

REFRESHER COURSE : SIRI 3

BENGKEL

PENGGKATALOGAN BAHAN &  
PERLAKSANAAN ASAS RDA



FASILITATOR :

HASLINA HUSSIN

PUSTAKAWAN KANAN - UNIT PENGURUSAN TEKNIKAL  
BAHAGIAN PEMBANGUNAN SUMBER & KATALOG

MAKMAL PENCARIAN MAKLUMAT 2  
PERPUSTAKAAN SULTANAH ZANARIAH  
PERPUSTAKAAN UTM  
JOHOR BAHRU  
JOHOR

23 JULAI 2018





**8.15 am**

- PENDAFTARAN

**8.30 am**

- Struktur, Fungsi & Komitmen.
- Pengenalan kepada Resource Description and Access (RDA) & elemen baharu dalam RDA.

**10.30 am**

- REHAT

**10.50 am**

- sambungan ... Pengenalan kepada Resource Description and Access (RDA) & elemen baharu dalam RDA.

**12.50 pm – 2.15 pm**

- REHAT

**2.15 pm**

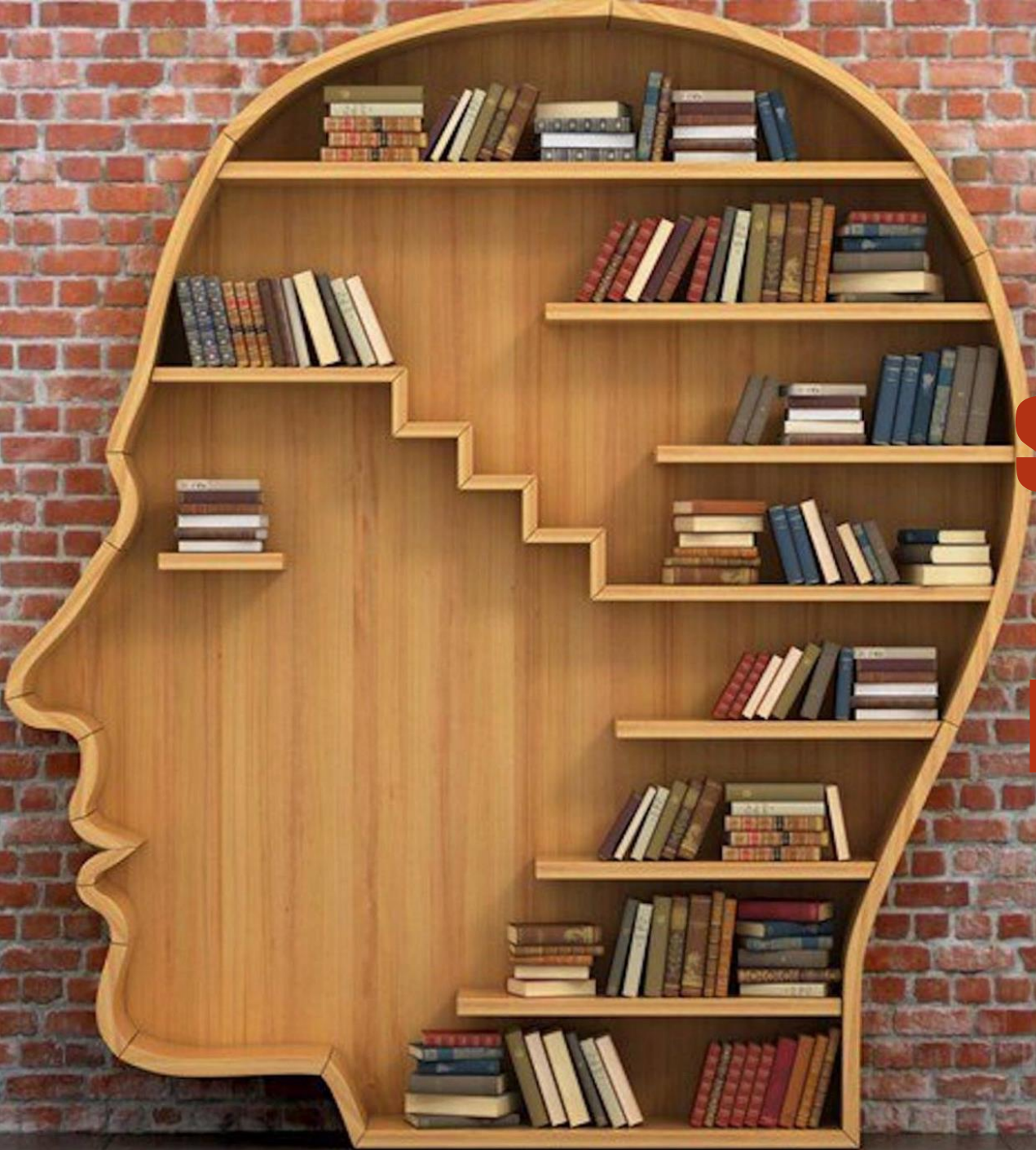
- Penekanan Khusus Kepada Penggunaan Tag & Panduan Umum.

**4.45 pm**

- TAMAT



**TENTATIF  
PROGRAM**



# **STRUKTUR, FUNGSI & KOMITMEN**



# STRUKTUR BAHAGIAN PEMBANGUNAN SUMBER & KATALOG

... berkuatkuasa mulai 1 Jun 2018



- **HASLINA HUSSIN**
- MOHD. KAMIL ABDULLAH\*\*
- SAIFUL BAHRI ABD. RAHMAN
- MUZANNI SUBAKHIR
- HAMSAPINAH HAMDAN\*\*

- **SALINA SHAMSURI**
- NORALIAH NASIRUDDIN
- NORDIANA MOHSIN
- NUR FARAHIN JASMINE SEE  
ABDULLAH
- SITI ATIQA NORSALIM\*\*

- **MUZAIMAH MOHD. YUNUS**
- ROHAYU MOHD. HATIM
- MOHD. YUNUS WAHAB

- **ZURINA ROSMANI**
- IZATUL ASMA ABD. RAHMAN
- FARIDAH PATONI\*\*

\* Keputusan Mesyuarat Khas Panel Pembangunan Sumber Manusia Perpustakaan UTM Bil. 1/2018 bertarikh 2 Mei 2018.  
Merujuk kepada surat bertarikh 10 Jun 2018.

\*\* Staf gunasama.

# STRUKTUR BAHAGIAN PEMBANGUNAN SUMBER & KATALOG

**HASLINA NASIR**  
KETUA BAHAGIAN



**HASLINA HUSSIN**  
PUSTAKAWAN KANAN

**SALINA SHAMSURI**  
PUSTAKAWAN

**SAIFUL BAHRI ABD. RAHMAN**  
**MUZANNI SUBAKHIR**  
PEMBANTU PUSTAKAWAN KANAN /  
PEMBANTU PUSTAKAWAN

**NORDIANA MOHSIN**  
**NORALIAH NASIRRUDIN**  
**NUR FARAHIN JASMINE SEE ABDULLAH**  
PEMBANTU PUSTAKAWAN KANAN /  
PEMBANTU PUSTAKAWAN

Penilaian kerja

**MOHD. KAMIL ABDULLAH\***  
PEMBANTU PUSTAKAWAN KANAN

**HAMSAPINAH HAMDAN\***  
PEMBANTU TADBIR (OPERASI/PERKERANIAN)

**SITI ATIQA NORSALIM\***  
PEMBANTU OPERASI

Penilaian kerja

\* Staf gunasama

# FUNGSI : UNIT PENGURUSAN TEKNIKAL (UPT)

## UNIT PENGURUSAN TEKNIKAL UPT

HASLINA HUSSIN  
PUSTAKAWAN KANAN

SAIFUL BAHRI ABD. RAHMAN  
MUZANNI SUBAKHIR  
PEMBANTU PUSTAKAWAN KANAN /  
PEMBANTU PUSTAKAWAN

### TUGAS UTAMA :

- Memproses dan mengkatalog bahan belian serta membantu pemprosesan & pengkatalogan bahan hadiah.

### TUGAS SOKONGAN :

- Memproses dan mengkatalog bahan koleksi khas.

### LAIN-LAIN TUGAS UTAMA :

- Mengemaskini fail kuasa pengarang.
- Membuat semakan rekod bibliografik.

# FUNGSI : UNIT HADIAH & PERTUKARAN (UHP)

## TUGAS UTAMA :

- Mengurus permohonan dan penerimaan serta, memproses dan mengkatalog bahan hadiah.
- Pencarian & memuatnaik bahan untuk Sistem Repositori.
- Membantu pemprosesan & pengkatalogan bahan belian.

## TUGAS SOKONGAN :

- Memproses dan mengkatalog bahan koleksi khas.

