

PROCESSING OF GIFT MATERIALS PROCEDURE

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1.0 OBJECTIVE

To establish the procedure for processing gift materials to produce a quality output that supports the curriculum and educational mission of IIUM.

2.0 SCOPE

This procedure applies to the process of receiving gift materials from donors for the library collection, from receipt to physical initial processing. It applies to all campus libraries that receive gifts and donations. If there are any differences in procedures between this campus library and another campus library, they will be indicated in the flow chart.

3.0 ACCOUNTABILITY

The following offices are accountable for the procedure:

- a) Knowledge Resources Development Section- Owner
- b) Cataloguing Section- Cataloguing process
- c) Campus Libraries – Cataloguing process and services

4.0 ABBREVIATION

AA	: Administrative Assistant
HOS	: Head of Section
HOU	: Head of Unit
LA	: Library Assistant
LMS	: Library Management System
OA	: Operation Assistant
SAA	: Senior Administrative Assistant
SLA	: Senior Library Assistant
WI	: Work Instruction

5.0 REFERENCE

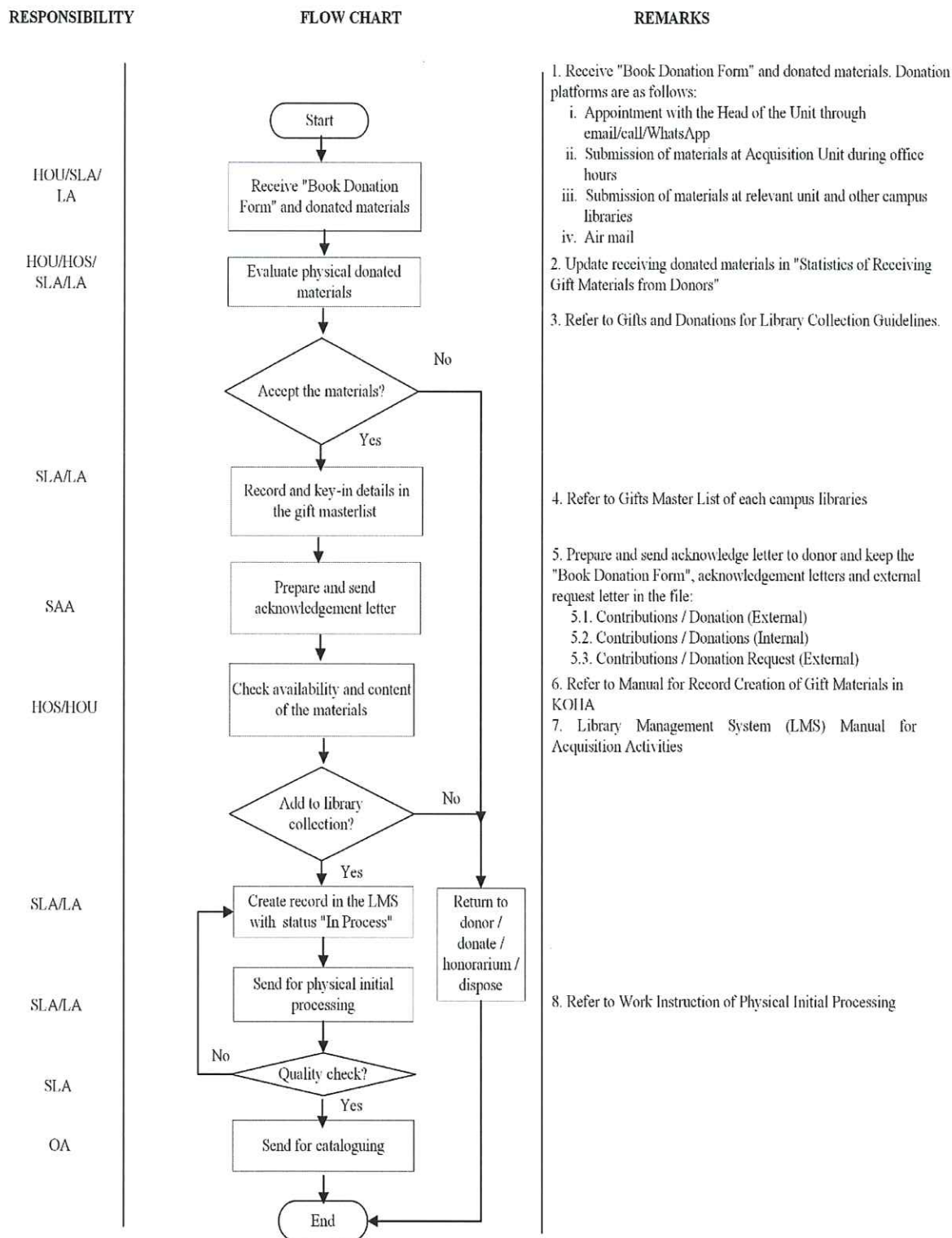
5.1 INTERNAL DOCUMENTS

- 5.1.1 Book Donation Form - IIUM/204/A5.1/4/19/4-BD01
- 5.1.2 Contributions / Donation (External) – IIUM/204/A5.1/4/19/4/2
- 5.1.3 Contributions / Donations (Internal) – IIUM/204/A5.1/4/19/4/1
- 5.1.4 Contributions / Donation Request (External) – IIUM/204/A5.1/4/19/4/3
- 5.1.5 Gifts and Donations for Library Collection Guidelines - UIAM.LIB.GUI.100-1/7/8
- 5.1.6 Gifts Master List
- 5.1.7 Library Management System (LMS) Manual for Acquisition Activities - UIAM.LIB.MAN.100-7/3/1
- 5.1.8 Manual for Record Creation of Gift Materials in KOHA - UIAM.LIB.MAN.100-7/3/1
- 5.1.9 Statistics of Receiving Gift Materials from Donors
- 5.1.10 Work Instruction for Physical Initial Processing – UIAM.LIB.WI.100-7/3/1

6.0 RECORD RETENTION PERIOD

5 years

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ANNEXURE

APPENDIX 1: TERMINOLOGY

Donors	: Individuals, organizations, and institutions that donate materials to the Dar al-Hikmah Library
Gift materials	: Dar al-Hikmah Library received gifts / donated materials from individuals/organizations/book exchange programs. The materials might include various forms: monographs, theses, journals, newsletters, annual reports, newspapers, government publications and multimedia.
Physical Initial Processing	: Processing of books received by IIUM Library which includes the processes of ownership stamping, inserting security strip, RFID tagging, and changing status of materials from “In Process” to “Cataloguing”.
Library Management System	: Koha Integrated library management system used by Dar al-Hikmah Library