

pustaka negeri sarawak | read. innovate. excel

Guidelines

Reviewed by:

Fiona Ravia Anak Asing

1 March 2026

Approved by:

Nurfarathul Aqma Binti Julani

1 March 2026

Online copy of this documented information is the latest

Document No. : GL-TS-SB-02

Revision No. : 2

Effective Date : 01 March 2026

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1.1	The Librarian or Designated Officer shall determine whether the resource is a published library material or unpublished material.
1.2	If the item is unpublished, the DO or LA shall create a new record (original cataloguing) in the ANGKA.SA2 Library Management System: Cataloguing Module and enter the basic description of the library item in accordance with Resource Description and Access (RDA) or Anglo-American Cataloguing Rules (AACR) standards. If the record already exists in the system, the DO or LA shall add the item, save the record, and proceed with item listing and processing of 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 is 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
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:

Online copy of this documented information is the latest

	(a) The Library of Congress Subject Headings for assignment of subject headings (LCSH) (b) Dewey Decimal Classification for determination of call number (DDC). (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 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

Online copy of this documented information is the latest

	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 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.

Online copy of this documented information is the latest

5.2	Upon identifying the item that requires verification, the Librarian or DO shall search for and generate the Bibliographic and Authority records from the ANGKA.SA2 Library Management System: Cataloging Module. The Librarian or DO shall then check and confirm the status of the Bibliographic and Authority records. Each record must have at least one of the following statuses: a) cataloging complete b) in process c) newly acquired 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 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.

Online copy of this documented information is the latest

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.

Online copy of this documented information is the latest