

PUBLICATION ARCHIVING ACTIVITY PROCEDURE

Prepared By:-	Approved By:-
	
Name: Rasyidah Mohd Daud	Name: Nor Hasyimah Mustapa
Position: Head, Archives Management Section	Position: Chief Librarian
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1.0 OBJECTIVE

- 1.1 To illustrate the archiving and digitizing process of publication resources on IIUM for IIUM Libraries archives collection.
- 1.2 To demonstrate quality production of digitized images uploaded into iArchives with complete metadata records.

2.0 SCOPE

This procedure applies to the archiving and digitizing of publications about IIUM. This procedure is also applicable to the IIUM Campus Libraries.

3.0 ACCOUNTABILITY

- 3.1 The following units are accountable to the Publication Archiving Procedure:
 - a) Dar al-Hikmah Library- Custodian
 - b) Knowledge Management Section- Owner
 - c) Archives Management Section- Operations

4.0 ABBREVIATION

dpi	dots per inch
OCAP	Office of Communication, Advocacy and Promotion
KRDS	Knowledge Resources Development Section
CoS	Centre of Studies
AO	Administrative Offices
OPAC	Online Public Access Catalogue
PDF	Portable Document Format
SSD	Solid-state drive
LA	Library Assistant
SLA	Senior Library Assistant

