

RISK REGISTER
PUSTAKA NEGERI SARAWAK

PUSTAKA SIBU: SARAWAKIANA DIVISION

RISK CATEGORY	1. RISK IDENTIFICATION			2. RISK ANALYSIS AND EVALUATION				3. RISK CONTROL		STATUS
	Activity/ Process	Risk/ Opportunity	Cause	Current Risk Control	Likelihood	Impact	Level	Recommended Action/ Additional Control	Person In Charge (Risk Owner)	
Operational	Acquisition of Special Collection Materials	Low usage of collection	a) Lack of resources on local content. b) Lack of manpower	Uploading of contents and management of items such as video recordings, digital photo, etc as controlled content in the Sarawakiana Portal to support knowledge dissemination, traceability, and continual improvement.	3 (Possible)	3 (Moderate)	9 (MEDIUM)	1. Promotion and Awareness Program	Sarawakiana Division	On Going
Operational	Acquisition on Legal Deposit Material	Lost and missing items from Pustaka's collection such as Legal Deposit collection.	a) Item not return	Collection Development & Management Policy (guideline on reference for LD preservation copy)	3 (Possible)	3 (Moderate)	9 (MEDIUM)	a) Digitise copy for a single item.	Legal Deposit Division	On Going