

SARAWAK MUSEUM DEPARTMENT LIBRARY

Frequently Ask Questions (FAQS)

BIL.	QUESTION	ANSWERS
1	When is the opening hours for Sarawak Museum Library for non-Sarawak Museum Department (SMD) staff / registered users?	<p>First, before coming to the library, you need to read about the application process to do research in Sarawak based on the guidelines from the Economic Planning Unit Sarawak (EPU).</p> <p>Then, if you do not fall into any of the categories listed in the EPU website or you are from a government agency, kindly write formally to our Director for approval. After you have obtained the above-mentioned approval, the appointment link will be sent to you.</p> <p>For non-SMD Staff or registered users, the library usage/visitation is strictly by appointment.</p> <p>Opening hours:</p> <p>Monday - Thursday : 9.00 am – 12.30 pm : 2.15 pm – 4.30 pm</p> <p>Friday : 9.00 am – 11.30 am : 2.15 pm – 4.30 pm</p> <p>Saturday, Sunday, : Closed Public Holidays</p>
2	Are visitors allowed to borrow material from the library at the Sarawak Museum Department?	The materials are to be read only in the museum library.
3	Can we photocopy the books or pages?	<p>We are bound by copyright law. We do not offer photocopying or scanning services.</p> <p>The researcher is encouraged to use collected info from the library for reference and research purposes, cite the owners, and abide by the law enforced.</p>

4	Does the library accept donations of collections of books from individuals, companies, or associations?	Yes, the library of Sarawak Museum Department accepts donations of books from the public/organisations with proper documentation case by case basis.
5	What kind of documents are needed to enter the library?	<p>After obtaining the authorisation letter from the SMD Director and EPU, bring it together with other relevant supporting documents to the library.</p> <p>Make sure you have made an appointment three (3) days before arriving at the library.</p> <p>Before entering the library, you will need to leave your:</p> <ul style="list-style-type: none"> • Driver's Licence / Passport or Travel Visa or • Identification Documents (ID) at the security office, upon entering Level 1, Annex Building.
6	How should I dress to go to the museum library?	Please dress smart casual / office wear and observe the government office premises code of ethics.
7	Can I bring my laptop / computer into the library and do my work there?	You can ONLY bring in your laptop, pencil, papers and a mobile phone for research purposes.
8	How do I reserve an appointment to the library?	<p>Fill in the online appointment form (refer to SMD website) three (3) days before coming.</p> <p>We are closed during lunch hours, Saturday, Sunday, and public holidays. We will contact you if you need to reschedule your appointment date on a case by case basis.</p>
9	Where is the Lost and Found?	<p>The library assumes no responsibility for lost items.</p> <p>Due to this, we will only take reasonable and appropriate measures to protect the safety of found stuff until claimed or relinquished to the Sarawak Museum Department.</p>

10	How do I find audio and videos collection?	<p>Our library does not keep audio and video collections.</p> <p>You can refer to the Collection Repository Section.</p> <p>If you are a student or freelance researcher, make sure you have an active student card and a valid research permit.</p> <p>If you are from a registered and active Sarawak NGO / institution / agency, use your institution / agency / NGO letterhead and send it by email or by hand to SMD Director.</p>
12	How do I borrow books from the library?	<p>All the library reference materials are NOT to be brought out of the library or for circulation.</p>
13	From whom and what else can I obtain other than books for reference purposes at the Sarawak Museum Department?	<p>After getting the necessary documentations and approvals, you can refer to these section or unit heads:</p> <p>(a) Exhibition Section: Album (photo), Exhibition</p> <p>(b) Collection Repository Section: historical documents, manuscripts, letters, video and audio</p> <p>(c) Publication Section: Sarawak Museum Journal, Sarawak Museum Department publication</p> <p>(d) Corporate Communication: Events of the Department</p> <p>(e) Heritage Register Section: Sarawak Heritage Ordinance 2019 matters</p> <p>Refer to the staff directory in our official website for their contact numbers.</p>

Note:

We are open daily. Please contact the library staff before coming to enable us to assist you better.

For further inquiries please contact:

Sharon Cynthia Samuel, (+6082 548181 Ext.: 207)

Address your application letter to use the library for research purposes to:

Director,
Sarawak Museum Department,
Jln P. Ramlee, 93400 Kuching, Sarawak.

Email: nancyj@sarawak.gov.my
cc to: nurazminad@sarawak.gov.my, smdllibrary@sarawak.gov.my
sharoncs@sarawak.gov.my, malissaak@sarawak.gov.my