## LAIN-LAIN TUGAS UTAMA :

- Mengemaskini fail kuasa pengarang.
- Membuat semakan rekod bibliografik.

UHP

## UNIT HADIAH & PERTUKARAN

**SALINA SHAMSURI**  
PUSTAKAWAN KANAN

**NORDIANA MOHSIN**

**NORALIAH NASIRRUDIN**

**NUR FARAHIN JASMINE SEE ABDULLAH**  
PEMBANTU PUSTAKAWAN KANAN /  
PEMBANTU PUSTAKAWAN



# FUNGSI STAF GUNASAMA

## TUGAS UTAMA :

### MOHD. KAMIL ABDULLAH

#### PEMBANTU PUSTAKAWAN KANAN

- Mengurus penerimaan & penghantaran bahan ke lokasi yang telah ditetapkan diperingkat penerimaan bahan.
- Melaksanakan tindakan pembetulan pada bahan dan rekod bahan di Modul Katalog.
- Mengemaskini status penghantaran bahan.
- Menyediakan data statistik BS11620 : Median Time Processing & Permohonan Bahan Segera.

### HAMSAPINAH HAMDAN

#### PEMBANTU TADBIR (OPERASI/PERKERANIAN)

- Menyediakan label nombor panggilan bahan.
- Mengurus sistem fail dan surat-menyurat.

### SITI ATIQA NORSALIM

#### PEMBANTU OPERASI

- Mengurus edaran dan penghantaran surat.
- Melaksanakan tugas *tagging* pada bahan.
- Melaksanakan proses *Check out* bahan-bahan untuk tujuan penghantaran.
- Melaksanakan proses aksesen bahan hadiah.
- Menyelaras rekod kehadiran staf, rekod kehadiran harian dan rekod keluar pejabat.

# KOMITMEN BAHAGIAN KATALOG, HADIAH & PERTUKARAN TERHADAP SISTEM PENGURUSAN KUALITI PERPUSTAKAAN

## UNIT PENGURUSAN TEKNIKAL

UPT

UHP

## UNIT HADIAH & PERTUKARAN

### OBJEKTIF KUALITI

- Mengkatalog & memproses bahan.
  - ✓ Pustakawan – 200 judul sebulan.
  - ✓ Pembantu Pustakawan – 350 judul sebulan.

### KEY AMAL INDICATORS (KAI)

- Mengkatalog bahan - 4,400 judul setahun.

### BS11620 : MEDIAN TIME PROCESSING (MTP)

- Memproses bahan dalam tempoh 40 hari (bahan belian sahaja).

### OBJEKTIF KUALITI

- Pengaksesen bahan hadiah.
  - ✓ Dalam tempoh 3 hari bekerja.

### KEY AMAL INDICATORS (KAI)

- Penerimaan bahan serta pencarian dan memuatnaik bahan di Sistem Repositori – 2,000 judul setahun.

### PERMOHONAN BAHAN SEGERA

- Memproses permohonan bahan segera daripada Bahagian / Unit di Perpustakaan UTM.

**R**esource  
**D**escriptive  
&  
**A**ccess



# TARIKH PENGUATKUASAAN 01.09.2016

“The only thing that you absolutely have to know, is the location of the library.”

–Albert Einstein





# PERBEZAAN ASAS : RDA & AACR2

RDA	AACR2
<b>Capitalization</b> <ul style="list-style-type: none"><li>• Rules of Take What You See (TWYS)</li></ul>	<b>Capitalize the first word</b>
<b>No Abbreviations</b> <ul style="list-style-type: none"><li>• Example : illustrations</li></ul>	<b>Abbreviations</b> <ul style="list-style-type: none"><li>• Example : ill.</li></ul>
No Rules of Three	<b>Rules of Three</b>
<b>Replace GMD with other MARC Tags</b> <ul style="list-style-type: none"><li>• Tag 336, Tag 337, Tag 338</li></ul>	<b>GMD</b> <ul style="list-style-type: none"><li>• Example :  h[soundrecording]</li></ul>
<b>Relator Term</b> <ul style="list-style-type: none"><li>• Example :  eauthor,  ecompiler</li></ul>	<b>No Relator Term</b>

# PERINCIAN ELEMEN RDA

1. GENERAL DIFFERENCES
2. DIFFERENCES IN DESCRIPTION
3. DIFFERENCES IN ACCESS POINTS
4. RECORDING THE PREFERRED TITLE FOR A COMPILATION OF WORKS (NICHOLSON 2011)

# PERINCIAN ELEMEN RDA

## 1. GENERAL DIFFERENCES

2. DIFFERENCES IN DESCRIPTION

3. DIFFERENCES IN ACCESS POINTS

4. RECORDING THE PREFERRED TITLE FOR A COMPILATION OF WORKS (NICHOLSON 2011)

# 1. GENERAL DIFFERENCES

1.1 Difference in scope

1.2 Difference in description

## 1.3 Use of square brackets – Tag 260

Penggunaan *square bracket* pada nama, lokasi dan tarikh penerbitan yang tidak dapat dikenalpasti.

## 1.4 Recording inaccuracies – Tag 246

Perincian yang lebih jelas kepada judul bahan dengan lebih tepat dari sudut ejaan serta lain-lain sumber akses yang boleh digunapakai untuk tujuan pencarian bahan melalui OPAC.

## 1.5 Abbreviations – Tag 100, 130, 250, 260, 300, 490, 504.

Penghapusan penggunaan singkatan pada perkataan seperti col. (color), ill. (illustrations), min. (minutes) appr. (approximate) dan lain-lain.

## 1.6 Capitalization – 245, 250, 264, 490

Peraturan **Take What You See** berdasarkan maklumat yang tertera pada bahan yang dikatalog.

1.7 Deciding when to create a new record

1.8 Level of description

1.9 Source of information



# PERINCIAN ELEMEN RDA

1. GENERAL DIFFERENCES

## 2. DIFFERENCES IN DESCRIPTION

3. DIFFERENCES IN ACCESS POINTS

4. RECORDING THE PREFERRED TITLE FOR A COMPILATION OF WORKS (NICHOLSON 2011)

## 2. DIFFERENCES IN DESCRIPTION

Khusus -TAG 245

Juga melibatkan : Tag 100

Tag 246

Tag 500

Tag 700

1. Title proper
2. Parallel title
3. Statement of responsibility
4. Statement of responsibility and collaborative works
5. Title and abbreviations of titles of nobility, address, honor, etc.
6. Noun phrase occurring with a statement of responsibility  
(Peraturan Take What You See : Tag 245, 250, 264 & 490)

### Contoh

**AACR2 :** |aAbdul Rahim Abdul Rashid,|d1962-

**RDA :** |aAbdul Rahim Abdul Rashid,|d1962-,|eauthor

**AACR2 :** |aAdvanced analyses and experiments on structural problems /|cedited by, Suhaimi Abu Bakar, Roslida Abd Samat ; contributors, Abdul Rahim Abdul Rashid ... [et al.]

**RDA :** |aADVANCED ANALYSES AND EXPERIMENTS ON STRUCTURAL PROBLEMS /|cEdited by, Suhaimi Abu Bakar, Roslida Abd Samat ; Contributors, Abdul Rahim Abdul Rashid [and 10 others]

## Contoh

### 7. Edition statement – Tag 250

(Peraturan Take What You See : Tag 245, 250, 264 & 490)

**AACR2** : 2nd ed.

**RDA** : 2nd Edition

Khusus - TAG 264

Juga melibatkan : Tag 300  
Tag 500

8. Place of publication

9. Unknown place of publication

10. Publisher information

11. Unknown publisher's name information

12. Approximate date

13. Copyright date

14. Date of manufacture

(Peraturan Take What You See : Tag 245, 250, 264 & 490)

## Contoh

**AACR2** : |aKuala Lumpur : |bDewan Bahasa dan Pustaka, |c[s.d]

**RDA** : |aKuala Lumpur : |b[publisher not identified], |c[date of publication not identified]

**AACR2** : |a1 12 pg. : |bill. ; |c24 cm.

**RDA** : |a1 12 pages : |billustrations ; |c24 cm.

Khusus - TAG 300

Juga melibatkan : Tag 336

Tag 337

Tag 338

Tag 500

15. Extent

16. Uncorrected page or leaf and the term "i.e."

17. Unnumbered pages and the term "approximately"

18. Unnumbered leaves or pages of plates

19. Extent of music

20. Accompanying materials

21. Categorization of resources versus general materials designation

(Peraturan Take What You See : Tag 245, 250, 264 & 490)

## Contoh

**AACR2 :** Kajian tahap kebersihan dan kepuasan pengguna tandas awam di terminal pengangkutan awam Lakin Sentral, Johor Bahru | h[**electronic resource**] / |cRooseffendy Mohd. Yusof

**RDA :** Kajian tahap kebersihan dan kepuasan pengguna tandas awam di terminal pengangkutan awam Lakin Sentral, Johor Bahru / |cRooseffendy Mohd. Yusof  
**336 | atext | 2rdacontent**  
**337 | acomputer | 2rdamedia**  
**338 | acomputer disc | 2rdacarrier**



## 22. Numbering within series – Tag 490 / Tag 830. (Peraturan Take What You See : Tag 245, 250, 264 & 490)

### Contoh



**AACR2 :** 490 | aDepartment of State publication ; | v7846. | aDepartment and Foreign

**RDA :** Service series ; | v128

830 | aDepartment of State publication ; | v7846.

