



Lesson Learnt Report

1	<p>Title: The Weeding And Disposal Of University Of Malaya (UM) Past Examination Papers at M. Kamal Hassan Library</p>
2	<p>Background of the project: During the relocation of the Serials Collection from Level 4 to Level 3 at M. Kamal Hassan Library, 130 bound volumes of University of Malaya (UM) past examination papers were identified and assessed as obsolete. As part of the weeding process, the University of Malaya Library was consulted and requested to receive the materials, as they did not have copies of the collection. Following management approval, the examination papers were transferred to the University of Malaya Library. This project supported the library's collection development policy by maintaining a relevant, accessible, and space-efficient collection.</p>
3	<p>What went well? The project was completed smoothly by following the Library Resources Weeding Guidelines. Identifying the University of Malaya Library as the recipient of the collection facilitated the preparation of materials and supporting documents. The guidelines also provided a clear framework for preparing the proposal and obtaining the necessary approvals from the relevant authorities, ensuring an efficient and compliant disposal process.</p>
4	<p>What went wrong? The project provided valuable experience in preparing disposal documentation, particularly in measuring materials for transfer according to the standards of the National Archives Department. As the measurements were carried out by LSS staff who have no experienced with archival requirements, the documentation had to be submitted twice before meeting the required standards and obtaining approval. This process improved understanding of the proper procedures and compliance requirements.</p>
5	<p>How it has been improved? During the project, the library enhanced the Library Resources Weeding Guidelines by updating the workflows, aligning procedures with the latest Library Management System (LMS), improving the overall work process for better efficiency and organization, and incorporating the relevant forms required by the National Archives Department.</p>

6	<p>Suggestion for improvement: Library weeding and disposal activities should be conducted regularly to ensure that collections remain relevant and meet users' academic and research needs. Regular weeding helps identify outdated, duplicated, damaged, or underused materials, improving collection quality and making better use of library space. Cooperation and collaboration among library staff are essential in facilitating the process, as weeding involves a significant amount of work. The support of the Library Weeding Coordinator and the Weeding Committee is also important in ensuring that the process is carried out smoothly and efficiently. Continuous weeding also supports effective collection management and contributes to a more efficient and user-focused library environment.</p>
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Signature and stamp



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