pustaka negeri sarawak | read. innovate. excel

Guidelines

Reviewed by: Approved by:

Ramdzan Saman Izaruddin Moss

21st November 2024 21st November 2024

Online copy of this documented information is the latest

Document No. : GL-SWK-02

Revision No. : 5 Effective Date : 21st November 2024

PHASE	EXPLAINATION		ACTION
1.0	Identify author or publisher for conducting awareness programmes through;		Head of Division (HOD) and/or Designated Officer (DO)
	1.1 Strategic planning;		
	1.2	Activity calendar;	
	1.3	Upon request by the author and/or publisher.	
2.0	_	To get the approval from Head of Sector (HOS) on the proposed date and place of the programme.	
3.0	Contact author or publisher through telephone or letter to confirm the address and explain the purpose of the programme.		DO
4.0		e official letter to inform author or publisher arding the programme.	DO
5.0		confirm with author or publisher on the gramme/visit.	DO
6.0	Once the programmes have been confirmed, DO shall prepare the necessary particulars as follows;		DO
	a.	Submission of Publication for Legal Deposit Form;	
	b.	Sarawak State Library Ordinance 1999;	
	c.	Legal Deposit Brochure;	
	d.	ISBN/ISSN and CIP.	

Online copy of this documented information is the latest

Document No. : GL-SWK-02
Revision No. : 5
Effective Date : 21st November 2024

7.0 The awareness shall be conducted by giving the consultation and advisory services via one of the following approaches:

HOD and/or DO

- a. 'One-to-one session'
- b. Briefing/Seminar/Enforcement
- c. Telephone call
- d. Email
- e. Letter
- Online session f.
- g. Promotion
- h. Visiting to department/agencies/association/ focus group
- 8.0 The attendee for this awareness programme shall be;

HOD and/or DO

- a. Head of Department or representative for government department/non-government; or
- b. Author and/or publisher
- c. HOD and/or DO
- 9.0 Briefing shall be done during the visit and the briefing shall cover the following area;

HOD and/or DO

- a. Sarawak State Library Ordinance, 1999;
- b. Akta Penyerahan Bahan Perpustakaan Negara Malaysia, 1986 (Akta 331);
- c. Benefit of Legal Deposit;
- d. Sarawak State Bibliography;
- e. Sarawak Authors Web Page;
- Application of ISBN/ISSN/CIP. f.
- 10.0 A thank you letter shall be drafted and send to the department/author/publisher concern within 3 weeks after completion of awareness visit/ programme.

DO

Online copy of this documented information is the latest

Document No. : GL-SWK-02

Revision No.

Effective Date : 21st November 2024