830 | aDepartment of State publication. | pDepartment and Foreign Service series ; | v128.

*[The series statement contains a numbered series and a subseries, and both are to be traced separately.]*

**AACR2 :** 490 | aPediatric clinics of North America ; | vv. 2, no. 4

830 | aPediatric clinics of North America ; | vv. 2, no. 4.

**RDA :** 490 | aPediatric clinics of North America ; | vVolume 2, No. 4

830 | aPediatric clinics of North America ; | vVolume 2, No. 4

# PERINCIAN ELEMEN RDA

1. GENERAL DIFFERENCES

2. DIFFERENCES IN DESCRIPTION

**3. DIFFERENCES IN ACCESS POINTS**

4. RECORDING THE PREFERRED TITLE FOR A COMPILATION OF WORKS (NICHOLSON 2011)

# 3. DIFFERENCES IN ACCESS POINTS

## 3.1 Access points – Persons and corporate bodies.

- Tag 1++
- Tag 245
- Tag 7++

## 3.2 Relationship designation

- Tag 1++
- Tag 7++

## 3.3 Books of the Bible

- Tag 130 (Main Entry-Uniform Title)

## 3.4 Parts of the Bible

- Tag 130 (Main Entry-Uniform Title)

## 3.5 Authorized access Point representing an expression of the Bible

- Tag 245
- Tag 730 (Added Entry - Uniform Title)

## 3.6 Treaties with more than three signatories

- Tag 110
- Tag 240
- Tag 246
- Tag 710

# PERINCIAN ELEMEN RDA

1. GENERAL DIFFERENCES

2. DIFFERENCES IN DESCRIPTION

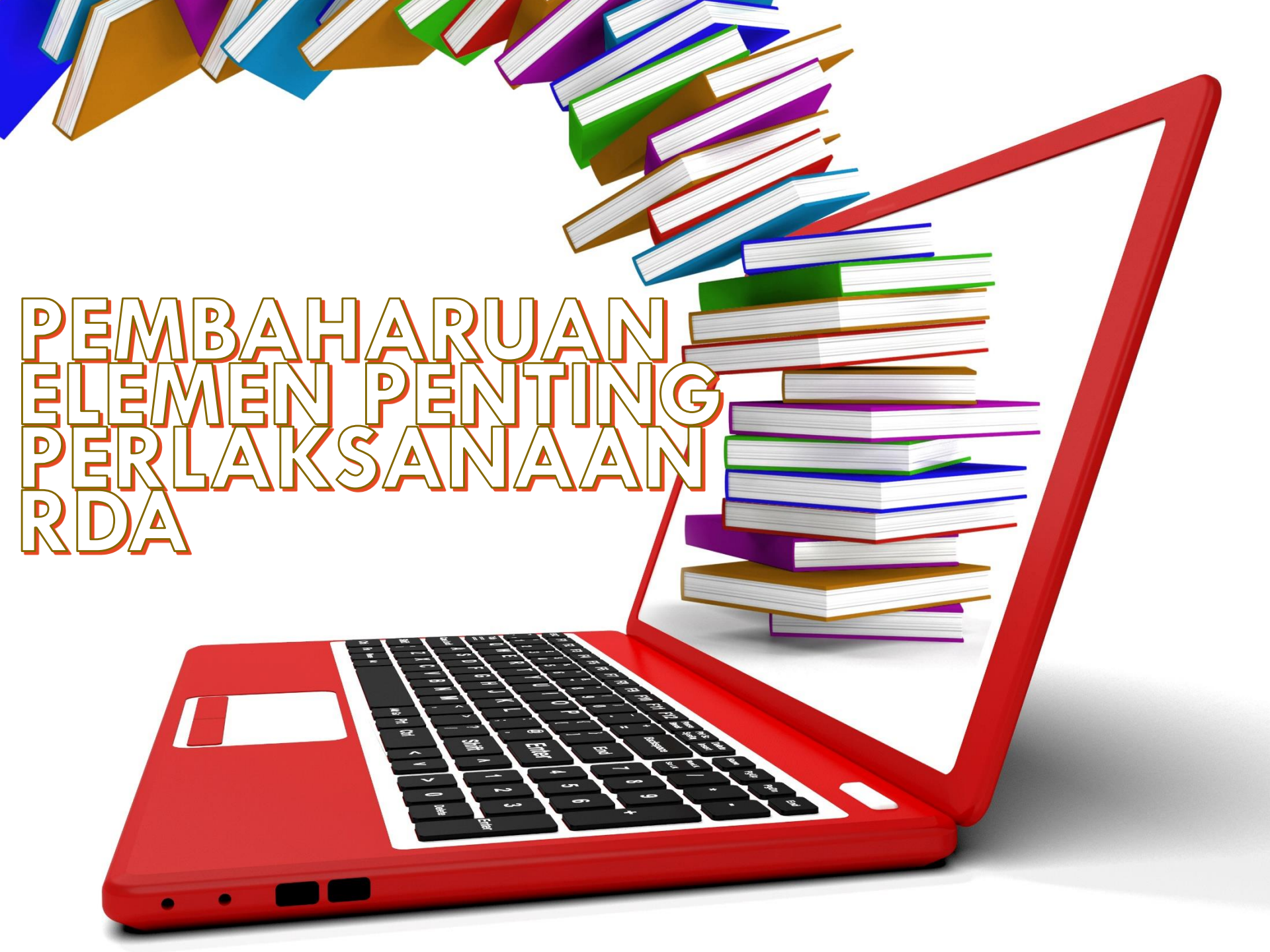
3. DIFFERENCES IN ACCESS POINTS

**4. RECORDING THE PREFERRED TITLE  
FOR A COMPILATION OF WORKS  
(NICHOLSON 2011)**

## 4. RECORDING THE PREFERRED TITLE FOR A COMPILATION OF WORKS (NICHOLSON 2011)

- **Tag 100**
  - **Tag 240**
  - **Tag 246**
  - **Tag 505**
  - **Tag 700**
1. Compilation of two or more works
  2. Compilation by one creator – compilation of three or more works in different forms by one creator
  3. Compilations lacking a collective title
    - Tag 100
    - Tag 240
    - Tag 505
    - Tag 700
  4. Compilations of different expressions of the same work
    - Tag 041
    - Tag 100
    - Tag 245
    - Tag 500
    - Tag 546
    - Tag 700

NOTA : *Resource Description & Access : Strategies for Implimentation* by Magda El-Sherbini, ALA, Chicago, 2013.  
: Z694.R47 E47 2013 f  
: m.s 17 – 48.



# PEMBAHARUAN ELEMEN PENTING PERLAKSANAAN RDA



# PEMBAHARUAN ELEMEN PENTING PERLAKSANAAN RDA

1. PEMANSUHAN RULES OF THREE @ ... [et al].
2. PENGGUNAAN PRINSIP TAKE WHAT YOU SEE @ TWYS
  - TAG 245
  - TAG 250
  - TAG 264
  - TAG 490
3. PERINCIAN DATA MAKLUMAT DI TAG 02X
4. PENGGUNAAN TAG 040
5. PEMANSUHAN SUBFIELD H (|h), PENGGUNAAN TAG 336, 337 & 338
6. PENAMBAHAN RELATOR TERM PADA TAG 1XX DAN 7XX

PEMANSUHAN

**NOBLES**



OF THREE @ ... [et.al]

# PEMANSUHAN RULES OF THREE @ ...[et.al]

- Penggunaan “Rules of Three” bagi subfield c (|c) pada tag 245 adalah dimansuhkan.
- **Tiada frasa ‘... [et.al]’,** sebaliknya semua penanggungjawab dinyatakan (maksimum 20), atau boleh dinyatakan dalam bentuk singkatan.
- Maklumat seperti *other than first author, editor, compiler, translator, distributor* dan sebagainya, mesti direkodkan pada tag 7xx, yang mengandungi nama, diikuti dengan tanda bacaan koma ( , ) dan subfield ‘e’ (|e).
- Aturan asal bagi *Choice of Access Points* masih mengikut aturan AACR2.
  - Contoh : *editor, contributor, compiler* tetap tidak boleh menjadi *Main Entry* (tag 1XX) walaupun aturan *Rules of Three* telah dimansuhkan.

