

REFRESHER COURSE :  
BENGKEL  
PENGKATALOGAN  
BAHAN &  
PERLAKSANAAN  
ASAS RDA

FASILITATOR :  
HASLINA HUSSIN  
PUSTAKWAN KANAN

MAKMAL PENCAIRIAN MAKLUMAT 1  
PERPUSTAKAAN SULTANAH ZANARIAH  
PERPUSTAKAAN UTM  
JOHOR BAHRU  
JOHOR

10  
**APRIL**  
2017

# - PROGRAM TENTATIF -

## **8.15 am**

- PENDAFTARAN

## **8.30 am**

- Pencapaian Utama dan Proses Kerja di BKHP.
- 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

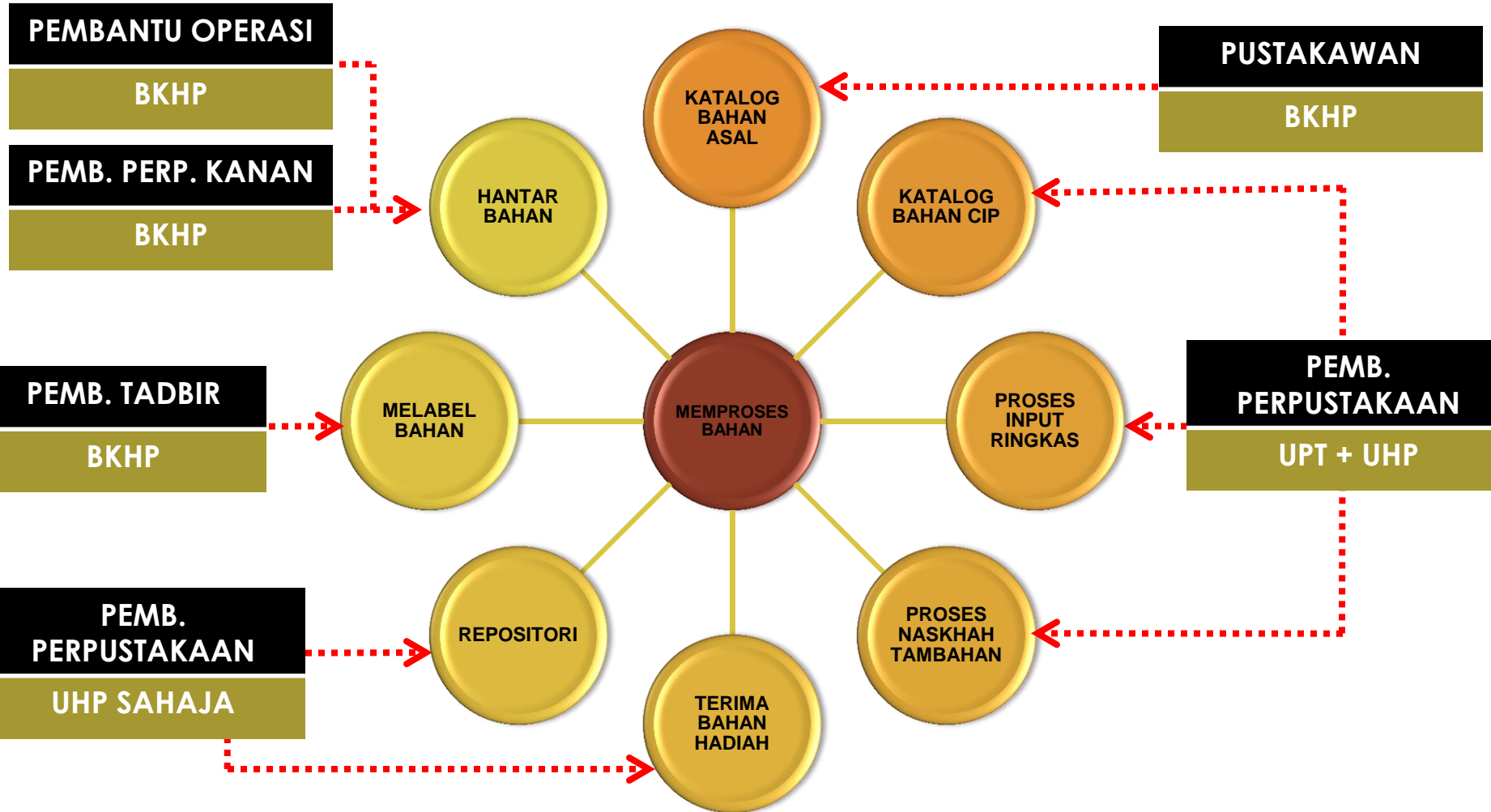
A yellow car is completely covered in a thick layer of snow. The car is parked in front of a dark brick wall. Snow is falling from the sky, creating a hazy, wintry atmosphere. The car's wheels and windows are barely visible under the snow.

**DON'T  
"WARM UP"**

**CHILLED!**



# -PROSES-PROSES UTAMA DI BKHP-



# -PENCAPAIAN UTAMA DI BKHP-

1

## **PENCAPAIAN OBJEKTIF KUALITI - PROSEDUR MENGKATALOG DAN MEMPROSES BAHAN**

Memastikan bahan dikatalog dan diproses dalam tempoh empat belas (14) hari bekerja dari tarikh bahan diterima di BKHP, sehingga siap diproses bagi tujuan penghantaran, dalam keadaan biasa.

- Melibatkan Unit Pengurusan Teknikal sahaja.

2

## **PERMOHONAN BAHAN SEGERA**

Memastikan permohonan diproses mengikut tempoh yang ditetapkan.

