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Guidelines

Reviewed by:

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PHASE	EXPLAINATION		ACTION
1.0	lden actic	tify new publication in Sarawak by the following ons;	DO
	1.1	Media Screening	
	1.2	Market Screening	
2.0	Media Screening		
	2.1	Find the new publication in Sarawak from local newspapers on daily basis.	
	2.2	Fill in Media Screening Form if the new publication is identified.	DO
	2.3	Check the availability of items in Angka.sa2 library system.	
	2.4	If the item is available, write "available" in the remarks column.	
	2.5	If the item is not available, write "not available" in the remarks column.	
	2.6	For the unavailable item, issue a request letter for Legal Deposit to the publisher/author.	DO
	2.7	If the publisher/author does not respond after 30 days from the date of request, a reminder telephone call shall be made. Second and third calls shall be made within 30 days interval.	DO
	2.8	If the publisher/author fails to deposit the publication after the third call, the 1 st reminder letter shall be issued. Second and third reminder letter shall be issued within 30 days interval.	HOD/DO
		 2.8.1 After 30 days from the date of 3rd reminder letter, contact the publisher/ author; (i) Visit him/her and explain the section 15, Sarawak State Library Ordinance, 1999. 	HOD

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2.9 If the publisher/author does not respond after the visit, warning letter will be issued. Section 15 (3) shall be quoted. Second and third warning letter shall be issued within 30 days interval.

HOD

2.10 Seek the advice of the Sarawak State Attorney General (SAG) to enforce section 15 (3).

4.0 Market Screening

- 4.1 Identify the market screening venue from the DO and/or LA calendar activities and Market Screening Schedule.
- 4.2 Submit the market screening proposal to Head of Depository Services Sector (HODS) for approval.
- 4.3 Proceed with the market screening activity as follows;
 - a) Browse the local publication in the bookstore.
 - b) If available, write details in the market screening form. Then proceed with the process in item 2.3 until 2.10 as above.
 - c) If not available, report in the market screening form as 'no new local publication' in the remarks column.

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