

# COLLECTION MANAGEMENT PROCEDURE

| Prepared By:                                                                       | Approved By:                                                                         |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|  |  |
| Name: Wan Salwati Wan Salleh                                                       | Name: Nor Hasyimah Mustapa                                                           |
| Position: Senior Librarian                                                         | Position: Chief Librarian                                                            |
| Date: 15 <sup>th</sup> July 2026                                                   | Date: 15 <sup>th</sup> July 2026                                                     |

## 1.0 OBJECTIVE

The objective of this document is to illustrate the process in managing the library physical collections. The activities involved are as follows:

- 1.1 Shelving
- 1.2 Shelf reading
- 1.3 Book repair and binding
- 1.4 Processing less used books
- 1.5 Inventory
- 1.6 Updating the Smart Siddiq Directory (M. Kamal Hassan Library only).

## 2.0 SCOPE

This procedure covers the management of library collections and applies to all Dar al-Hikmah campus libraries undertaking the collection management activities.

## 3.0 ACCOUNTABILITY

The following offices are accountable for the procedure:

- 3.1 Collection Management and Preservation Section - Owner
- 3.2 Campus Libraries – Services

## 4.0 ABBREVIATION

|     |                                                        |
|-----|--------------------------------------------------------|
| AA  | : Administrative Assistant (Clerical/Operation)        |
| AMS | : Archive Management Section                           |
| AS  | : Administrative Section                               |
| CS  | : Cataloguing Section                                  |
| HOS | : Head of Section                                      |
| L   | : Librarian                                            |
| LA  | : Library Assistant                                    |
| LMS | : Library Management System                            |
| SAA | : Senior Administrative Assistant (Clerical/Operation) |
| SLA | : Senior Library Assistant                             |

## 5.0 REFERENCE

- 5.1. Internal Documents:
  - 5.1.1 Books Arrangement Guidelines - UIAM.LIB.GUI.100-1/7/8
  - 5.1.2 Library Resources Weeding Guidelines - UIAM.LIB.GUI.100-1/7/8
  - 5.1.3 Processing Less Used Books Manual - UIAM.LIB.MAN.100-7/3/1
  - 5.1.4 Request for Binding Service Form - UIAM.LIB.WI.100-7/3/1/f-01
  - 5.1.5 Smart Siddiq Directory Manual - UIAM.LIB.MAN.100-7/3/1
  - 5.1.6 Request for External Binding Service Form - UIAM.LIB.WI.100-7/3/1/f-02

- 5.1.7 Work Instruction for Library Resources Preservation and Binding - UIAM.LIB.WI.100-7/3/1
- 5.1.8 Work Instruction for Shelving and Shelf Reading - UIAM.LIB.WI.100-7/3/1
- 5.1.9 Work Instruction for Stocktaking (Inventory) Project - UIAM.LIB.WI.100-7/3/1

5.2. External Documents:

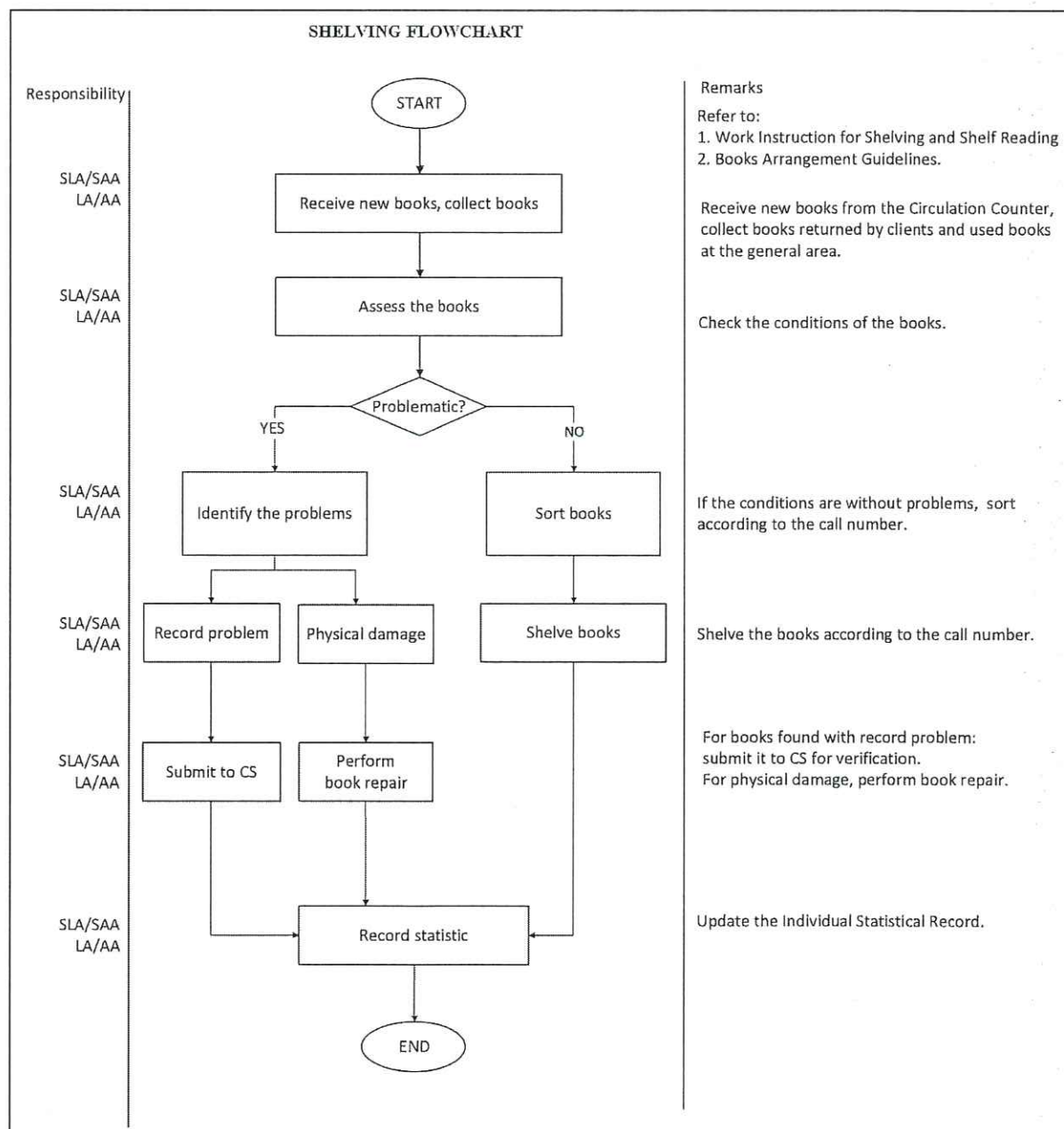
- 5.2.1 Arkib Negara Malaysia. (2019). Panduan pemuliharaan bahan arkib (dokumen). <https://www.arkib.gov.my/images/akta-pekeling-garis-panduan/pentadbiran-arkib/PANDUAN%20PEMULIHARAAN%20BAHAN%20ARKIB%20DOKUMEN.pdf>

