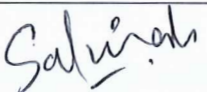


# PURCHASING OF MONOGRAPH AND E-BOOK (ONE-TIME PURCHASE) PROCEDURE

| Prepared By:                                                                        | Approved By:                                                                          |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|  |  |
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| Position : Head, Printed Resources Development Unit                                 | Position : Chief Librarian                                                            |
| Date : 15 <sup>th</sup> July 2026                                                   | Date : 15 <sup>th</sup> July 2026                                                     |

## 1.0 OBJECTIVE

To establish the procedure for the purchasing of monographs and e-books to produce a quality output that supports the curriculum and educational mission of IIUM and within the allocated budget.

## 2.0 SCOPE

This procedure applies to the purchasing of monographs and e-books for the library collection. It applies to all campus libraries that perform acquisition work. This procedure covers ordering, receiving, invoice processing, cancellation, and physical initial processing.

## 3.0 ACCOUNTABILITY

The following offices are accountable for the procedure:

- a) Knowledge Resources Development Section - Owner
- b) Learning Support Section – Services
- c) Campus Libraries- Services

## 4.0 ABBREVIATION

|      |                                        |
|------|----------------------------------------|
| AA   | : Administrative Assistant             |
| ABMS | : Anti-Bribery Management System       |
| HOS  | : Head of Section                      |
| HOU  | : Head of Unit                         |
| LA   | : Library Assistant                    |
| LMS  | : Library Management System            |
| LSS  | : Learning Support Section             |
| MACC | : Malaysian Anti-Corruption Commission |
| OA   | : Operation Assistant                  |
| SAA  | : Senior Administrative Assistant      |
| SLA  | : Senior Library Assistant             |
| WI   | : Work Instruction                     |

## 5.0 REFERENCE

### 5.1 INTERNAL DOCUMENT

- 5.1.1 Library Management System (LMS) Manual for Acquisition Activities - UIAM.LIB.MAN.100-7/3/1
- 5.1.2 Purchasing (IIUM Suppliers Evaluation) – IIUM/204/A5/C10/7/3
- 5.1.3 Work Instruction for Ordering of Monograph and E-Book (One Time Purchase) - UIAM.LIB.WI.100-7/3/1
- 5.1.4 Work Instruction for Receiving of Materials - UIAM.LIB.WI.100-7/3/1
- 5.1.5 Work Instruction for Invoice Processing - UIAM.LIB.WI.100-7/3/1
- 5.1.6 Work Instruction for Physical Initial Processing - UIAM.LIB.WI.100-7/3/1

### 5.2 EXTERNAL DOCUMENT

- 5.2.1 IIUM Anti-Bribery and Anti-Corruption Framework
- 5.2.2 IIUM Manual of Financial Policies and Procedures
- 5.2.3 IIUM Manual of Purchasing Policies and Guidelines

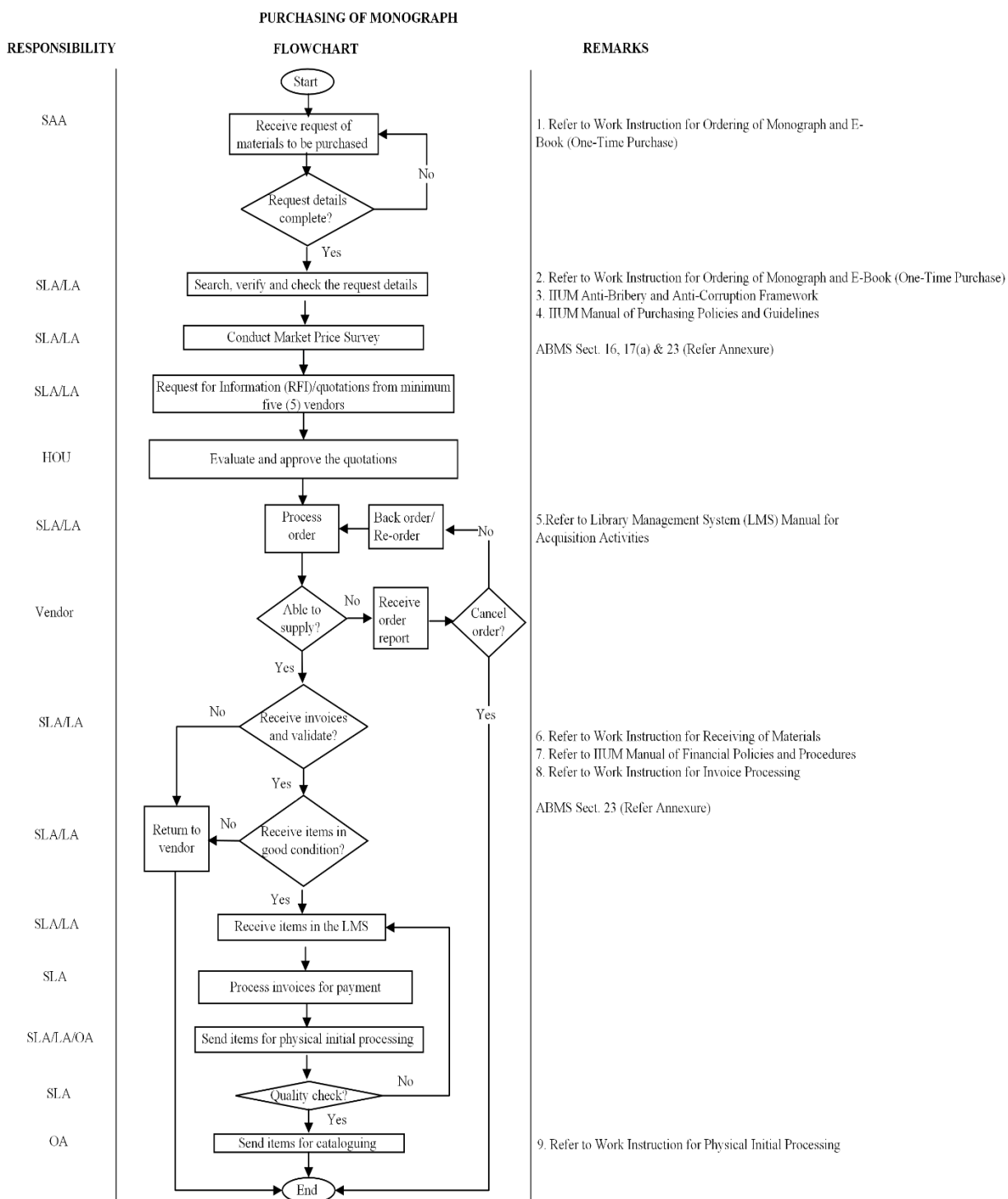
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## 6.0 RECORD RETENTION PERIOD