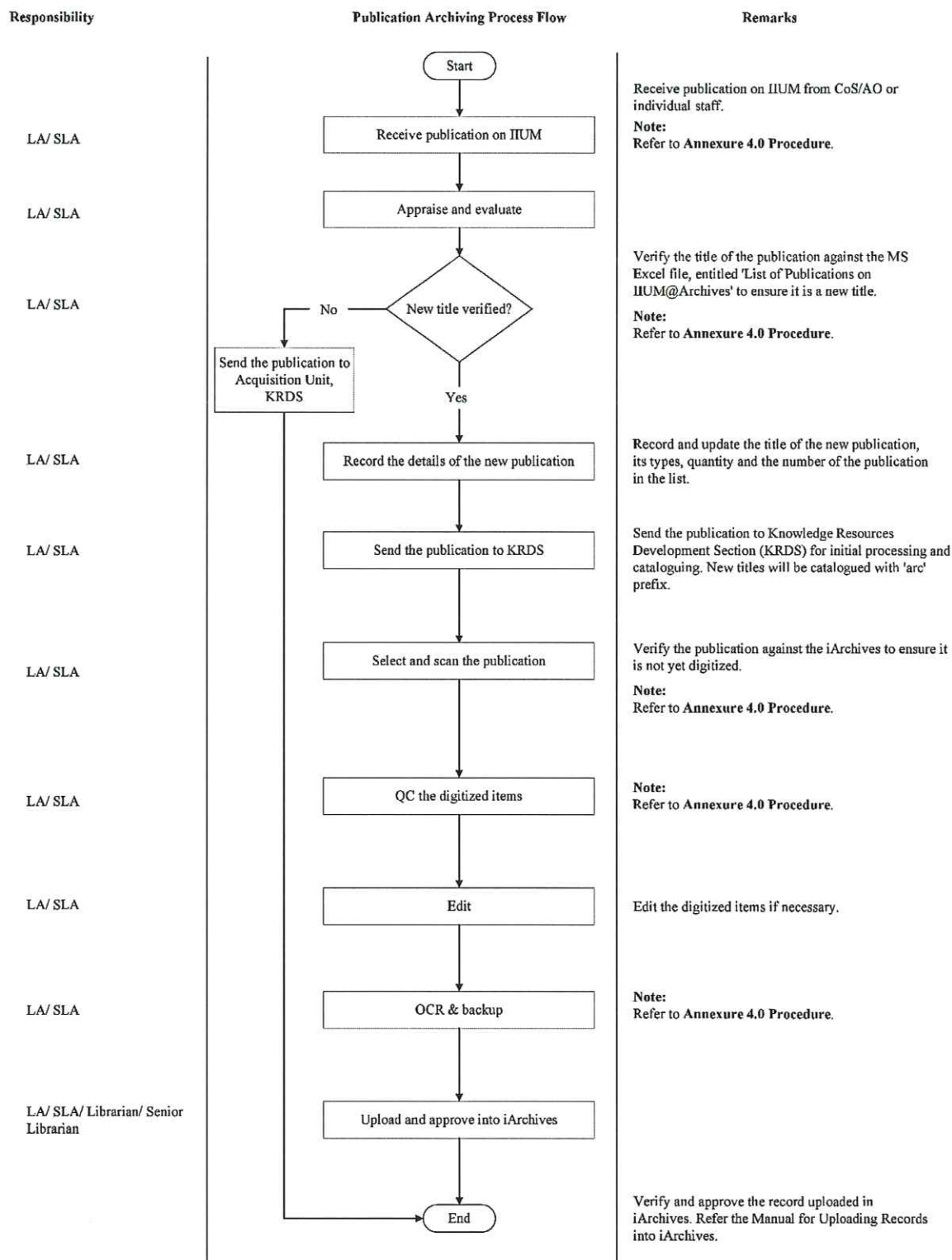
5.0 REFERENCE

- 5.1 MS Excel file: List of Publications on IIUM@Archives (Google Drive)
- 5.2 Manual for Uploading Records into iArchives (UIAM.LIB.MAN.100-7/3/1)
- 5.3 Excel file: iArchives Statistics (Google Drive)
- 5.4 Selection of iArchives Materials Guidelines (UIAM.LIB.GUI.100-1/7/8)

6.0 RECORD RETENTION PERIOD

5 years.

7.0 PROCESS FLOW



ANNEXURE

1.0 TERMINOLOGIES

Archiving	Archiving is storing historical records or documents in an archive.
Digitizing	Digitizing / digitization or is the process of converting information into a digital format.
Digitized publication	Publication and documents which have undergone digitization process.
iArchives	An integrated repository system to store and organize the digital files, assets or contents of IIUM such as digital photographs, publications, documents, videos and audio.
Metadata	Information that is given to describe or help you use other information.
Publication	Publication or documents about IIUM, either published, i.e. book chapter about IIUM, or unpublished, i.e. Mohd. Kamal Hassan (MKH) documents.
Optical Character Recognition (OCR)	Optical Character Recognition (OCR) is the use of technology to distinguish printed or handwritten text characters inside digital images of physical documents, such as scanned paper documents. OCR is sometimes also referred to as text recognition.
Publish	To make the digitized publication available on the web-based platform for the public to read or view.

2.0 MAIN QUALITY INPUT

Publication about IIUM received from the Centre of Studies (CoS), Administrative Offices (AO) and stakeholders.

3.0 MAIN QUALITY OUTPUT

Publications about IIUM with complete metadata are accessible and searchable at Archives Unit and iArchives Repository.

4.0 PROCEDURE

NO.	ACTIVITY	REFERENCE	PIC
10.1	Receive publication on IIUM from CoS/AO or individual staff. Note: Update log sheet/ MS Excel file: List of Publications on IIUM@Archives.	Log sheet/ MS Excel file: List of Publications on IIUM@Archives	LA/ SLA
10.2	Appraise and evaluate the title to ensure the archival value.	MS Excel file: List of Publications on IIUM@Archives	
10.3	Verify the title of the publication to ensure it is a new title. Note: For duplicate/additional titles, sort accordingly and send to Acquisition Unit.	Selection of iArchives Materials Guidelines	
10.4	Record and update the title of the new publication, its types, quantity and the number of the publication in the list.	MS Excel file: List of Publications on IIUM@Archives	LA/ SLA
10.5	Send the publication to Knowledge Resources Development Section (KRDS) for initial processing and cataloguing. New titles will be catalogued with 'arc' prefix.		LA/ SLA
10.6	Select publication for the scanning process Note: Verify the publication against the iArchives to ensure it is not yet digitized.		Librarian

10.7	Scan or digitize publications and save them in PDF (file format). The pages that need to be scanned are as follows: a. Front cover page b. Title page c. Verso page d. Table of content e. The whole pages (for publication published by other than IIUM Press, unpublished publication and document without copyright).		LA/ SLA
10.8	Check the digitized items for the following; a. Image: blurriness, distorted image. b. Text and font-readable. c. Filename: follow the standard filename convention.		LA/ SLA
10.9	Edit the digitized items if necessary. Note: Create a backup copy in the SSD.		LA/ SLA
10.10	OCR (Optical Character Recognition) a. OCR the cover page, title page, verso page and contents page. b. Add _OCR at the end of the filename. Note: For Adobe Professional software, OCR step is done automatically. Also create a backup copy in the SSD (for OCR file).		LA/ SLA
10.11	Upload digitized items into iArchives.	Manual for Uploading Records into iArchives	LA/ SLA
10.12	Verify and approve the records after checking the quality of the digitized item. Enhance the basic metadata if necessary.		Librarian/ Senior Librarian
10.13	Record and compile the productivity statistics.	MS Excel file: iArchives Statistics	LA/ SLA/ Librarian