- Berikut adalah contoh bagi Tag 1xx dan Tag 7xx bagi format AACR2 dan RDA.

**AACR2**

245	04	The vanishing traces :   bvernacular housing of the Chittagong Hill Tracts /   cJohn Abraham ... [et al.].
700	1#	Abraham, John
700	1#	Nickholas, Rachel
700	1#	George, Simon
700	1#	Micheal, Rita

Penanggungjawab pertama menjadi 'main entry' pada tag 100.

**RDA**

100	1#	Abraham, John,   eauthor
245	14	The vanishing traces :   bvernacular housing of the Chittagong Hill Tracts /   cJohn Abraham, Rachel Nickholas, Simon George, Rita Micheal.
700	1#	Nickholas, Rachel ,   eauthor
700	1#	George, Simon ,   eauthor
700	1#	Micheal, Rita ,   eauthor

**RDA**

<b>100</b>	<b>1#</b>	Abraham, John,   <b>e</b> author
245	1 4	The vanishing traces :   <b>b</b> vernacular housing of the Chittagong Hill Tracts /   <b>c</b> John Abraham [ <b>and three others</b> ].
<b>700</b>	<b>1#</b>	Nickholas, Rachel ,   <b>e</b> author
<b>700</b>	<b>1#</b>	George, Simon ,   <b>e</b> author
<b>700</b>	<b>1#</b>	Micheal, Rita ,   <b>e</b> author

**ATAU****RDA**

<b>100</b>	<b>1#</b>	Abraham, John,   <b>e</b> author
245	1 4	The vanishing traces :   <b>b</b> vernacular housing of the Chittagong Hill Tracts /   <b>c</b> John Abraham [ <b>and 3 others</b> ].
<b>700</b>	<b>1#</b>	Nickholas, Rachel ,   <b>e</b> author
<b>700</b>	<b>1#</b>	George, Simon ,   <b>e</b> author
<b>700</b>	<b>1#</b>	Micheal, Rita ,   <b>e</b> author

**NOTA** : Hanya penanggungjawab pertama sahaja dinyatakan sebagai entri utama (tag 100), nama yang seterusnya dinyatakan sebagai entri tambahan (tag 700).

**Peringatan :**

Untuk bahan yang tiada penanggungjawab pada Tag 1xx, sila pastikan indikator 1 Tag 245 adalah 0, manakala indikator 2 bergantung sama ada judul bahan mengandungi *stopwords* (*a, an, the*) atau sebaliknya. Contoh :

245	0 0	aCurrent progress in multimedia /   cedited by Alicia Witte
700	1 0	aWitte, Alicia,   eeditor

STOPWORDS → a = 2  
 an = 3  
 the = 4

Klik pada *button arrow* untuk melihat maksud bagi setiap digit yang digunakan sebagai Ind1 dan Ind2.

Tag	Ind.	Contents
020		9781632401281 qhardback qvolume 1 cRM1125.82 (set)
020		9781632401298 qhardback qvolume 2
040		UTM beng
090		QA76.575 bC87 2015 f
245		
	0	No title added entry
	0	Number of nonfiling characters present
		Current progress in multimedia /
		cedited by Alicia Witte
260		New Jersey, N.J. : bClanrye Intl., c2015
300		2 volumes : billustrations ; c29 cm.
504		Includes bibliographical references



# Tips!

Panduan ini boleh digunakan bagi semua tag yang terdapat di dalam Modul Katalog di Workflow.

Klik pada arrow *button* untuk aktifkan kemudahan untuk maksud bagi setiap TAG.

Tag	Ind.	Contents
020		9781632401281 qhardback qvvolume 1 cRM1125.82 (set)
020		9781632401298 qhardback qvvolume 2
040		UTM beng
090		QA76.575 bC87 2015 f
245		Title statement
246		Varying form of title
247		Former title
250		Edition statement
254		Musical presentation statement
255		Cartographic mathematical data
256		Computer file characteristics
257		Country of producing entity for archival films
504		Includes bibliographical references
520		This book is an attempt to compile and collate all available research on multimedia under one aegis. This book attempts to understand the multiple branches that fall under multimedia. The various researches that are constantly contributing towards evolving and advancing technologies and the prospects of this field are looked at in detail here. Researchers and students in this field in search of information to further their knowledge of this field will be greatly assisted by this book.
596		PSZ_JB
650	0	Multimedia systems
700	1	Witte, Alicia, eeditor ?UNAUTHORIZED
996		muz b011215
998		HH/bb b190116

Right click pada arrow *button* untuk melihat maksud bagi setiap tag yang digunakan dalam setiap bibliografi. Scroll up dan scroll down untuk pilih tag yang dikehendaki.



# TAKE WHAT YOU SEE

PENGGUNAAN PRINSIP BAHARU DALAM ELEMEN RDA

# @ TWYS

# TAKE WHAT YOU SEE @ TWYS

Hanya melibatkan empat (4) tag berikut sahaja .....

## **TAG 245**

### **TITLE STATEMENT (NR)**

1. Title
2. Statement of Responsibility

## **TAG 264**

### **PRODUCTION, PUBLICATION, DISTRIBUTION, MANUFACTURE, AND COPYRIGHT NOTICE (R)**

4. Production Statement
5. Publication Statement
6. Distribution Statement
7. Manufacture Statement

## **TAG 250**

### **EDITION STATEMENT (R)**

3. Edition

## **TAG 490**

### **SERIES ADDED ENTRY-UNIFORM TITLE**

- Series Statement (R)**
8. Series Statement

Nota : Pengecualian aspek Bahasa Pengkatalogan (tag 040) untuk empat (4) tag di atas.

# Knights in Rusty Armour

Pat Hancock



Illustrated by  
Allan & Deborah Drew-Brook-Cormack

  
SCHOLASTIC CANADA LTD.

100  
245

10  
1#

|**a**Hancock, Pat, |**e**author  
|**a**Knights in Rusty Armour / |**c**Pat  
Hancock ; Illustrated by Allan &  
Deborah Drew-Brook-Cormack  
|**a**Ontario, Canada : |**b**SCHOLASTIC  
CANADA LTD, |**c**[date of  
publication not identified].  
Cormack, Allan, |**e**illustrator  
Drew-Brook, Deborah, |**e**illustrator

264

#1

700  
700

10  
10

# THE HAPPY MIND



SEVEN  
PRINCIPLES TO  
CLEAR YOUR  
HEAD AND LIFT  
YOUR HEART

WILLIAM R. YODER, PH.D.



100  
245

10  
1 #

| **a**Yoder, William R., | **c**Dr., | **e**author  
| **a**THE HAPPY MIND : | **b**SEVEN  
PRINCIPLES TO CLEAR YOUR HEAD  
AND LIFT YOUR HEART / | **c**WILLIAM  
R. YODER, PHD.

264

#1

| **a**New York : | **b**Alight Publications,  
| **c**[date of publication not  
identified].

# MLA Handbook for Writers of Research Papers

*Sixth Edition*

Joseph Gibaldi

THE MODERN LANGUAGE ASSOCIATION  
OF AMERICA  
New York 2003

100  
245

250  
264

10  
1#

##  
#1

|**a**Gibaldi, Joseph, |**e**author  
|**a**MLA Handbook for Writers of  
Research Papers / |**c**Joseph Gibaldi.  
|**a**Sixth Edition  
|**a**New York : |**B**THE AMERICAN  
LANGUAGE ASSOCIATION OF  
AMERICA, |**c**2003.



