

SERIAL AND E-BOOK SUBSCRIPTION PROCEDURE

Prepared By:	Approved By:-
	
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1.0 OBJECTIVE

To explain the steps in the process of serial and e-book subscriptions in order to fulfil the client's needs within the approved budget allocation.

2.0 SCOPE

This procedure is specifically for the subscription of serials (print and online) and e-books. It covers:

- 2.1 Orders for new/currently subscribed serials and e-books
- 2.2 Invoice processing

3.0 ACCOUNTABILITY

The following offices are accountable for the serial and e-book subscription procedure:

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

4.0 ABBREVIATION

AA	: Administrative Assistant (Clerical)
ABMS	: Anti-Bribery Management System
CL	: Chief Librarian
EDFD	: Executive Director Finance Division
HOS	: Head of Section
L	: Librarian
LA	: Library Assistant
MACC	: Malaysian Anti-Corruption Commission
OA	: Operation Assistant
ODB	: Online Databases
OLA	: Office of Legal Adviser
QCM	: Quotation Committee Meeting
SAA	: Senior Administrative Assistant
SLA	: Senior Library Assistant

5.0 REFERENCE

5.1 INTERNAL DOCUMENTS

- 5.1.1 Agreement for renewal/new subscription
- 5.1.2 Online Databases Master List
- 5.1.3 Proposal to Purchase Serials: Print/E-Journal/E-Book
- 5.1.4 Purchasing (IIUM Suppliers Evaluation) – IIUM/204/A5/C/10/7/3
- 5.1.5 Serials Master List - IIUM/204/A5/22/2/2
- 5.1.6 Serials Subscription Request Form - IIUM/204/A5/22/2/1
- 5.1.7 Work Instructions:
 - 5.1.7.1 Work Instruction on New/Renewal Subscriptions (Online Databases, E-Journals, E-Books and Print Journals) - UIAM.LIB.WI.100-7/3/1
 - 5.1.7.2 Work Instruction for Receiving of Materials - UIAM.LIB.WI.100-7/3/1
 - 5.1.7.3 Work Instruction for Invoice Processing - UIAM.LIB.WI.100-7/3/1
 - 5.1.7.4 Work Instruction for Physical Initial Processing - UIAM.LIB.WI.100-7/3/1



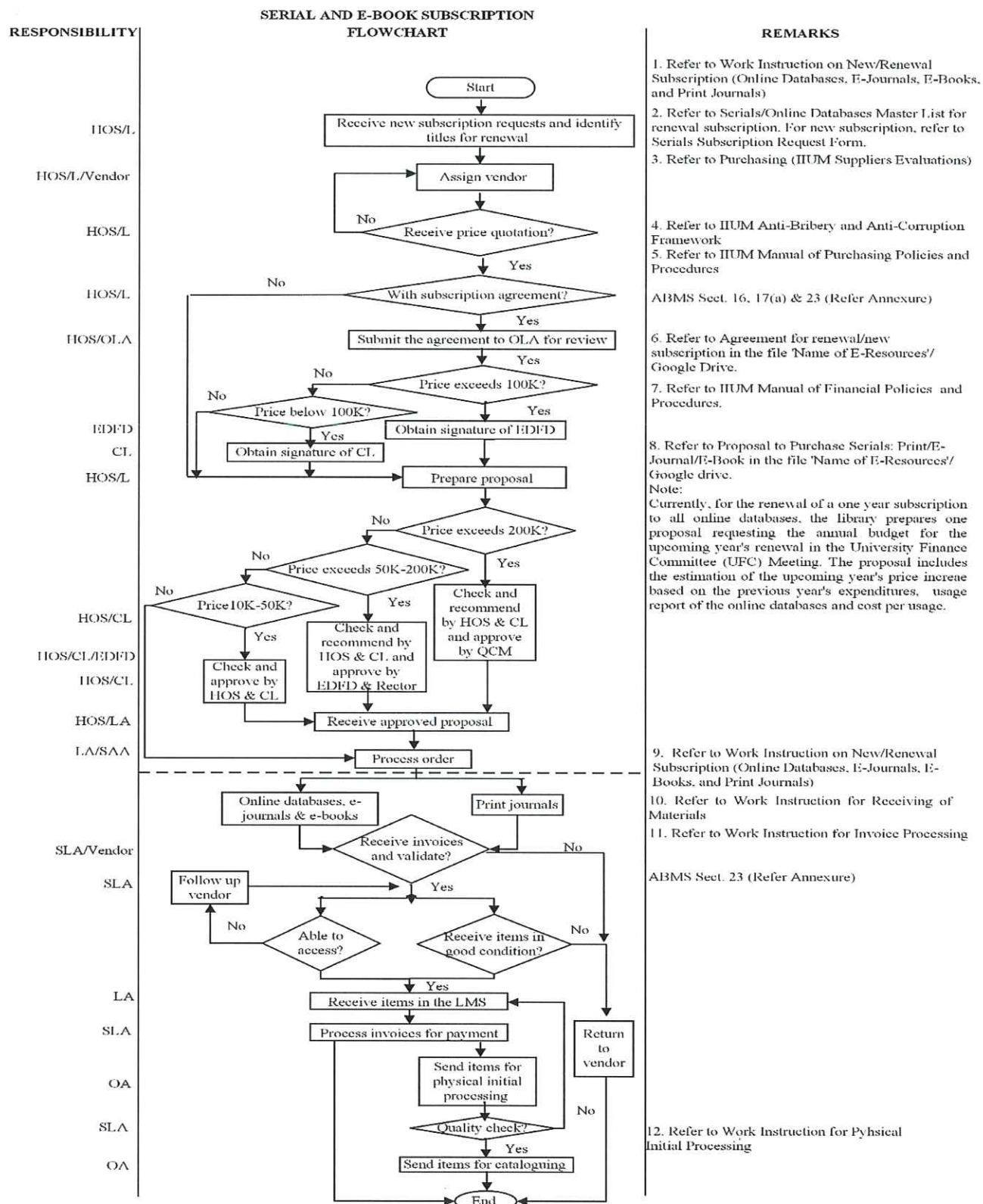
5.2 EXTERNAL DOCUMENTS

- 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 Procedures

6.0 **RECORD RETENTION PERIOD**

7 years

7.0 PROCESS FLOW



ANNEXURE

APPENDIX 1: TERMINOLOGY

- New subscription : The process of ordering or acquiring new serials titles for the year.
- Renewal subscription : The process of renewing the yearly purchase of serials is usually made before the subscription ends.
- Serials : Publications are produced continuously and indefinitely.
- Subscription : Purchase of serials for a year and payments are usually Pro-forma i.e. payment made before receipt of materials.

ABMS Notes:

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

1. Soliciting/Receiving Gratification (Bribe) [Section 16 & 17(a) MACC Act 2009]
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:

1. Receive price quotation
2. Submit the agreement to OLA for review
3. Establish different approval and signatory authority levels for agreements and proposals

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

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

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

1. Receive invoices and validate
2. Receive items in good condition or ensure the access link is active