

RISK REGISTER
PUSTAKA NEGERI SARAWAK

PUSTAKA SIBU: TECHNICAL SERVICES 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 Library Materials	Budget not fully utilised	Delayed availability of funds disrupts planned acquisition of library materials	Contract of Supply and Delivery of Information Resources & Materials to Pustaka Negeri Sarawak Collection Development Policy	3 (Possible)	4 (Major)	12 (MEDIUM)	Procurement of core and purchase request from registered member, explore alternative funding or partnerships, and enhance cost-efficiency measures.	Technical Services Division	In Progress
Operational	Acquisition of Library Materials	Delayed delivery, incomplete order or service disruption	Incompetence or poor performance of appointed supplier affecting delivery of library information resources Dependence on a single supplier Global or local chain supply disruption	Contract of Supply and Delivery of Information Resources & Materials to Pustaka Negeri Sarawak Collection Development Policy CDMC Meeting	3 (Possible)	4 (Major)	12 (MEDIUM)	Strengthen supplier evaluation criteria, Impose performance KPI and penalty, conduct monthly performance review and maintain approve supplier list.	Technical Services Division	In Progress
Operational	Acquisition of Library Materials Organization of Acquired Library Materials	System failure	Unstable internet connection Rapid technology changes Incompatible formats or platforms	QP-TS-03 Receiving of Library Materials GL-TS-01 Acquisition Guidelines GL-TS-SB-03 Panduan Pemprosesan Bahan-Bahan Perpustakaan	3 (Possible)	4 (Major)	12 (MEDIUM)	Upgrade equipment/ Infrastructure	Technical Services Division	In Progress
Operational	Organization of Acquired Library Materials	Technical Services staff unable to perform the RFID tagging process and delay in processing of library materials.	RFID Tag Machine	Panduan Pemprosesan Bahan Perpustakaan	5 (Almost Certain)	3 (Moderate)	15 (HIGH)	Upgrade or maintain RFID machines Seek vendor technical support as needed.	Technical Services Division	In Progress