

PROCESSING CRL REQUEST PROCEDURE

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1.0 OBJECTIVE

The objective of this procedure is to outline the systematic process for verifying and recommending Course Reading List (CRL) materials requested by academic staff. This ensures that all selected materials are aligned with academic requirements, available within the library's budget and efficiently added to the collection for academician and student access.

2.0 SCOPE

This procedure consists of verifying, recommending, and submitting CRL titles to the Acquisition Unit. It also includes the necessary actions to be taken upon receiving CRL titles. This procedure applies to all IIUM campus libraries.

3.0 ACCOUNTABILITY

The following offices are accountable for this process:

- 3.1 Learning Support Section (LSS) -Owner
- 3.2 All campus libraries

4.0 ABBREVIATIONS

- ACQ : Acquisition Unit
- CRL : Course Reading List: List of endorsed Centre of Studies (CoS) required and recommended titles
- CRM : Course Reserve Module
- L : Librarian
- LA : Library Assistant
- SLA : Senior Library Assistant

5.0 REFERENCES

- 5.1 UIAM.LIB. GUI.100-1/7/8 Collection Development Guideline
- 5.2 UIAM.LIB. MAN.100-7/3/1 Manual for Verifying CRL Titles
- 5.3 UIAM.LIB. MAN.100-7/3/1 Manual for Course Reserve Module
- 5.4 UIAM.LIB. MAN.100-7/3/1 Manual for Creating Suggestions in KOHA
- 5.5 UIAM.LIB. MAN.100-7/3/1 Manual for Monitoring Suggestions Status

6.0 RECORD RETENTION PERIOD

5 years

7.0 PROCESS FLOW

