pustaka negeri sarawak | read. innovate. excel

Guidelines

Reviewed by:

Approved by:

Nur Faziella Syazmeen Hasli

Fairul Azli Banchit

1 March 2022

4 March 2022

Online copy of this documented information is the latest

Document No. : GL-TS-SB-02

Revision No. : 1

Effective Date : 4 March 2022

1.0 **Cataloguing Process**

1.1 The Librarian or Designated Officer shall determine whether the resource is a

published library material or unpublished material.

1.2 If unpublished, the DO or LA create a new record (original cataloguing) in

ANGKA.SA2 Library Management System: Cataloguing Module and input the

basics description of the library item according to Resource, Description and

Access (RDA) or Anglo America Cataloguing Rules standards. If the record

already exists in the system, the DO or LA shall add in item & save record and

proceed with the item listing and processing the library material.

1.3 To create a new record, the DO or LA 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:

i. 082 – call number

ii. 1XX – main entry

iii. 2XX – statement of responsibility

iv. 3XX - imprint

v. 490 – series

vi. 5XX - notes

The librarian will identify call number, access point such as responsibility of the 1.4

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)

Dewey Decimal Classification for determination of call number (DDC). (b)

(c) Local Subject Headings and Authority Files for original cataloguing of

Online copy of this documented information is the latest

Document No. : GL-TS-SB-02

Revision No.

Effective Date : 4 March 2022

2

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 DO or LA 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, DO or LA shall create item

in the system then proceed with the item listing and processing the library

material.

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

DO or LA will do the editing / remove the record as necessary based on the

item and Pustaka standard cataloging rules and practices.

2.1 Once the DO or LA 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 DO or LA will identify the record and save record and proceed with the item

Online copy of this documented information is the latest

Document No. : GL-TS-SB-02

Revision No. : 1

Effective Date : 4 March 2022

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 ANGKASA Library Management System (ANGKASA)

4.1 Refer to ANGKASA Library Management System: Bibliographic Management

Manual.

5.0 Verification of Bibliographic and Authority Record based on Bibliographic

Management in ANGKASA Library Management System (ANGKASA)

5.1 Verification process can be done in either these two ways:

i) By generating records immediately from the ANGKASA Library

Management System; or

ii) By generating records in the ANGKASA Library Management System

based on Material Processing Form (MPF) and Inspection of Incoming

Material (IIM) Checklist.

Upon identifying the item that require to be verified, the Librarian or DO shall 5.2

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

Online copy of this documented information is the latest

Document No. : GL-TS-SB-02

Revision No. : 1

Effective Date : 4 March 2022

4

b) in process

c) newly acquired and

d) duplication of bibliographic records

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

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 proper

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.

Online copy of this documented information is the latest

Document No. : GL-TS-SB-02

Revision No. : 1

Effective Date : 4 March 2022

5

6.0 **RFID Process**

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

Online copy of this documented information is the latest

Document No. : GL-TS-SB-02

Revision No.

Effective Date : 4 March 2022