THE MONOTYPE RECORDER

VOLUME 43 NUMBER 3 AUTUMN 1968

STANLEY MORISON

1889-1967

BY  
JAMES MORAN



THE MONOTYPE CORPORATION LIMITED

100

245

264

490

600

830

10

1#

#1

1#

1#

0

|aMoran, James,|eauthor

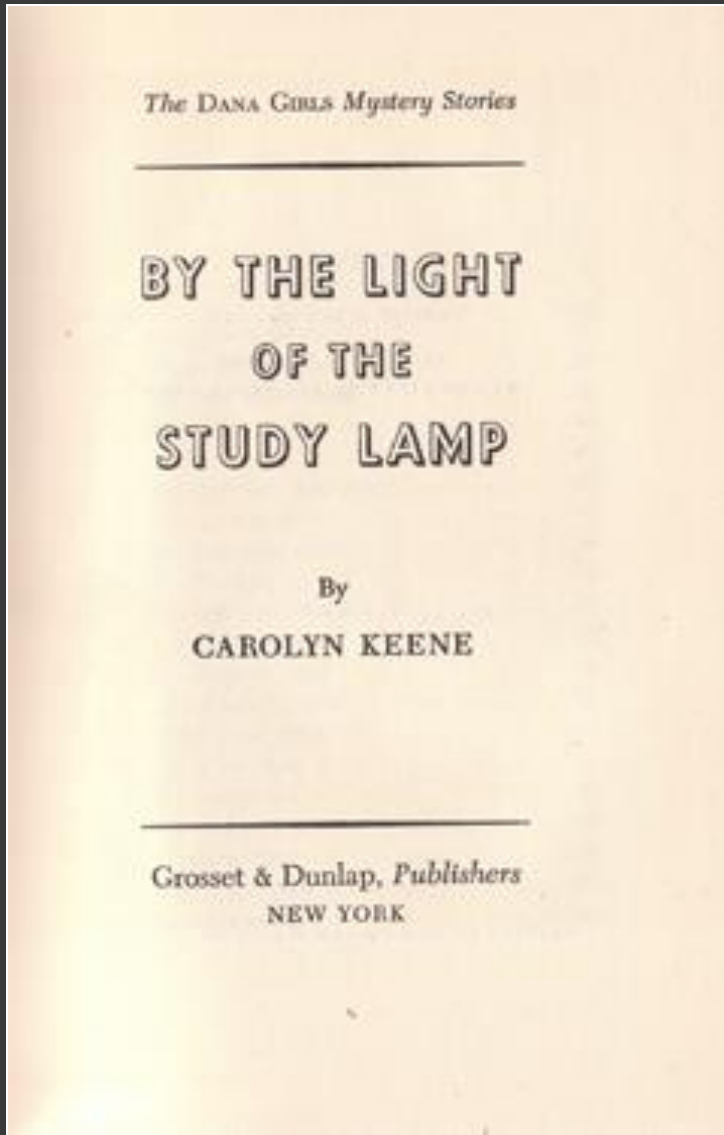
|aSTANLEY MORISON :|b1889-1967 /|cby  
JAMES MORAN.

|aNew York :|bTHE MONOTYPE  
CORPORATION LIMITED, |c1968.

|aTHE MONOTYPE  
RECORDER.|vVOLUME 43, NUMBER 3,  
AUTUMN

|aMorison, Stanley,|d1889-1967

|aTHE MONOTYPE  
RECORDER.|vVOLUME 43, NUMBER 3,  
AUTUMN



100  
245

10  
1 #

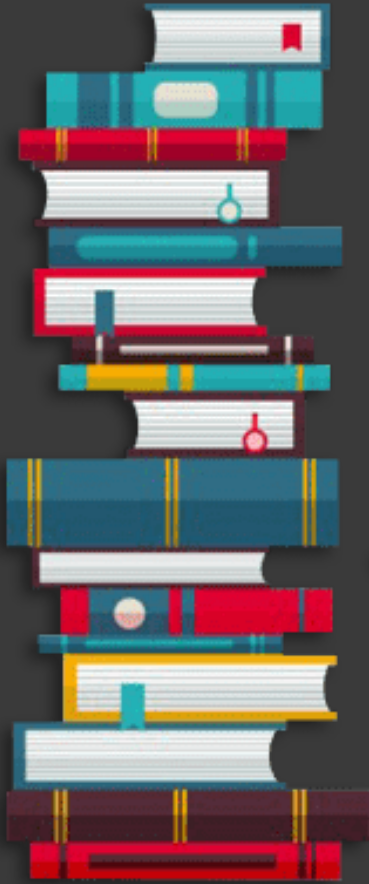
264

#1

490  
830

1 #  
0

|**a**Keene, Carolyn, |**e**author  
|**a**BY THE LIGHT OF THE STUDY  
LAMP / |**c**by CAROLYN KEENE.  
|**a**New York : |**b**Grosset & Dunlap,  
|**c** [date of publication not  
identified].  
|**a**The DANA GIRLS Mystery Stories  
|**a**The DANA GIRLS Mystery Stories



# TWYS : TAG 245

TITLE STATEMENT (NR)

# TAKE WHAT YOU SEE @ TWYS : TAG 245

1. Amalan RDA memberi penekanan kepada beberapa perkara pada tag 245 seperti berikut :
  - i. **Title proper**
  - ii. **Parallel title**
  - iii. **Other title information**
  - iv. **Collective title and title of individual contents**
  - v. **Resource lacking collective title**
  - vi. **Statement of responsibility relating to the title proper**
  - vii. **Variant title**

2. Tiga (3) elemen AACR2 yang telah dimansuhkan di dalam amalan RDA adalah :
  - i. Penggunaan subfield h ( |h) untuk **General Material Designation (GMD)**.
    - Diperbaharui dengan penggunaan tag 336 (RDA Content), 337 (RDA Media) dan 338 (RDA Carrier Types). **Rujuk fail Microsoft Excel : template\_input\_data\_katalog\_2016 / sheet : tag\_336\_337\_338.**
  - ii. **'Rules of three'** pada subfield c ( |c) bagi penanggungjawab melebihi 3 nama.
    - Penggunaan [... et.al] adalah dimansuhkan.
    - Penanggungjawab pertama menjadi Entri Utama pada tag 1XX.
    - Penanggungjawab kedua dan seterusnya menjadi Entri Tambahan pada tag 7XX.
    - Penggunaan subfield e ( |e) pada setiap penanggungjawab bagi kedua-dua tag 1XX dan 7XX.
  - iii. Pemansuhan penggunaan [sic] dan [i.e.] untuk sebarang pembetulan pada Judul Bahan.
    - Pembetulan kesalahan ejaan dilakukan di **tag 246.**

## 1. TITLE PROPER

### Contoh 1.1 :

245 10 | aEnergy security and economic development in India : | b  
holistic approach / | cBala Bhashar

### Contoh 1.2 :

245 10 | aTQM : | b  
practical approach / | cJanet Albert  
246 30 Total quality management

### Contoh 1.3:

245 10 | aSustainable development and environmental science / | c  
by Arvind Kumar, R. Sivakami  
246 1 | iTitle should read : | a Sustainable development and  
environmental science



## 1. TITLE PROPER ... samb.

Contoh 1.4 : Bahan bersiri – Sekiranya dikhuatiri akan menyukarkan pencarian bahan oleh pengguna yang telah biasa membuat pencarian bahan menggunakan Judul asal (sebelum pembedaan).

245        00        | aZoology studies

246        1        | iMisspelled title on number 1 : | aZoology studies

Contoh 1.5 : Bahan bersiri – Sekiranya terdapat kesinambungan kepada naskhah terawal.

245        00        | a...annual report of Agriculture Department

*(Source of information reads : 1995 annual report of Agriculture Department)*

Contoh 1.6 :

245        00        | aSummary tables of the ... annual report on the statistics of  
railways in the United States for the year ...

*(Source of information reads : Summary tables of the 24th annual report on the statistics of railways in the United States for the year 1911-. )*

## 1. TITLE PROPER ... samb.

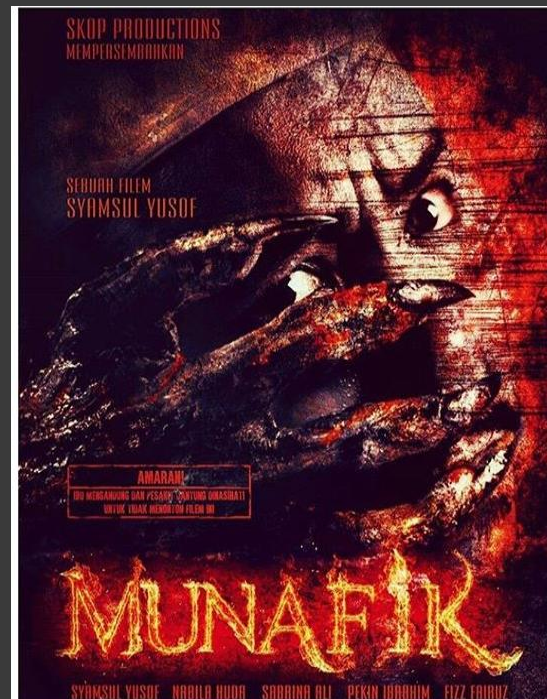
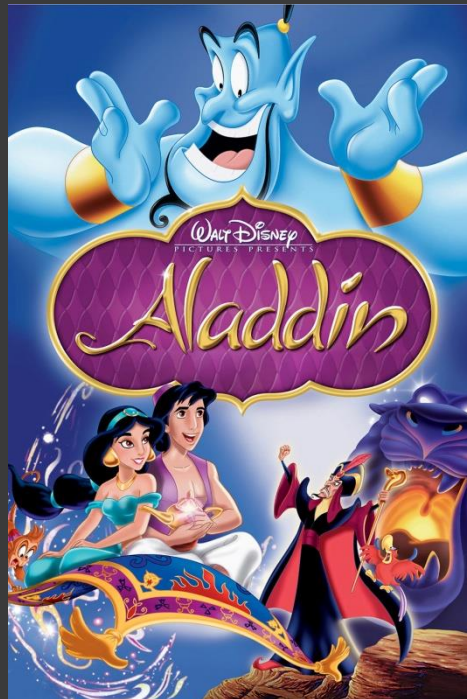
Contoh 1.7 : Abaikan pengenalan perkataan yang **BUKAN** menjadi sebahagian daripada Judul bahan.

