SECTION S5 - LIBRARY CONTROL

OBJECTIVE

To define the control by which the Company Library ensures that technical reference information is maintained and available for all Staff.

The general objectives can be expressed as follow:

1. the collection and distribution of ***catalogues*** containing information relevant to the product, etc. of the Company;

2. the circulation of original materials to staff according to their subject of interest;

3. the provision of a collection designed to enable Objectives 1 and 2 above to be accomplished and to provide a base for researches and references;

4. to provide staff to conduct literature searches on behalf of the management.

RESPONSIBILITIES

The Librarian shall provide the following services in respect of technical reference information:

1. Ensure that an index of titles is kept of all documents held by the Library which need maintaining, and regularly check the current status of all Codes of Practice and Standards, etc. ***eg. Singapore Standards e-shop and authorities websites***.

2. Ensure that technical reference information which is not automatically maintained at current status is identified by either marking the documents, the file containing the documents or shelves holding the documents with the sign 'DOCUMENT NOT MAINTAINED'.

3. Ensure that superseded documents are marked 'SUPERSEDED' where retained for reference.

4. Store technical reference information and as appropriate, make available for loan to staff.

5. Ensure that all loans of Library materials are recorded.

6. Subject to authorisation, obtain on request technical reference information from other sources.

7. Notify all Staff of new Library materials via e-mail.

8. Ensure Library shelves are properly labelled so that materials can be conveniently accessed and retrieved for easy retrievable.

PROCEDURES

1. Borrowing from the Library

Staff may borrow Library materials by approaching the Librarian either with the material title or library reference no. which can be viewed on the Library page on the intranet. The Librarian will then ensure that the following items be recorded in the Loan ***Record*** on the intranet:

(i) Description of Library Material
(ii) Type of Media
(iii) Remarks
(iv) Borrower's Initial
(v) Date of Borrowing
(vi) Return Date

The loan period is 2 weeks from the date of borrowing. Upon return of the borrowed material, the Librarian shall indicate the date of return in the Loan ***Record***.

It shall be the responsibility of the borrower to handle the borrowed materials with care.

2. Purchase Requests

When a staff member requires the Library to purchase a material which is not in the Library, he/she should use the Purchase Requisition form to obtain the authorisation of the Director-in-charge and then refer to the Librarian for action. ***Purchase*** Requisition form can be obtained from the Intranet.

3. Records

The following records shall be maintained by the Librarian:

1. Index of Titles
2. Loan ***Record*** on the intranet

All materials in the library are classified into the following categories:

(i) Code of Practice
(ii) Reference Books
(iii) Directory of Guide Books
(iv) Government Gazettes Acts
(v) British Standards
(vi) International Standards
(vii) Training and Seminar Materials
(viii) Mechanical Catalogues
(ix) Electrical Catalogues
(x) Magazines

(xi) Master Specifications
(xii) Companies Annual Reports/Financial Statements