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Guidelines

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Purpose

This guideline is established and maintained to ensure the process of cataloguing, classification, processing, and verification are done systematically approved guideline by the librarian and/ or designated officer to support Quality Management System, in achieving customersatisfaction/ in meeting customer needs.

Scope

This guideline applies to the following cataloguing processes and verified bibliographic data accordance to cataloging tools as follows:

1. Resource Description Access (RDA);
2. Library Congress Subject Heading (LCSH);
3. Dewey Decimal Classification (DDC);
4. MARC 21 Format;
5. Garis Panduan Pengindeksaan Perpustakaan Negeri Malaysia;
6. Katalog Induk Kebangsaan (KIK);
7. Tajuk Perkara Tempatan;
8. Tajuk Perkara Kumpulan Etnik Sabah dan Sarawak;
9. Standard Entry Pengkatalogan Malaysia : Nama Orang Perseorangan;
10. Standard Entry Pengkatalogan Malaysia : Nama Badan Selembaga ; and
11. Management of Collection Development Policy of Pustaka Negeri Sarawak.

1.0 Cataloguing

- 1.1 Cataloguing an activity of creating and maintaining bibliographic and authority records in the library catalogue, the database of books, serials, sound recording, cartographic etc. that owned by the library.
- 1.2 Cataloging takes seven hours to be complete for 10 items per day.
- 1.3 There are six cataloguing types as follows.

1.3.1 Original Cataloguing

- 1.3.1.1 Librarian/ Cataloguer shall determine the format of library resource before data entry.

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- 1.3.1.2 The Librarian/ Cataloguer shall complete the following the MARC tags in the Bibliography Record.

020/022 – ISBN/ISSN
040 - Language
082/090 – Call Number
100/110/111 – Main Entry
245 - Titles & Responsibility
264 - Imprint
300 – Physical description
336 – RDA content
337 - RDA media
338 – RDA carrier
650/651 – Subject Heading

- 1.3.1.3 The LA/DO shall process the library materials according to Panduan Pemrosesan Bahan-bahan Perpustakaan (GL-TS-03).

- 1.3.1.4 After process the library materials, the DO/LA shall change the status from in process to cataloguing complete.

1.1.2 Copy Cataloguing

- 1.1.2.1 Librarian/ Cataloguer/ DO/ LA shall check the availability of bibliography record from the library online database.

- 1.1.2.2 Librarian/Cataloguer/DO/LA shall copy the data according to Standards for Cataloguing and Classification of Library Materials.

- 1.1.2.3 The Librarian/Cataloguer/DO/LA shall change the status from in process to Cataloguing Complete.

1.1.3 Import Bibliographic Record

- 1.1.3.1 Librarian/ DO/ LA shall import the bibliographic data from others library online database (if data available and allowed to be import).

- 1.1.3.2 If the data available and allowed to be import, Librarian/ DO/ LA shall do the data cleaning and complete the following MARC tags in the Bibliography Record in accordance with 1.1.1.2.

- 1.1.3.3 If the data is unavailable, Librarian/ DO/ LA shall complete the following MARC tags in the Bibliography Record in accordance with 1.1.1.2.

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1.1.4 Bibliographic Record Merging

- 1.1.4.1 Bibliographic records shall be merged if there are duplicate records in the Angka.sa2 system by librarian/ Cataloguer/ DO/ LA.
- 1.1.4.2 Before bibliographic merging, librarian/Cataloguer/DO/LA shall change the status one of bibliographic records from complete cataloguing (CC) to pending merging (PM).
- 1.1.4.3 In Cataloguing Module, librarian/Cataloguer/DO/LA shall enter cc/verification complete (VC) as a primary bibliographic record and PM as a secondary bibliographic record.
- 1.1.4.4 Then, the librarian/master bib controller /DO/LA shall delete data from secondary record according to the Standard for Cataloguing and Classification for Pustaka Negeri Sarawak.
- 1.1.4.5 Once completed, Librarian/DO/LA shall change the bibliographic status to VC.

1.1.5 Add Item

- 1.1.5.1 Librarian/ DO/ LA shall check the availability of bibliography record from the library online database by entering the bibliographic number, title or ISBN/ISSN.
- 1.1.5.2 If available, the Librarian/ DO/ LA shall update any incomplete data of MARC tags of Bibliography Record in accordance with 1.1.1.2.
- 1.1.5.3 The Librarian/ DO/ LA shall complete the item record in item management system in accordance with the Standard for Cataloging and Classification for Pustaka Negeri Sarawak and fill in the mandatory columns (*) then save the item record once completed.
- 1.1.5.4 Save the bibliographic record status from IP to CC or from CC to VC.

1.1.6 Physical Processing of Library Materials

- 1.1.6.1 Library Materials shall be process in accordance with Panduan Pemprosesan Bahan-Bahan Perpustakaan (GL-TS-03) once all the cataloguing process is completed.

2.0 Verification

- 2.1 Librarian/ DO/ LA shall conduct verification of bibliographic records through the following processes:
 - 2.1.1 Generating bibliographic records immediately from Library Management System (LMS).

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- 2.1.1.1 Librarian/ DO/ LA shall generate bibliographic records from LMS with status CC.
- 2.1.1.2 Then, librarian/ DO/ LA shall check each bibliographical records and update according to Standard for Cataloguing and Classification for Pustaka Negeri Sarawak.
- 2.2.2.3 Once completed, the librarian/ DO/ LA shall change the bibliographical status from CC to VC then save the record.

2.2 Generating bibliographic records from LMS based on Material Processing Form (MPF).

- 2.2.1 Librarian/ DO/ LA shall check each bibliographic record by referring the MPF form and update according to Standard for Cataloguing and Classification for Pustaka Negeri Sarawak.
- 2.2.2 Once completed, the librarian/ DO/ LA shall change the bibliographical status from CC to VC then save the record.

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