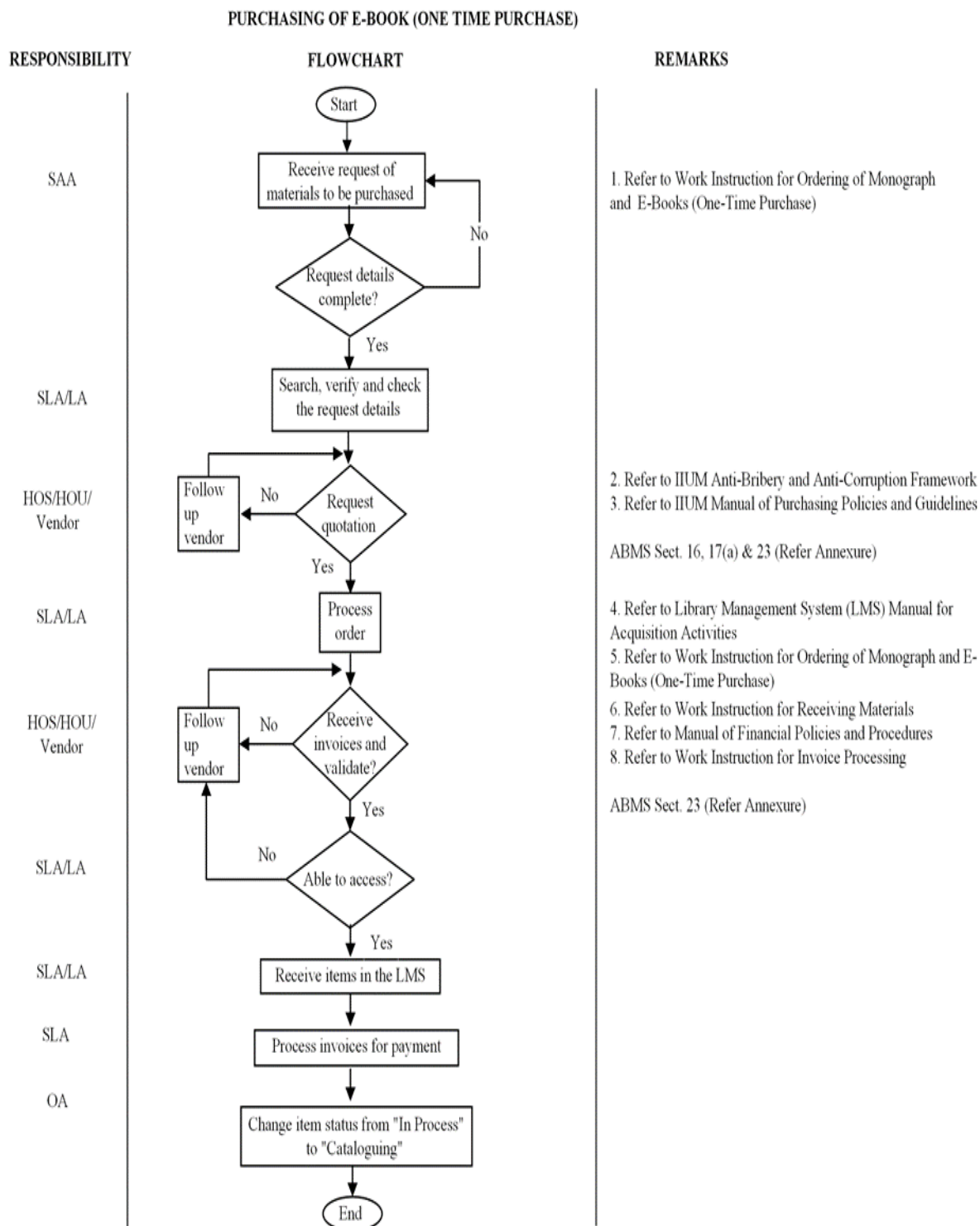
7 years

## 7.0 PROCESS FLOW

### 7.1 Purchasing of Monograph



## 7.2 Purchasing of E-book (One Time Purchase)



## ANNEXURE

### APPENDIX 1: TERMINOLOGY

|                               |                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Backorder                     | : An extension of the deadline for the vendor to supply and deliver the ordered items                                                                                                                                                                                                                                                                   |
| Bibliographic record          | : The unit of information fields (e.g. title, author, publication date, etc.) which describe and identify a specific item in a bibliographic database.                                                                                                                                                                                                  |
| Bibliographic tools           | : Devices such as catalogues, bibliographies, indexes, etc. which function as bibliographic retrieval systems.                                                                                                                                                                                                                                          |
| Books on Approval             | : Books supplied by suppliers for selection by lecturers or librarians, which are subsequently to be ordered for the library collection.                                                                                                                                                                                                                |
| Course Reading List (CRL)     | : A list of prescribed textbooks and recommended reading for courses offered by the Kulliyahs.                                                                                                                                                                                                                                                          |
| E-book                        | : A book composed in or converted to digital format for display on a computer screen or handheld device                                                                                                                                                                                                                                                 |
| Initial Physical Processing   | : Processing of books received by IIUM Library, which includes the processes of ownership stamping, inserting security strips, RFID tagging, and changing the status of materials from “In Process” to “Cataloguing”.                                                                                                                                   |