## 6.0 RECORD RETENTION PERIOD

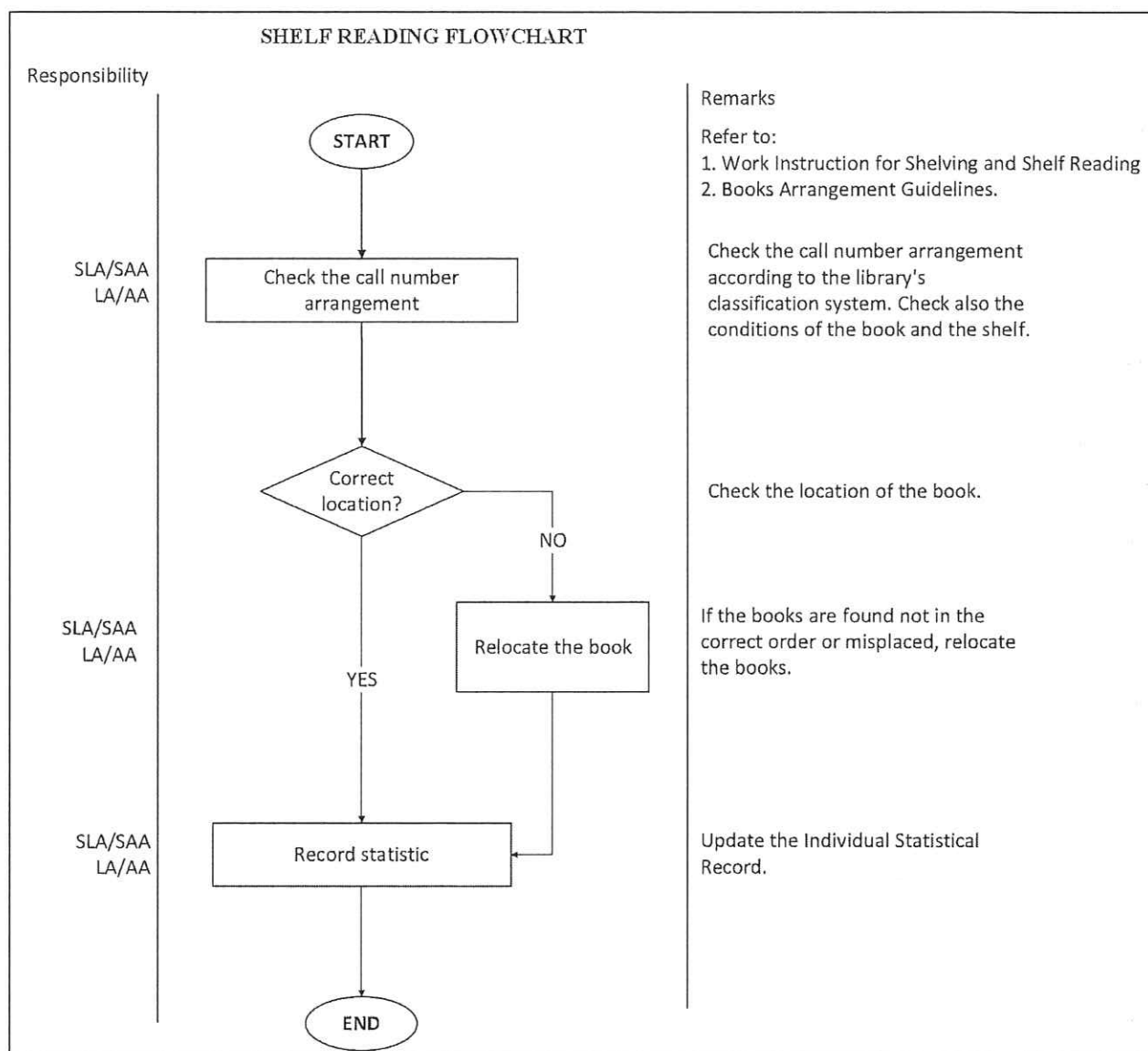
3 years

## 7.0 PROCESS FLOW

### 7.1. Shelving.

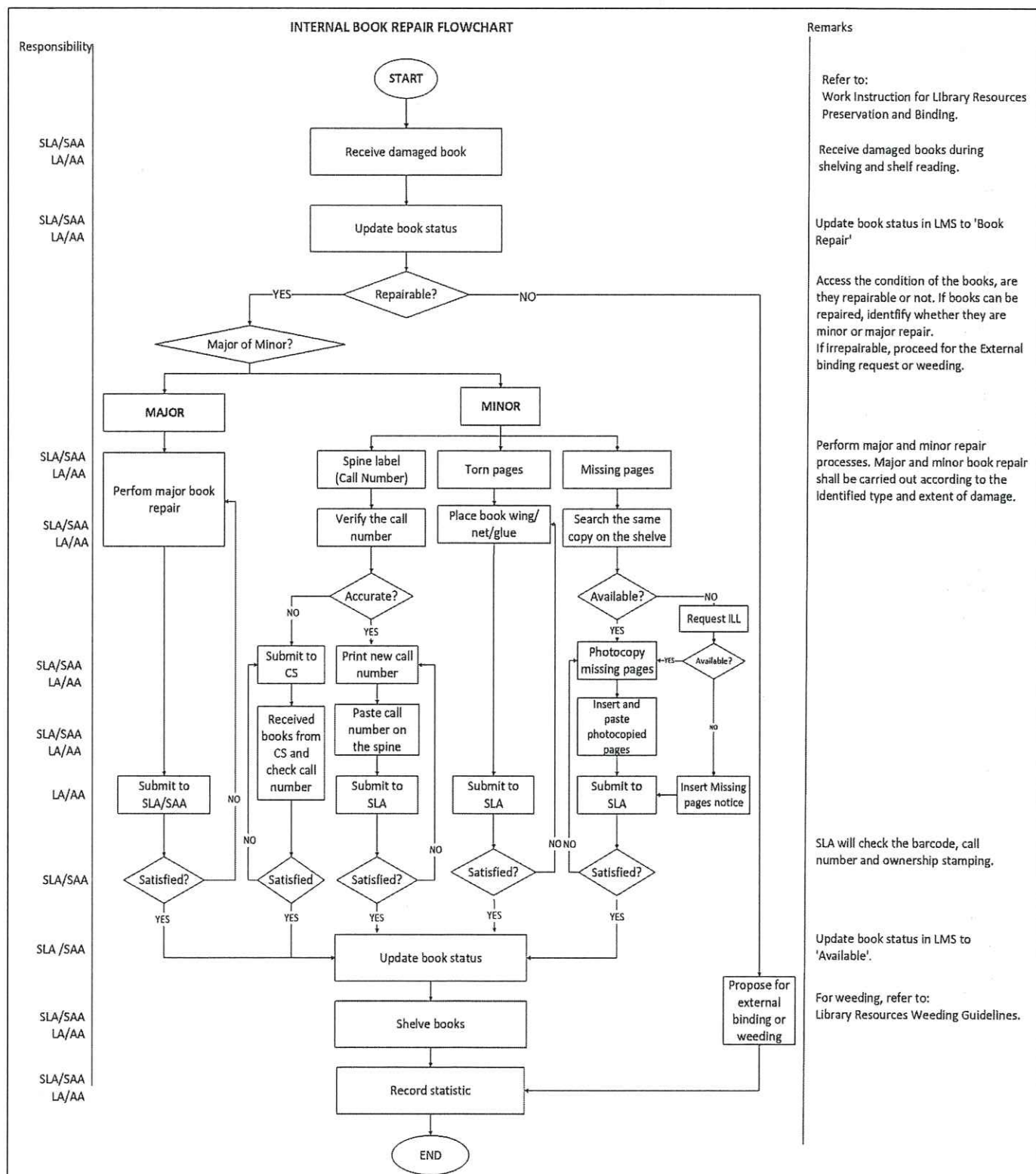


## 7.2. Shelf reading.

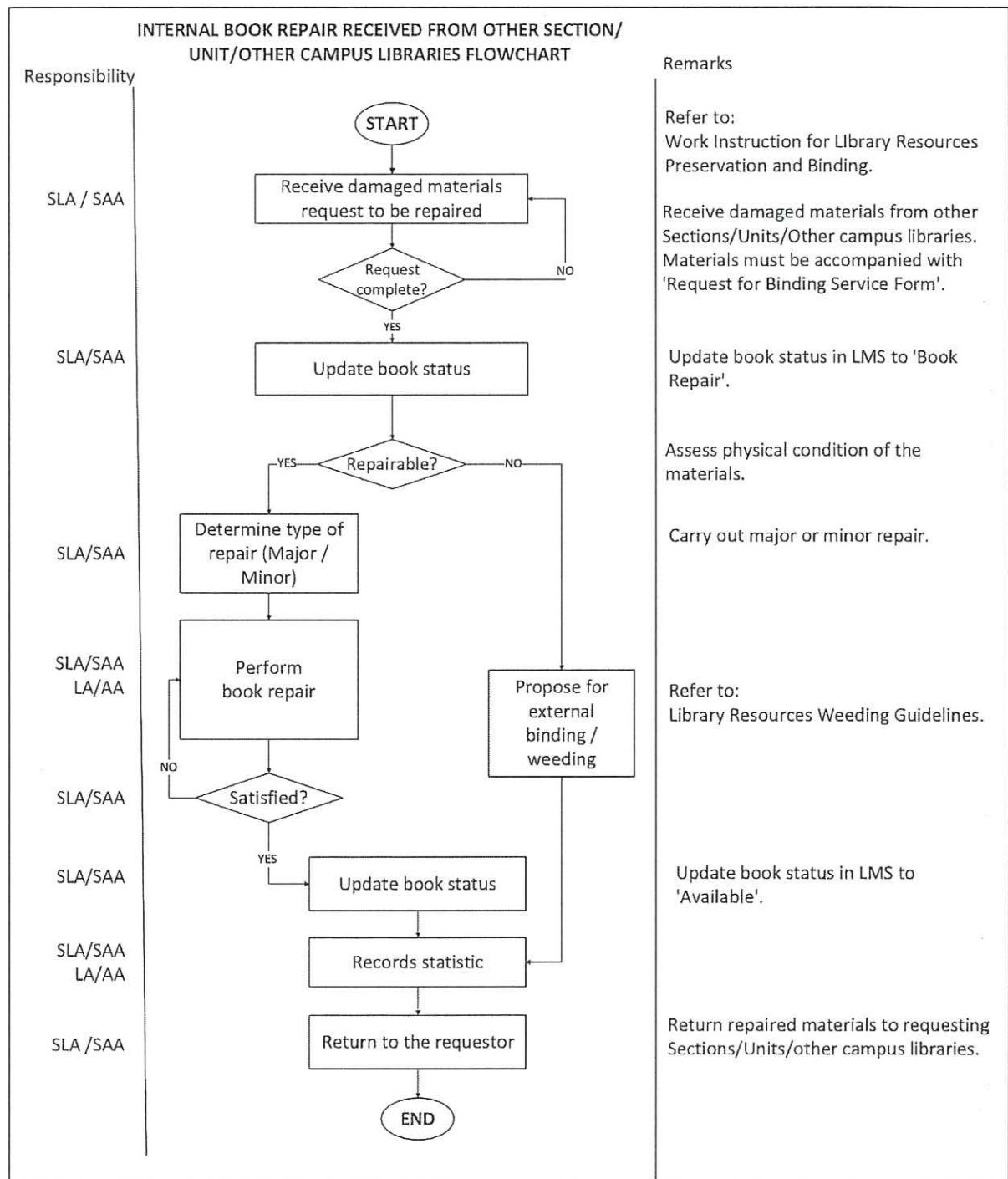




### 7.3. Internal book repair.

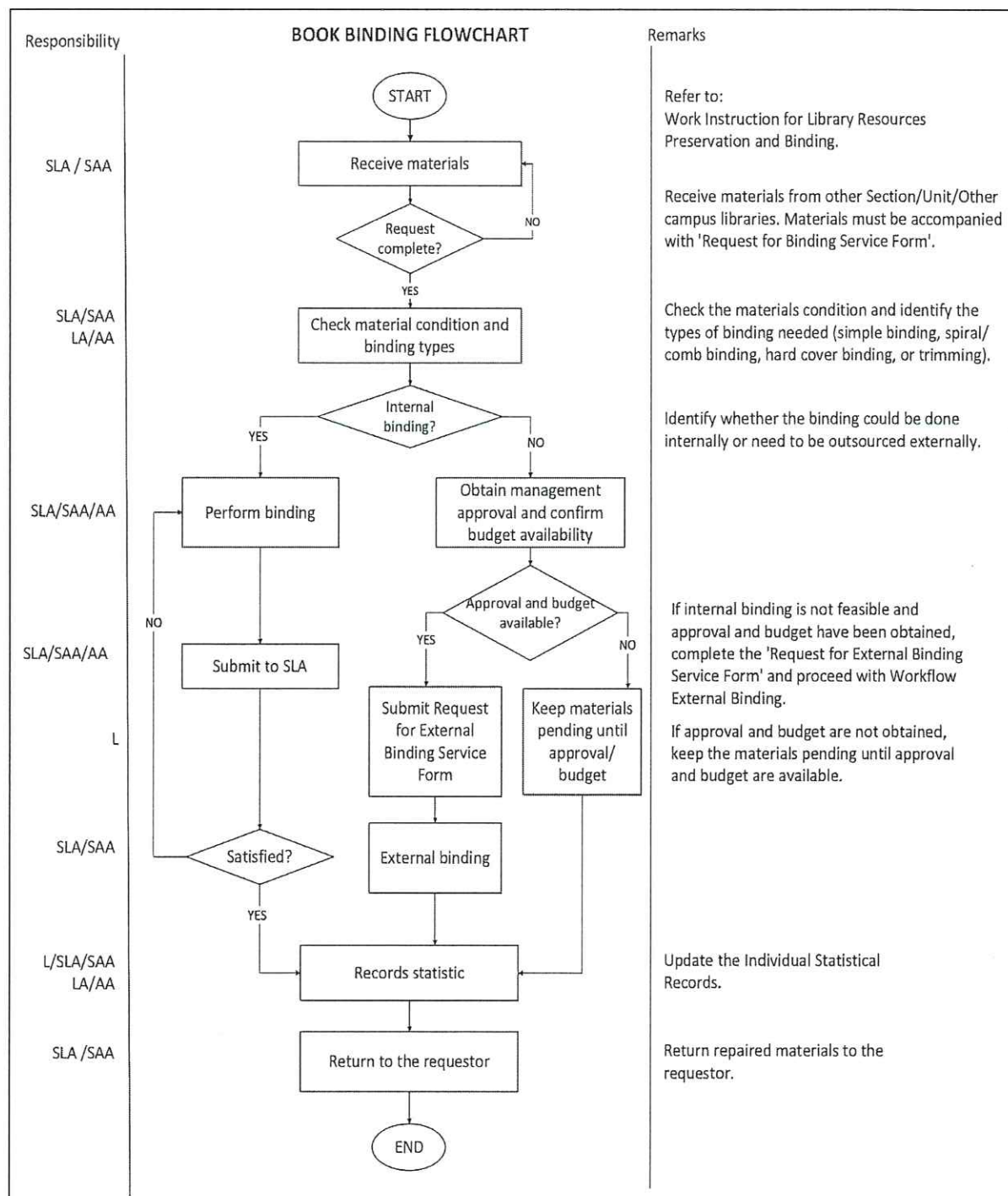


7.4. Internal book repair (received from other Sections/Units/Other campus libraries).



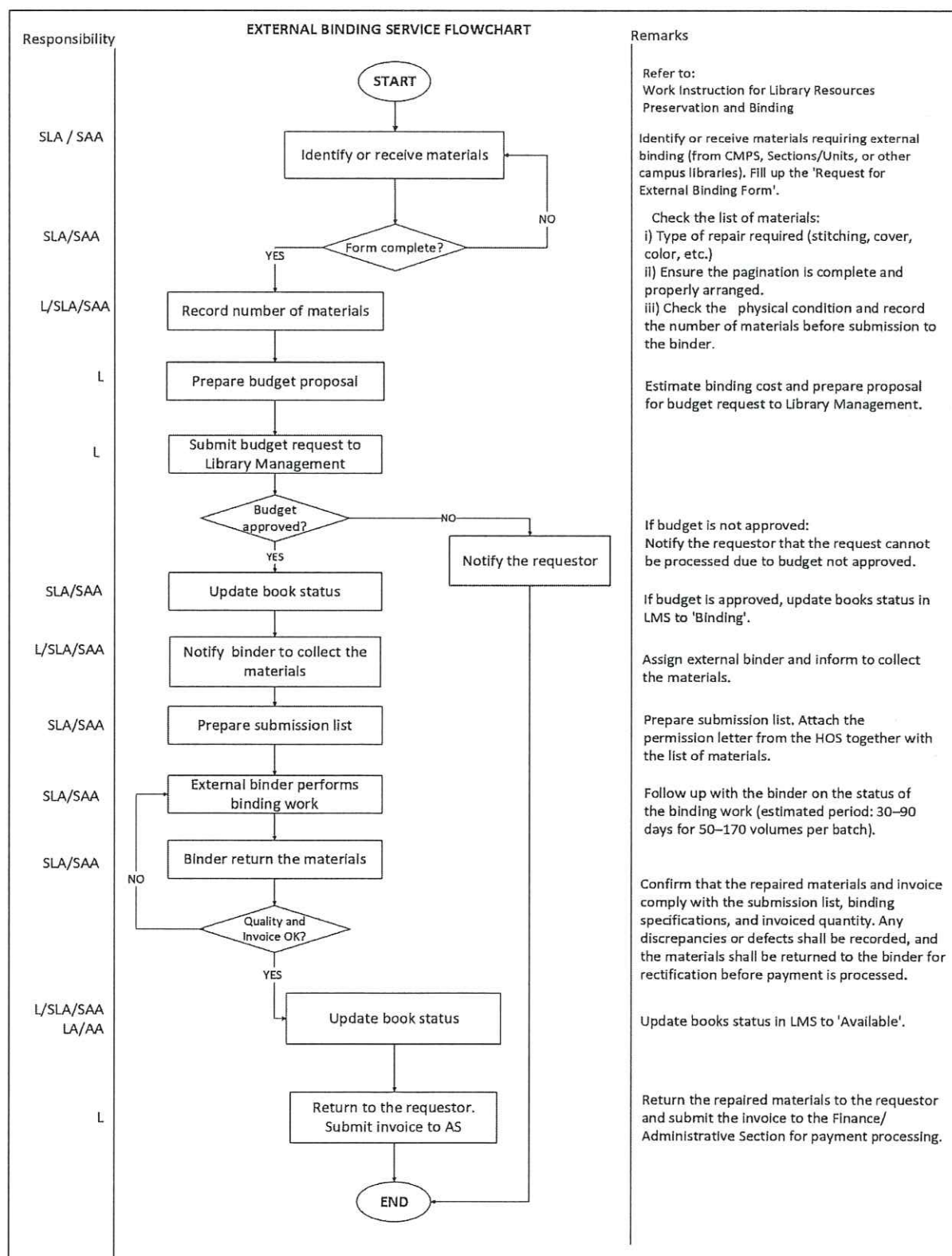


## 7.5. Book binding.



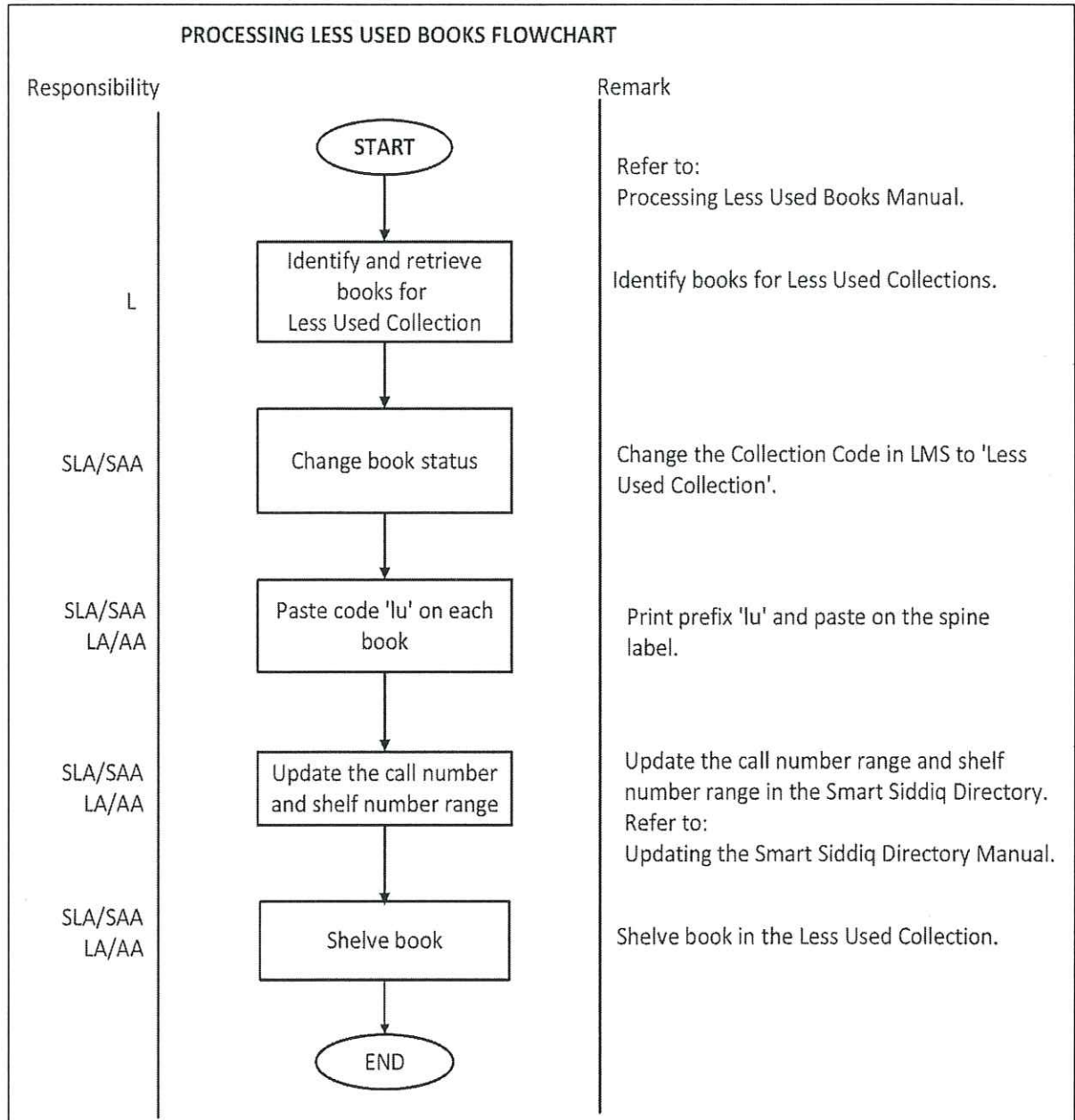


## 7.6. External binding service.

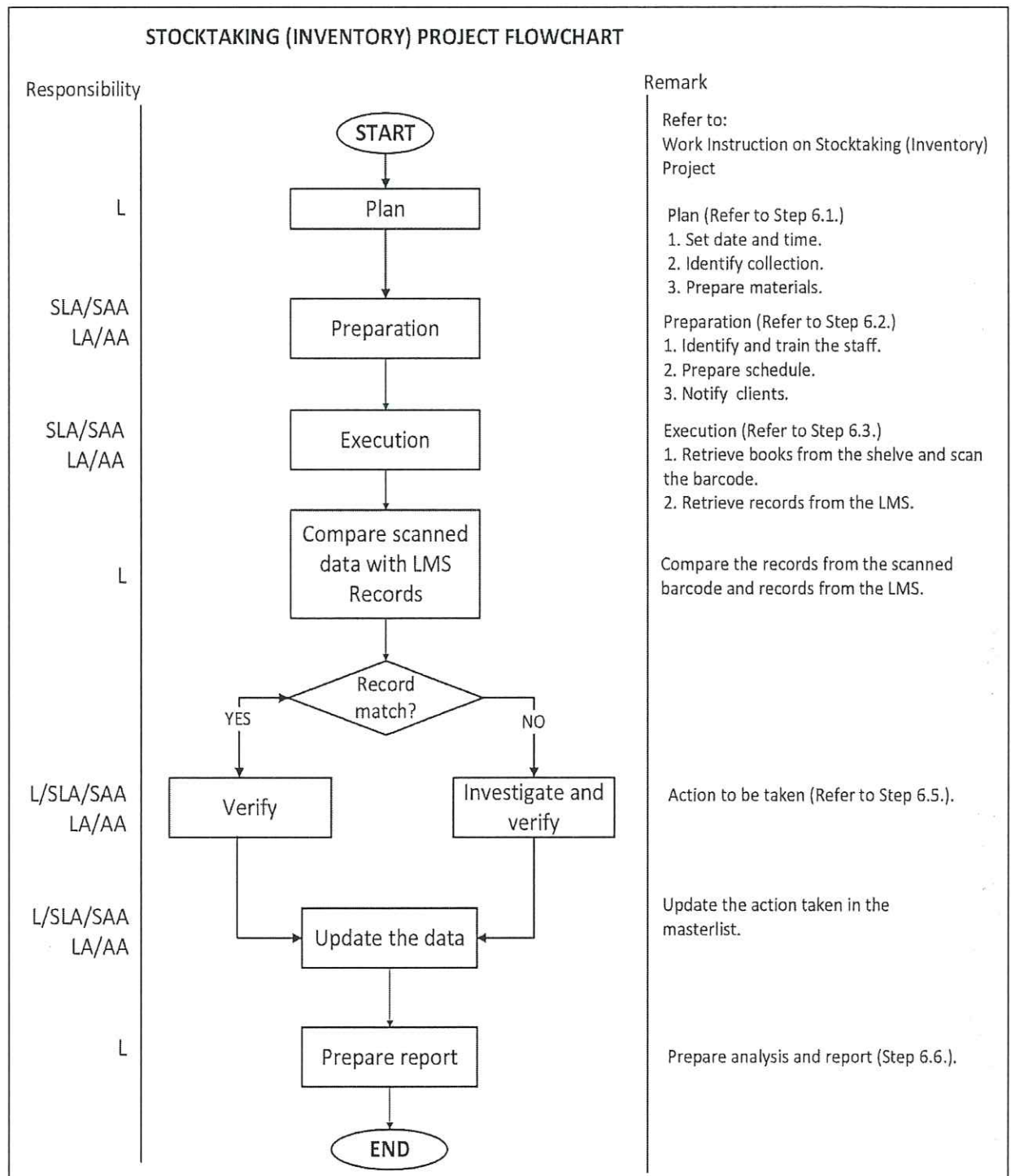




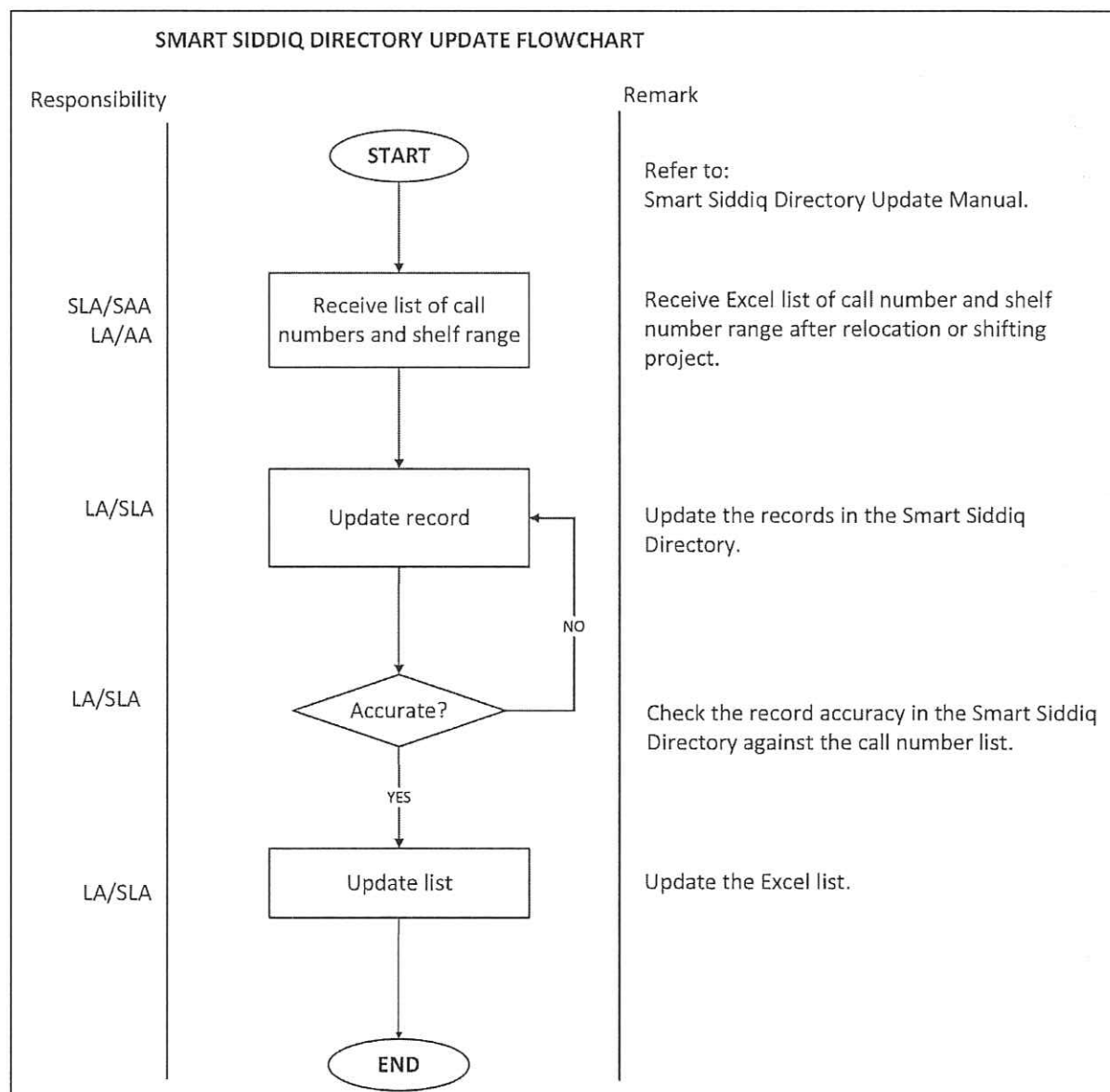
### 7.7. Processing less used books.



## 7.8. Stocktaking (inventory) project.



### 7.9. Smart Siddiq Directory update (M. Kamal Hassan Library only).





