6.1.2 Penyerahan Bahan (Legal Deposit) Perolehan Bahan report shall be kept for a maximum of 10 years.
- 6.2 As soon as the enforcement visit done in every quarter, the HOD and/or DO shall within 14 working days keep the records of Enforcement activity (Taklimat Kesedaran Bahan file) at the SRR Registry, mobile compactors labeled as Bay 1 (B1), Row A, Aras 3.
  - 6.2.1 The programme/activity report shall be categorised as "Open" record and can be accessed by every staff with verbal permission from Ketua Bahagian Sarawakiana.
  - 6.2.2 The programme/activity report shall be kept for a maximum of 10 years.

### 7.0 **Disposal of Documented Information**

7.1 When the programme/ activity report has passed its retention period of 10 years, HOD shall within 60 working days and through e-mail seek the permission of the CEO to dispose them in accordance with the Pustaka Negeri Sarawak records management guidelines and practices based on Sarawak State Library Ordinance, 1999.

# Online copy of this documented information is the latest

Document No. QP-SWK-01

Revision No.

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# **Annexes**

- Conducting Legal Deposit Enforcement form checklist a)
- b) Market screening form
- Media Screening Form c)
- Acknowledgement card d)
- Rejection of Legal Deposit Materials Form e)

Document No. : QP-SWK-01

Revision No. : 8 Effective Date : 21st November 2024