245 00 | aAladdin

(Source of information reads : *Walt Disney Pictures presents Aladdin.*)

245 00 | aMUNAFIK

(Source of information reads : *Skop Productions mempersembahkan sebuah filem Syamsul Yusof Munafik.*)



## 2. PARALLEL TITLE

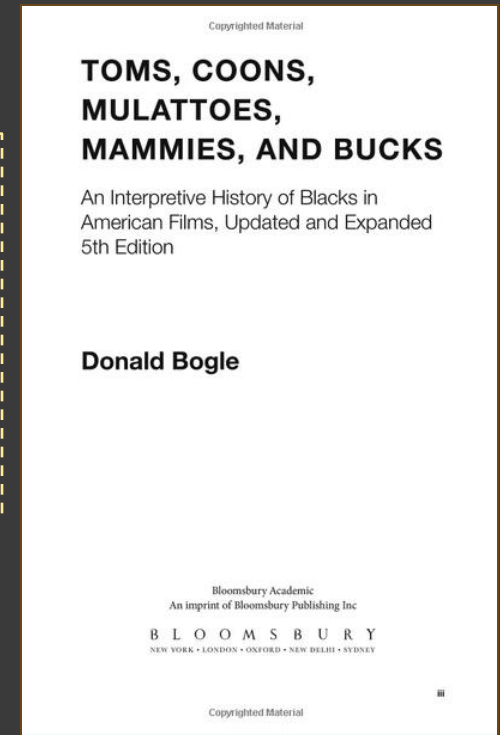
### Contoh 2.1 :

245 10 | **a**Environment and development : | **b**China and India = Paryavarana evam vikasa : Cina aura Bharata = Huan jing yu fa zhan bi jiao : Zhongguo yu Yindu / | **c**a joint study by Chinese Academy of Environmental Planning (CAEP) and The Energy and Resources Institute (TERI)

## 3. OTHER TITLE INFORMATION

Contoh 3.1 : Judul lain selain daripada 'Proper Title' dan 'Parallel Title'. Masukkan judul lain pada subfield a ( | a ) diikuti dengan 'Title Proper', space-colon-space.

245 10 | **a**TOMS, COONS, MULATTOES, MAMMIES, AND BUCKS : | **b**An Interpretive History Of Blacks In American Films / | **c**Donald Bogle



## 5. RESOURCE WITH NO TITLE

Contoh 5.1 : Sekiranya tiada sumber dan judul tidak ditemui pada mana-mana sumber luaran, reka judul berdasarkan sifat isi kandungan atau perkara yang diliputi oleh bahan tersebut. Masukkan nota pada tag 500 seperti berikut :

245	10	a[The Egyptian revolution]
500	##	aTitle devised by cataloger

## 7. VARIANT TITLE

Contoh 7.1 :

245	10	aCDM regulations 2015 explained /   cRaymond Joyce
246	3	Construction (Design and Management) regulations 2015 explained

245	10	aAdult education @ 21st century
246	3	aAdult education at 21st century

245	10	aL'Africa romana :   bLe ricchezze dell'Africa : isorse, produzioni, scambi : atti del XVII Covegno di studio, Sevilla, 14-17 dicembre 2006.
500	##	aOn spine : Africa romana 17.



# EDITION STATEMENT (R)

# TWYS : TAG 250

# TAKE WHAT YOU SEE @ TWYS : TAG 250

## AACR2

250	#	#	a3rd ed.
250	#	#	a2nd ed.
250	#	#	a4th ed.

- Penggunaan singkatan ed. mewakili perkataan Edition / Edisi.
- Penggunaan tanda noktah ( . ) sebagai menunjukkan singkatan perkataan.

## RDA

250	#	#	a3rd edition.
250	#	#	aEdisi kedua.
250	#	#	aFourth edition.

- Penulisan ejaan penuh atau singkatan berdasarkan maklumat yang tertera pada mukasurat judul, atau lain-lain sumber maklumat pada bahan.
- Penggunaan tanda noktah ( . ) pada perkataan yang terakhir.

## **\$b - Remainder of edition statement**

Usually, a statement of personal or corporate responsibility and/or a parallel edition statement. In records formulated according to ISBD principles, subfield |b contains all data following the first equal sign (=), or slash (/). Once subfield |b has been recorded, no further subfield coding of field 250 is possible.

250	#	#	a4th ed. /  b revised by J.G. Le Mesurier and E. McIntosh, Repr. with corrections.
250	#	#	aRev. ed. /  b with revisions, an introduction, and a chapter on writing by E.B. White, 2nd ed. / with the assistance of Eleanor Gould Packard.
250	#	#	aCanadian edition =  bÉd. canadienne.
250	#	#	a3rd draft /  b edited by Paul Watson.

= Maksud dalam bahasa lain.

/ Maklumat individu, keluarga, atau badan bergabung yang ada kaitan dengan edisi yang dinyatakan.

2

- Penggunaan tanda noktah ( . ) pada perkataan yang terakhir dalam tag 250 sahaja.
- Tiada penggunaan tanda noktah ( . ) pada subfield a ( |a).

- Penggunaan tanda noktah ( . ) pada perkataan yang terakhir dalam tag 250 sahaja.
- Penggunaan tanda noktah ( . ) pada subfield a ( |a) hanya untuk singkatan perkataan Edition / Edisi berdasarkan prinsip TWYS.

1



.... sambungan **TAKE WHAT YOU SEE @ TWYS : TAG 250**

250	#	#	aCanadian edition.
250	#	#	a3rd edition.

*[Two separate edition statements found on the title page]*

Jika terdapat lebih daripada satu maklumat edisi, masukkan kedua-dua maklumat tersebut secara berasingan (repeatable tag).



# TWYS : TAG 264

PRODUCTION, PUBLICATION, DISTRIBUTION,  
MANUFACTURER, AND COPYRIGHT NOTICE

(R)

# TAKE WHAT YOU SEE @ TWYS : TAG 264

## PRODUCTION, PUBLICATION, DISTRIBUTION, MANUFACTURE, AND COPYRIGHT NOTICE

- Production Statement
- Publication Statement
- Distribution Statement
- Manufacture Statement

AACR2

RDA

NEW

	TAG 260	TAG 264
a	[S.n.] : <i>sine nomine</i>	[Place of publication not identified] :
b	[s.l.], <i>sine loco</i>	[publisher not identified],
c	[s.d.] <i>sine die</i>	[date of publication not identified]



TAG	1ST IND	2ND IND	DESKRIPSI
264	#	<b>0</b>	<b>PRODUCTION</b> - Untuk bahan yang <u>TIDAK</u> diterbitkan
264	#	<b>1</b>	<b>PUBLICATION</b> - <u>WAJIB</u> dimasukkan
264	#	<b>2</b>	<b>DISTRIBUTION</b> – Jika maklumat penerbit <u>TIADA / TIDAK</u> lengkap
264	#	<b>3</b>	<b>MANUFACTURE</b> – Jika maklumat penerbit dan pengedar <u>TIADA / TIDAK</u> lengkap
264	#	<b>4</b>	<b>COPYRIGHT DATE</b> - <u>WAJIB</u> sekiranya ada

.... sambungan TAKE WHAT YOU SEE @ TWYS : TAG 264

Reminder!

TAG	1ST IND	2ND IND	DESKRIPSI
264	#	<b>2</b>	<b>DISTRIBUTION</b> – Jika maklumat penerbit <u>TIADA / TIDAK</u> lengkap.

Hanya dimasukkan apabila salah satu maklumat penerbitan **TIDAK LENGKAP** pada tag **264 #1 = Maklumat Publication.**

Reminder!

TAG	1ST IND	2ND IND	DESKRIPSI
264	#	<b>3</b>	<b>MANUFACTURE</b> – Jika maklumat penerbit dan pengedar <u>TIADA / TIDAK</u> lengkap.

