

**A SURVEY ON THE APPLICATION OF LIBRARY
SECURITY POLICY AND PROCEDURES AMONG
LIBRARIES IN THE AREA OF THE KLANG VALLEY**

ABDUL RAFI' BIN HJ. SUJA'
RESOURCE CENTRE MANAGEMENT
(B.Sc)
IS 223

**FACULTY OF INFORMATION STUDIES UNIVERSITY
TECHNOLOGY MARA**
2001

Table of Content	Page
Acknowledgement	ii
Table List	iii
Abstract	1
Scope	3
CHAPTER 1	
1.0 Introduction	4
1.1 Background of the problem	5
1.2 Statement of the problem	7
1.3 Purpose of the study	8
1.4 Rational or theoretical basis for the study	8
1.5 Objectives of the Research	9
1.6 Research Questions	10
1.7 Importance or significance of the study	10
1.8 Definition of term	11
CHAPTER 2	
2.0 Review of the literature	12
2.1 Abbreviated review of permanent literature grouped around major topics or themes	15

ACKNOWLEDGEMENT

Firstly, I would like to express a sense of gratitude to the lord ALLAH S.W.T for giving a good health and blessing to me in order to accomplish this Academic Research Project and giving me the ideas especially during the research was conducted. In this opportunity, I would like to thank to my beloved parents because without them it is impossible for me to accomplish this work successfully. Not forgotten to my loving and caring supervisor Encik Husain Bin Hashim, my coordinator Professor Madya Saidina Omar Bin Samsuri for their sheer support and advice for me to get the right way to write the Academic Research Project and their help during this research works. Last but not least, I also would like to dedicate my special thanks to the management of the libraries in the Klang Valley area which were selected as the respondents in this research, also to Mohd Hasfanizam and ll friends in IS 223 part 6, especially for group B members and the individuals who involves in this project that always willing to help me in order to complete this Academic Research.

ABSTRACT

The research focusing a Library as a whole needs to have an efficient security policy and procedures to overcome the problem of insecurity of its collection.

Therefore the research gave an emphasis on how the enforcement library security policy among Libraries could protect and prevent their holdings. The libraries, which were selected comprising the types of different within the area of Klang Valley. Every library involved in this research has different library security policy and procedures. In most libraries, security policy is in dire and obvious need of embellishment. Therefore the research concentrated about the application of the policy for the purpose of safety, with the understanding that they are really parts of the same concern.

The scope of the study, specifically I chose fifteen libraries as the whole in the Klang Valley are, respectively. Quantitative method was applied in conducting the research. A set of questionnaires was established and distributed to the respondents to obtain comprehensive data towards the fulfillment of the research. The study also gave a sense of awareness to the readers and the libraries on the importance of theft prevention through an efficient security system in order to preserve the holdings from being stolen. It depends on the effectiveness of the policy and procedures the libraries apply. Therefore, this research used simple random sampling approach. Libraries within the overall population of the Klang Valley has equal and independent chance of being selected to be part of the sample.

CHAPTER 1

1.0 Introduction

The loss and destruction of material in various types of physical and electronic collections have grown into a major national problem. Theft, vandalism, and damage are all inevitable. Guardians of both the public and private trust must take all necessary measures to ensure that such dangers to their collections are minimized or eliminated. We realize that one unclear aspect of security is the epistemological price of vandalism and theft. Until a book is needed, its existence is not discovered.

What is most important aspect in the library is the library security policy and procedures. The library administration should ensure that equipment, which is not meant to be used by patrons, should not be accessible to them. The thing such as printed material, patrons, terminals and the software necessary to run them should all be physically protected to prevent vandalism and theft. The research concentrated more on the application of library security policy and procedures among libraries in the area of the Klang Valley on what are the specific measures taken in assuring library security and the responsible for the enforcement of the library security policy.