## ANNEXURE

### 1. TERMINOLOGIES

|                                        |                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Binding</b>                         | : The process of strengthening or replacing the book cover and spine to extend usability.                                                                                                                                                                                                                                                          |
| <b>Book repair</b>                     | : A process to maintain the lifespan of materials, reduces replacement costs, and ensures that items remain in good condition. This will preserve the collection and ensure its availability to the clients.                                                                                                                                       |
| <b>Call number</b>                     | : The notation used to identify and locate a particular item on the shelves; often consists of a classification notation, and book number (usually a cutter number), and may also include a work mark, followed by a date. Sometimes a call number is prefixed with a collection code as a location device to tell where it is physically located. |
| <b>Classification scheme</b>           | : A scheme by which books or other items are classified or arranged in systematic order.                                                                                                                                                                                                                                                           |
| <b>Collection Management</b>           | : Refers to the organization and maintenance of library books on the shelves involving all or any of the following activities; collecting, sorting, shifting, and arranging them on the shelves for stack maintenance and easy retrieval.                                                                                                          |
| <b>Inventory</b>                       | : Managing a library inventory involves keeping track of the general books available in the library.                                                                                                                                                                                                                                               |
| <b>Library Management System (LMS)</b> | : Library Management System – software that has been developed to handle basic housekeeping function of the library.                                                                                                                                                                                                                               |
| <b>Less Used Collection</b>            | The Less Used Collection may include materials that are outdated, less relevant, or simply not in high demand or without borrowing records for over 5 years.                                                                                                                                                                                       |
| <b>Open Access</b>                     | : A Library collection located in an open reading area whereby readers can easily browse and use without restrictions including the reference collection.                                                                                                                                                                                          |
| <b>Shelf reading</b>                   | : Examining books arrangement on the shelves to see that they are in the correct order.                                                                                                                                                                                                                                                            |

- 
- Shelving** : Proper and systematic arrangement of books and other materials on shelves within a library by the library staff. The goal of library shelving is to organize the collection in a way that makes it easy for patrons and library staff to locate and retrieve items efficiently.
- Weeding** : The process of systematically evaluating and removing materials from a library's collection. The goal of weeding is to ensure that the collection remains current, relevant, and aligned with the needs and interests of the community. This process helps free up space, improve the overall quality of the collection, and make room for new acquisitions.