Quality **Procedure**

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Purpose

This procedure is established and maintained to ensure that the processes of Acquisition of library materials are done systematically and in accordance with approved procedure by the Librarian and/or designated officers within the contract period to support Quality Management System, in achieving customer satisfaction/ in meeting customer needs.

Scope

This procedure covers the selection of new or current titles/materials that are to be acquired using the Development and Operation Fund. It applies specifically to selection and acquisition of library materials in Pustaka.

Process Details

1.0 Selection of Library Materials

1.1 After the contract is awarded, the librarian and/or other designated officer (DO) shall do the selection of library materials systematically in accordance with **Acquisition of Library Materials Guidelines** (GL-TS-01), Section 1.0 **Selection of Library Materials Through Tender** and **The Collection Development Policy** (PM-TS-01).

2.0 Check Duplication

2.1 After receiving titles listing from the process 1.2.1 and 1.2.2 in GL-TS-01, library Assistant (LA) or Designated Officer (DO) shall immediately check any duplication titles/items in the Angka.sa2 system within 7 working days.

2.1.1 If duplication is found, the items/materials shall be replaced with new titles.

2.1.2 Once the duplication check is completed, the LA/DO shall prepare list of proposed titles for purchase to the Head of Technical Services Division at least one (1) week before the *Jawatankuasa Pemilihan Koleksi Pustaka Negeri Sarawak* (JKPKP) meeting.

3.0 Endorsement & Approval

3.1 Once the listing is prepared, the Head of Technical Services Division shall present the proposed listing to the *Jawatankuasa Pemilihan Koleksi Pustaka Negeri Sarawak* (JKPKP) meeting for endorsement before being present in the Collection Development Management Committee (CDMC) for approval.

4.0 Prepare Purchase Order

4.1 After approval of title listing, LA/DO shall prepare the DPO and PO as per **Acquisition of Library Materials Guideline (GL-TS-01).**

5.0 Receipt of Library Materials

5.1 Upon arrival of the library materials, the Librarian Assistant (LA) and/or other Designated Officer (DO) shall receive the ordered library materials in accordance with the **Receiving of Library Materials (QP-TS-03).**

6.0 Cancellation of Library Materials

6.1 If the supplier is unable to fulfill the order due to unavailability, the LA and/or DO shall cancel the order in accordance with **Acquisition of Library Materials Guideline (GL-TS-01)**, Section 1.6: **Cancellation of Ordering Library Materials**.

7.0 Handling of Rejected Library Materials

7.1 Whenever there is discrepancy and/or faulty incoming materials receipt, the librarian and/or other DO shall handle the rejected library materials in accordance with **Receiving of Library Materials** (QP-TS-03), Section 12.0 **Rejection of Library Materials**.

8.0 Control of Documented Information

8.1 After the completion of the purchasing or cancellation or rejection, the librarian and/or other DO shall immediately keep the following document at the Central Registry.

8.1.1 The letter of purchase order, purchase order, cancellation or rejection shall be categorized as “restricted” document and can be accessed by Technical Services Division and Finance Unit staff.

8.1.2 The letter of purchase order, purchase order, cancellation or rejection shall be kept for a minimum of 7 years.

8.2 Once the file has reached the end of its retention period, it shall be disposed of in accordance with the records management practices of Pustaka Negeri Sarawak.