

Quality Procedure

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Purpose

This procedure is established and maintained to ensure that the processes of organizing library 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 processes in Pustaka Negeri Sarawak

- a) Receipt of Library Materials;
- b) Checking Availability of Bibliographic Records;
- c) Cataloguing of Library Materials;
- d) Physical Processing of Library Materials;
- e) Verification of Bibliographic Process; and
- f) Assignment of Location.

Process

1.0 Receipt of Library Materials

1.1 Whenever library material are received from the relevant internal division, the librarian or Library Assistant (LA) or other Designated Officer (DO) shall immediately determine the library materials belong to which collections based on Standard for Cataloguing and Classification Library Materials for Pustaka Negeri Sarawak as follows:

- a) General collections
- b) Digital collections;
- c) Serial collections;
- d) Gift and Exchange collections;
- e) Borneo collections;
- f) Sarawakiana collections;
- g) Malaysiana collections;
- h) Reference Legal Deposit collections;
- i) Legal Deposit Preservation collections; and
- j) Government Publication collections.

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2.0 Checking Availability of Bibliographic Records

- 2.1 After the collection of library materials is determined, the LA/DO shall immediately check the availability of the bibliographical record in Library Management System (Angka.sa2) through,
- a) Bibliographic number;
 - b) ISBN/ISSN; or
 - c) Title.

3.0 Cataloguing of Library Materials

- 3.1 Upon checking, LA/DO shall immediately proceed with the cataloguing as following.
- 3.1.1 Original Cataloguing – The process of creating bibliographic records without referring to other sources. Refer to **Guideline of Cataloguing (GL-TS-02), Section 1.1.1, Original Cataloguing**;
 - 3.1.2 Copy Cataloguing – Copy cataloguing refers to copying data from others Online Public Access Catalog (OPAC). Refer to **Guideline of Cataloguing (GL-TS-02), Section 1.1.2, Copy Cataloguing**;
 - 3.1.3 Import Bibliographic Record - Import Bibliographic Record refers to the process of transferring bibliographic information from external online database into Angka.sa2 system without manually adding each detail. Then, LA/ DO shall merge the record in Angka.sa2 system and do the editing/ remove the unnecessary data in accordance with Pustaka's rules and practices. Refer to **Guideline of Cataloguing (GL-TS-02), Section 1.1.3, Import Bibliographic Record**;
 - 3.1.4 Bibliographic Record Merge – Bibliographic Record Merge refers to combining duplicate bibliographical records into a single and accurate record within Angka.sa2 system. Imported record from another library databased shall be merge with the record in Angka.sa2 system, then LA/ DO shall do the editing/remove the unnecessary data in accordance with Pustaka's rules and practices. Refer to **Guideline of Cataloguing (GL-TS-02), Section 1.1.4, Bibliographic Merging**.

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4.0 Physical Process of Library Materials

- 4.1 After the completion of cataloguing process, the LA/DO shall immediately process the item in accordance with **Panduan Pemrosesan Bahan-Bahan Perpustakaan (GL-TS-03)**.
- 4.2 After the processing of library materials is done, the LA/DO shall immediately check the library materials which has been processed based on the following criteria and record the checking evidence in Material Processing Form (MPF).
- a) Call Number;
 - b) Barcode;
 - c) Jacketing;
 - d) RFID;
 - e) Date Received;
 - f) Pustaka sealed; and
 - g) Colour coding.
- 4.3 After the cataloguing and processing of the library materials is done, the LA/DO shall immediately proceed with item listing in accordance with **Guideline of Cataloguing (GL-TS-02), Section 1.1.5, Add Item**.

5.0 Verification of Bibliographic

- 5.1 After the cataloguing and classification of library materials completed, the Librarian or DO shall proceed with verifying the bibliography and authority records in accordance with **Guideline of Cataloguing (GL-TS-02), Section 2.0, Verification Process**.

6.0 Assignment of Locations

- 6.1 After the cataloguing is completed, the LA/DO shall allocate the library materials to the following locations in the Angka.sa2 system.
- a) Close Stack ;
 - b) Information Resource Center (IRC);
 - c) State Records Repository (SRR);
 - d) Special Collection Rooms (Open Stack and Close Stack);
 - e) UNIMAS (for non-printed);
 - f) Children Infotheque;
 - g) Serial Room;
 - h) Special Needs;
 - i) School Reference Point;
 - j) Prohibited Library Materials; and
 - k) Electronic Resources (E-Book).

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7.0 Control of Documented Information

- 7.1 After the completion of bibliographic records, the Librarian/DO shall immediately save the records in Angka.sa2 System and kept the **Material Processing Form (MPF) (FRM-TS-03)** to be kept for a minimum of one year.

7.1.1 Disposal of Documented Information

After the file has reached its retention period, Head of Technical Services Division shall seek the advice from the Department Records Officer (DRO) for the disposal of the file (MPF).

Annexes

- a) Material Processing Form (MPF)

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