

# Guidelines

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## 1.0 Cataloguing Process

- 1.1 The Librarian or Designated Officer (DO) shall determine whether the resource is a published library material or unpublished material.
- 1.2 If unpublished, the Librarian or Designated Officer (DO) create a new record (original cataloguing) in ANGKA.SA2 Library Management System, Cataloguing Module and input the basic description of the library item according to Resource Description and Access (RDA) or Anglo-American Cataloguing Rules (AACR) standards. If the record already exists in the system, the Librarian or Designated Officer (DO) shall add in item and save record and proceed with the item listing and processing of the library materials.
- 1.3 To create a new record, the Librarian or Designated Officer (DO) shall refer RDA sections 2.1 and 2.2 to determine the basis for identification and sources of information for the items. The basis for identification and sources of information for the library materials are tagged in MARC fields as below:
  - a) 082 – Call Number
  - b) 1XX – Main Entry
  - c) 2XX – Statement of Responsibility
  - d) 3XX – Imprint
  - e) 490 – Series
  - f) 5XX – Notes
  - g) 6XX - Subject Added Entry
  - h) 7XX - Added Entry
  - i) 8XX - Serial Added Entry
  - j) 9XX - Product
- 1.4 The librarian will identify call number, access point such as responsibility of the item and series (if any) and subject heading based on international standards as follows:
  - a) The Library of Congress Subject Headings for assignment of subject headings (LCSH)
  - b) Dewey Decimal Classification for determination of call number.
  - c) Local Subject Headings and Authority Files for original cataloguing of local materials:
    - i. Perluasan Kawasan Bagi Malaysia
    - ii. Fail Kuasa Tajuk Perkara Kumpulan Etnik Sabah dan Sarawak
- 1.5 After the call number and access point are established, the Librarian or Designated Officer (DO) will input them in the bibliographic record and create MARC Authority record for each authorized access point. Refer to **ANGKA.SA2 Library Management System, Bibliographic Management Manual**. Then, the Librarian or Designated Officer (DO) shall create item in the system then proceed with the item listing and processing the library material.

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## 2.0 Bibliographic Merge

Bibliographic merge process is finding of similar record that we can found in another library database. Import and merging record for the item and then the Librarian or Designated Officer (DO) will do the editing / remove the record as necessary based on the item and Pustaka standard cataloging rules and practices.

- 2.1 Once the Librarian or Designated Officer (DO) identify the item in hand, search the bibliographic records from the bibliographic utilities such as British Library Online Public Catalog / Library of Congress / National Library of Malaysia or any other databases / website with Z39.50 international standard client-server.
- 2.2 When there are multiple options for import, select according to these options:
  - a) Choose the record with the higher level of encoding over one with a lower level.
  - b) Choose the record with a complete set of access points over one without a complete set.
- 2.3 The Librarian or Designated Officer (DO) will identify the record and save record and proceed with the item listing and processing the library material.

## 3.0 Copy Cataloguing

Copy cataloguing is a process of finding and copying an existing and matching cataloguing/bibliographic record for an item, editing the record as necessary and attaching the local holding information to the bibliographic record in accordance with international and Pustaka standard cataloguing rules and practices.

## 4.0 Data processing in ANGKA.SA2 Library Management System

- 4.1 Refer to ANGKA.SA2 Library Management System: Bibliographic Management Manual.

## 5.0 Verification of Bibliographic and Authority Record based on Bibliographic Management in ANGKA.SA2 Library Management System

- 5.1 Verification process can be done in either these two ways:
  - i. By generating records immediately from the ANGKA.SA2 Library Management System; or
  - ii. By generating records in the ANGKA.SA2 Library Management System based on **FRM-TS-03 Material Processing Form**.
- 5.2 Upon identifying the item that require to be verified, the Librarian or DO shall search and generate the item Bibliographic and Authority record from ANGKA.SA2 Library Management System, Cataloging Module. Check and identify the status of Bibliographic and Authority record. The record must at least have either one of these statuses:
  - a) cataloging complete
  - b) in process
  - c) newly acquired

- 5.3 The Librarian shall merge the same bibliographic and authority records in

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accordance with ANGKA.SA2 Library Management System: Bibliographic Management Manual. A bibliographic record should be merged if it has the same duplicating data as following:

- a) International Standard Book Number (ISBN)
- b) International Standard Serial Number (ISSN)
- c) Title

- 5.4 If the record has above information, the record is belonged to PUSTAKA, and if the above information is not in the system or record, DO or LA need to edit and add information accordingly. Once completely editing the record, DO or LA can proceed to do the data verification, save the record, and create the item listing.
- 5.5 Once merging completed, the librarian or DO shall then proceed with verification process based on:
  - a) Resource, Description and Access standards (RDA),
  - b) Dewey Decimal Classification, Library of Congress Subject Heading and
  - c) Local Subject Headings and Authority Files
- 5.6 After completely editing and adding some information and in the record and merging the record, DO or LA shall do the data verification, then proceed to save record and create the item listing.

## **6.0 RFID Process**

- 6.1 Once the cataloging process has been completed, LA/DO shall install the Radio Frequency Identification (RFID).
- 6.2 After RFID has been installed, LA/DO shall send the library materials to Information Services Division for shelving.

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