Hanya dimasukkan apabila salah satu maklumat penerbitan **TIDAK LENGKAP** pada tag berikut :

- **264 #1 = Maklumat Publication, dan**
- **264 #2 = Maklumat Distribution**



## Subfield c [ | c] Maklumat tahun terbitan

### AACR2

- [1971 or 1972] • Kekal
- [1969?] • Kekal
- [between 1906 and 1912] • Kekal
- [ca. 1960] • Ubah
- [197-] • Ubah
- [197-?] • Ubah
- [18--] • Ubah
- [18--?] • Ubah
- [not after Aug. 21, 1492] • Ubah

### RDA

- [1971 or 1972]
- [1969?]
- [between 1906 and 1912]
- [1960?]
- [between 1970 and 1979]
- [between 1970 and 1979?]
- [between 1800 and 1899]
- [between 1800 and 1899?]
- [not after August 21, 1492]
- [not before April 22, 2010]



# TWYS : TAG 490

**SERIES STATEMENT (R)**



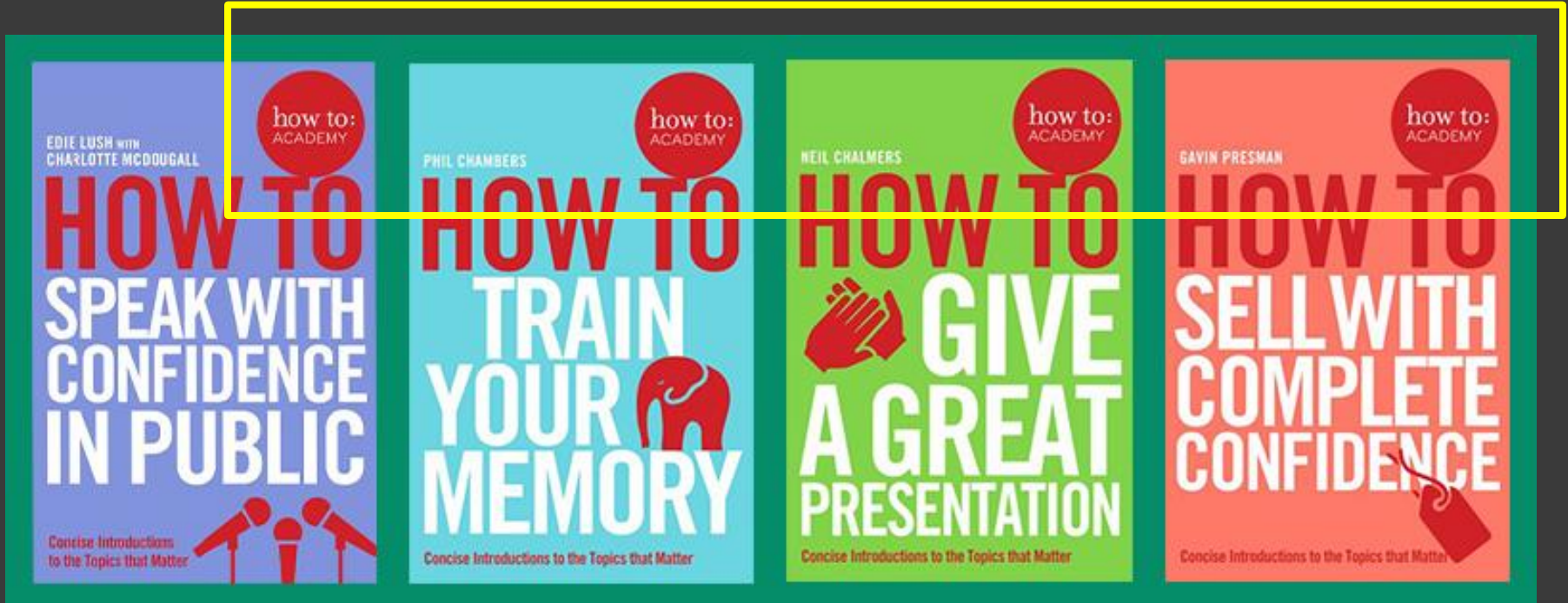
# TAKE WHAT YOU SEE @ TWYS : TAG 490

Elemen RDA pada Tag 490 :

- *Title proper of series*
- *Parallel title proper of series*
- *Other title information of series*
- *Parallel other title information of series*
- *Statement of responsibility*
- *ISSN (international Standard Serial Number)*
- *Subseries*

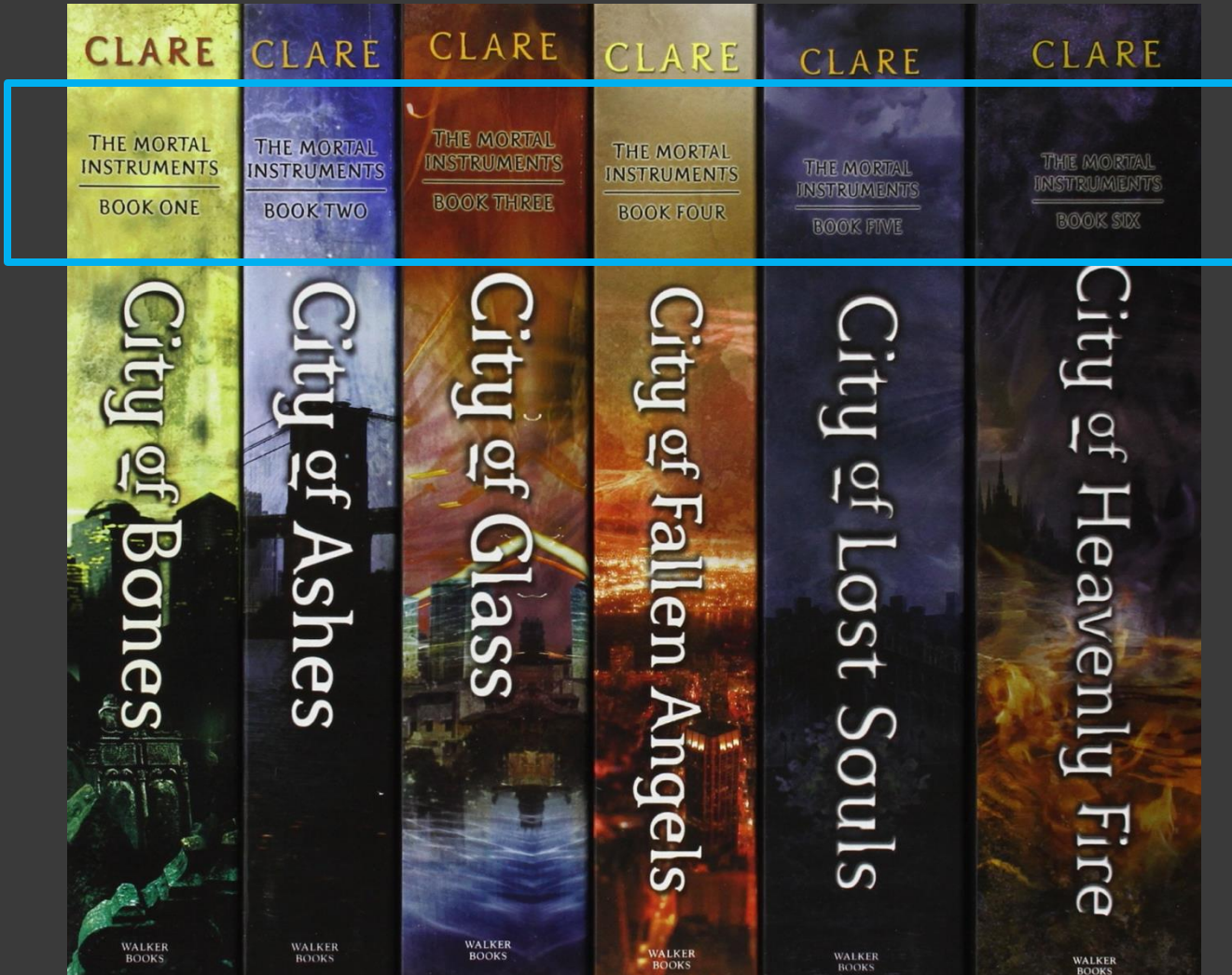
.... sambungan TAKE WHAT YOU SEE @ TWYS : TAG 490

PROPER TITLE IS TRANSCRIBE AS IT APPEARS ON THE SOURCE OF INFORMATION



490	1#	ahow to: ACADEMY
830	#0	ahow to: ACADEMY

.... sambungan TAKE WHAT YOU SEE @ TWYS : TAG 490



490

1#

|αTHE MORTAL INSTRUMENTS ;|vBOOK ONE

830

#0

|αTHE MORTAL INSTRUMENTS ;|vBOOK ONE

# PENEKAPANAN KHUSUS KEPADA PENGGUNAAN TAG & PANDUAN UMUM



TEAMWORK

# PERINCIAN DATA MAKLUMAT DI TAG 02X

ISBN 817525766-0

Group  
Publisher  
Title  
Check digit



EAN  
Group  
Publisher  
Title  
Check digit

**ISBN : 020**

ISSN 2049-3630

Title ISSN  
Check digit (MOD11)  
Issue number (2 or 5 digits)



Publication type  
ISSN (without check digit)  
Edition variant (price change etc.)  
Check digit (MOD10)

**ISSN : 022**

## TAG 020 : ISBN (R)

**ISBN** perlu dimasukkan lengkap, tanpa 'hyphen' @ sengkang ( - ), sama ada nombor 10 digit atau 13 digit bagi koleksi bahan yang terdapat di dalam koleksi Perpustakaan UTM sahaja.