| LMS                           | : KOHA Integrated library management system used by Dar al-Hikmah Library.                                                                                                                                                                                                                                                                              |
| Monograph                     | : A complete bibliographic unit or information package; it may be issued in successive parts at regular or irregular intervals, but it is not intended to continue indefinitely. It may be a single work or a collection that is not a serial.                                                                                                          |
| Reorder                       | : Placing an order with another vendor to obtain titles that have already been ordered but are still unavailable from the previous vendor.                                                                                                                                                                                                              |
| Request for Information (RFI) | : A Request for Information (RFI) is a formal document sent to suppliers before the procurement process to gather information about available products or services, supplier capabilities, technical specifications, possible solutions, market conditions.<br><br>The purpose of an RFI is to collect information, not to obtain quotations or prices. |

Vendor : A company or person that sells a particular product or service, e.g. books, serials, databases, equipment, information technology solutions, etc.

## ABMS Notes:

### 1. In 7.1. Purchasing of Monograph:

Two (2) main offences stipulated in the Anti-Corruption Act 2009 (MACC Act 2009) Act 964:

- 1.1. Soliciting/Receiving Gratification (Bribe) [Section 16 & 17(a) MACC Act 2009].
- 1.2. Abuse of Power (Bribe) [Section 23 MACC Act 2009].

Activities in the procedure that are part of the ABMS control mechanism are as follows:

- i. Conduct a market price survey,
- ii. Request for Information (RFI)/quotation,
- iii. Evaluate and approve the quotations by the Head of Unit (HOU).

One (1) main offence stipulated in the Anti-Corruption Act 2009 (MACC Act 2009) Act 964:

- 1.3. Abuse of Power (Bribe) [Section 23 MACC Act 2009]

Activities in the procedure that are part of the ABMS control mechanism are as follows:

- i. Receive invoice and validate,
- ii. Receive items in good condition.

### 2. In 7.2. Purchasing of E-book (One Time Purchase):

Two (2) main offences stipulated in the Anti-Corruption Act 2009 (MACC Act 2009) Act 964:

- 2.1. Soliciting/Receiving Gratification (Bribe) [Section 16 & 17(a) MACC Act 2009].
- 2.2. Abuse of Power (Bribe) [Section 23 MACC Act 2009].

Activities in the procedure that are part of the ABMS control mechanism are as follows:

- i. Request for quotation,
- ii. Follow up with vendor.

One (1) main offence stipulated in the Anti-Corruption Act 2009 (MACC Act 2009) Act 964:

- 2.3. Abuse of Power (Bribe) [Section 23 MACC Act 2009].

Activities in the procedure that are part of the ABMS control mechanism are as follows:

- i. Received invoice and validate,
- ii. Follow up with vendor.