### | a - International Standard Book Number (NR)

Valid ISBN. ISBN and the embedded hyphens may be generated for display.

Input kebiasaan yang dilakukan di Modul Katalog :

Tag	Ind1	Ind2	Contents
020	#	#	a <b>9780124199743</b>   qhardback   cRM829.09
020	#	#	a <b>0124199747</b>   qhardback   cRM829.09

Susunan subfield : | a | q | c

Jika terdapat 2 nombor ISBN pada bahan, masukkan kedua-dua nombor tersebut yang mewakili format bahan yang sama sahaja.



.... sambungan TAG 020 : ISBN

## |q – Qualifying information (R)

A brief statement of qualifying information concerning the item associated with a number being recorded in subfield |a or subfield |z.

Tag	Ind1	Ind2	Contents
020	#	#	a9789790243137  qpaperback  cRM95.00
020	#	#	qhardback  cRM149.99
020	#	#	cRM566.60
<b>Contoh  q yang berulang dalam 1 tag 020 :</b>			
020	#	#	a9781662455225  qhardback  qset  cRM356.78
020	#	#	a9789790243156  qpaperback  qvolume 1  qset  cRM150.00
020	#	#	a9789790243163  qpaperback  qvolume 2  qset  cRM150.00
020	#	#	a9789790243170  qpaperback  qvolume 3  qset  cRM150.00
Susunan subfield	:		a  q  c



.... sambungan TAG 020 : ISBN

## |c - Terms of availability (NR)

Price or a brief statement of availability and any paranthetical qualifying information about availability.

If only price information is present, data relevant to a single item is given in one subfield |c in one field 020 and data relevant to another item is given in another subfield |c in a subsequent 020 field.

### Bahan ber'volume' dengan nombor ISBN set.

Tag	Ind1	Ind2	Contents
020	#	#	a9789790243137  qpaperback  qset  cRM150.00
020	#	#	a9789790243149  qpaperback  qvolume 1  qset  cRM150.00
020	#	#	a9789790243156  qpaperback  qvolume 2  qset  cRM150.00
020	#	#	a9789790243163  qpaperback  qvolume 3  qset  cRM150.00
020	#	#	a9789790243170  qpaperback  qvolume 4  qset  cRM150.00

### ATAU, bahan ber'volume' tanpa nombor ISBN set.

020	#	#	a9789790243149  qpaperback  qvolume 1  qset  cRM300.00
020	#	#	a9789790243156  qpaperback  qvolume 2  qset  cRM300.00
020	#	#	a9789790243163  qpaperback  qvolume 3  qset  cRM300.00
020	#	#	a9789790243170  qpaperback  qvolume 4  qset  cRM300.00

Susunan subfield : |a |q |c

.... sambungan TAG 020 : ISBN

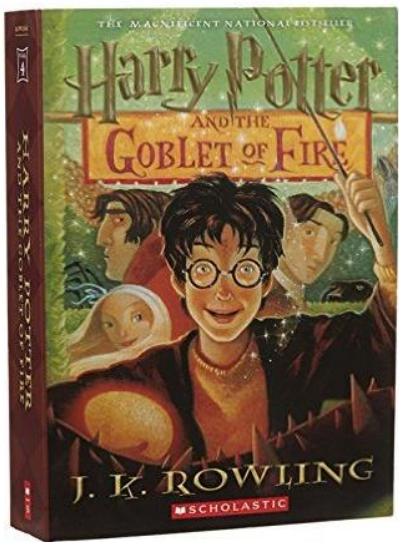
## CONTOH 1 : REKOD BAHAN BERJILID – TAG 020 DAN 500

Control	Bibliographic	MARC Holdings	Call Number/Item	Bound-with
<input type="checkbox"/> Shadow title				
Rec_Type	a	Bib_Lvl	m	TypeCtrl
Desc		Entrd	140205	Dat_Tp
Date2		Ctry	io	Illus
Repr		Cont		GovtPub
Festschr	0	Indx	0	Fiction
Lang	eng	Mod_Rec		Source

Tag	Ind.	Contents
020		9789790243149 qpaperback qvvolume 1 qset cRM150.00
020		9789790243156 qpaperback qvvolume 2 qset cRM150.00
020		9789790243163 qpaperback qvvolume 3 qset cRM150.00
020		9789790243170 qpaperback qvvolume 4 qset cRM150.00
040		UTM beng
090		BP166.9 bM87 2007
100	0	Musthafa Murad, eauthor?UNAUTHORIZED
245	10	Kisah hidup Abu Bakar Al-Shiddiq, Umar Ibn Khattab, Utsman Ibn Affan, Ali Ibn Abu Thalib / cDr. Musthafa Murad
260		Jakarta : bDar al-Fajr, c2007
300		4 volumes ; c21 cm.
500		Includes index
500		V.1 -- Abu Bakar Al-Shiddiq ; V.2 -- Umar Ibn Khattab ; V.3 -- Utsman Ibn Affan ; V.4 Ali Ibn Abu Thalib. Note by librarian.
596		PSZ_JB PRZS
650	0	Caliphs
650	0	Caliphate
996		muz b100216
998		HH/bb b140216

.... sambungan **TAG 020 : ISBN**



**KES 1** : Bahan yang mempunyai judul yang sama, penerbit yang sama, tahun terbit yang sama, tetapi, 2 format yang berbeza, rekod bahan di dalam sistem adalah SATU sahaja.

Tag	Ind1	Ind2	Contents
020	#	#	a9780439139601  qpaperback  cRM95.68
020	#	#	a0439139600  qpaperback  cRM95.68
020	#	#	a9780439139595  qhardback  cRM170.55
020	#	#	a0439139597  qhardback  cRM170.55
Susunan subfield :			a  q  c

**KES 2** : Bahan yang mempunyai judul yang sama, ISBN dan penerbit berbeza, tahun terbit yang sama, tetapi, 2 format yang berbeza, rekod bahan di dalam sistem adalah SATU sahaja. Masukkan maklumat penerbit bagi naskhah tambahan di tag 020, subfield q.

Tag	Ind1	Ind2	Contents
020	#	#	a9780439139601  qpaperback  cRM95.68
020	#	#	a0439139600  qpaperback  cRM95.68
020	#	#	a 9780439030288  qEightyfour Creative  qhardback  cRM100.98
020	#	#	a 0566875422  qEightyfour Creative  qhardback  cRM100.98

Susunan subfield : |a |q |c

## | z - Canceled/invalid ISBN (R)

Canceled or invalid ISBN. ISBN (invalid) and the embedded hyphens may be generated for display.

Each canceled/invalid ISBN is contained in a separate subfield \$z. If no valid ISBN exists, subfield \$z may be used alone in the record.

**Sekiranya nombor ISBN telah dibatalkan atau tidak sah, gunakan subfield z sebagai maklumat pemberitahuan.**

Tag	Ind1	Ind2	Contents
020	#	#	z0835200028   cRM10.00
-----			
020	#	#	z0835200028   cRM10.00
020	#	#	a0835200019   qpaperback   cRM2.95

*[Two ISBN's associated with one catalog record, one of which is invalid.]*

# TAG 022 : ISSN (R)

**ISSN Structure** - ISSN is an agency-assigned data element. ISSNs are assigned to continuing resource publications by national centers under the auspices of the ISSN Network. **An ISSN consists of eight digits comprising two groups of four digits each, separated by a hyphen. The eighth digit is a check digit used as a computer validity check; it consists of a number between 0 and 9 or an uppercase X (for the arabic numeral 10).** A description of the ISSN structure and the procedure for validation of the ISSN by calculating the check digit is in *International Standard Serial Numbering (ISSN) (ISO 3297)*.

## | a - International Standard Serial Number (NR)

Valid ISSN for the continuing resource. *ISSN* may be generated for display.

Input kebiasaan yang dilakukan di Modul Katalog :

Tag	Ind1	Ind2	Contents
022	#	#	a0376-4583

-----  
NR – NON-REPEATABLE  
R - REPEATABLE