- Merangkumi semua jenis bahan yang diurus oleh BKHP.
- Permohonan yang diterima daripada BPS (pembelian segera cadangan staf akademik & Vot Penyelidikan) dan daripada BPMP (borang hijau online).

3

## **PENCAPAIAN OBJEKTIF KUALITI - PROSEDUR MENGURUS PEROLEHAN BAHAN HADIAH**

Memastikan bahan yang telah dibuat proses penerimaan diaksesen dalam masa tiga (3) hari bekerja kecuali bahan yang memerlukan tindakan susulan.

4

## **KEY AMAL INDICATORS (KAI) : BKHP**

1. Mengkatalog bahan asal & memproses bahan CIP = 5,000 judul setahun.
  - Mulai Mac 2016, pencapaian KAI BKHP mengambilkira pencapaian keseluruhan memproses bahan belian, hadiah & pertukaran.
2. Penerimaan bahan hadiah = 2,000 judul setahun.
  - Termasuk aktiviti Repositori.

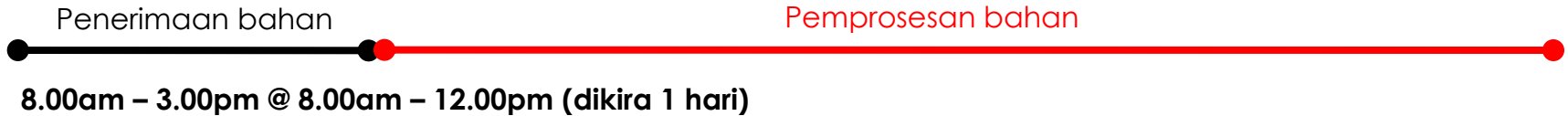
5

## **MEDIAN TIME PROCESSING (MTP)**

Memproses bahan dalam tempoh 40 hari bermula dari penerimaan bahan (Unit Perolehan) hingga bahan disusun di rak (Unit Sirkulasi).

# -OBJEKTIF KUALITI : MEKANISME-

**SEBELUM @ jam 12.00 tgh / 3.00 ptg**



**Pemprosesan bahan : 14 hari bekerja**

Proses kerja terlibat : Terima bahan, pengesahan penerimaan dan sisipan slip pengiraan bil. hari, edaran kepada staf, proses input ringkas/CIP/naskhah tambahan, katalog asal, melabel bahan, tagging & tukar status, sedia senarai penghantaran dan penghantaran bahan.

**SELEPAS @ jam 12.00 tgh / 3.00 ptg**



**Pemprosesan bahan : 14 hari bekerja**

Proses kerja terlibat : Pengesahan penerimaan dan sisipan slip pengiraan bil. hari, edaran kepada staf, proses input ringkas / CIP / naskhah tambahan, katalog asal, melabel bahan, tagging & tukar status, sedia senarai penghantaran dan penghantaran bahan.

# -PENJANAAN LAPORAN-

## ANALISA BULANAN

Dijana setiap bulan. Merangkumi :

- Pencapaian Objektif Kualiti Prosedur Mengkatalog & Memproses Bahan.
- Key Amal Indicators (KAI) – Balanced Score Card.
- Median Time Processing.
- Permohonan Bahan SEGERA.
- Pencapaian Objektif Kualiti Prosedur Mengurus Perolehan Bahan Hadiah (mulai 2017).

## SISTEM PENGURUSAN KUALITI

Dijana setiap 6 bulan untuk Mesyuarat Semakan Pengurusan Induk Perpustakaan UTM. Merangkumi :

- Rangkuman keseluruhan Pencapaian Objektif Kualiti Prosedur Mengkatalog & Memproses Bahan, serta Pencapaian Objektif Kualiti Prosedur Mengurus Perolehan Bahan Hadiah.
- Analisa dan Laporan Log Tindakan Pembetulan Bahan Harian & Audit Dalam.
- Analisa Permohonan Bahan SEGERA.
- Analisa Penerimaan & Penghantaran Bahan.

## LAPORAN TAHUNAN

Rangkuman pencapaian keseluruhan bagi satu (1) tahun aktiviti yang dilaksanakan mengikut sasaran dan aktiviti sampingan Bahagian.



# -PROSES MENGGKATALOG BAHAN-



**-PENGKATALOGAN BAHAN TESIS-**

**SENARAI BARKOD TESIS!!!**



**WHAT TO DO?**

## -TANGGUNGJAWAB PUSTAKAWAN-

- Imbas barkod bahan (tesis teks + CP) semasa melaksanakan aktiviti pengkatalogan bahan.
- Hantar senarai barkod bahan (tesis teks sahaja) kepada **staf PF yang BERKENAAN SAHAJA** bagi tesis **Projek Sarjana Muda (PSM)**.
- Hantar senarai barkod bahan (tesis teks sahaja) kepada **SEMUA staf PF** untuk **tesis Sarjana dan Phd**. Gunakan **mailing group list** supaya lebih mudah urusan penghantaran emel!

## -TANGGUNGJAWAB STAF PERPUSTAKAAN FAKULTI-

- Buat **semakan di Modul Katalog (Workflow)** senarai **SETIAP** nombor barkod yang diterima melalui emel.
- Cari bahan di rak Perpustakaan Fakulti masing-masing.
- Keluarkan bahan dari rak dan kemaskini maklumat bahan di *holdings* rekod bahan berkenaan. Sediakan label no. panggilan dan susun semula bahan dirak.

W e l c o m e

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



TARIKH PENGUATKUASAAN :

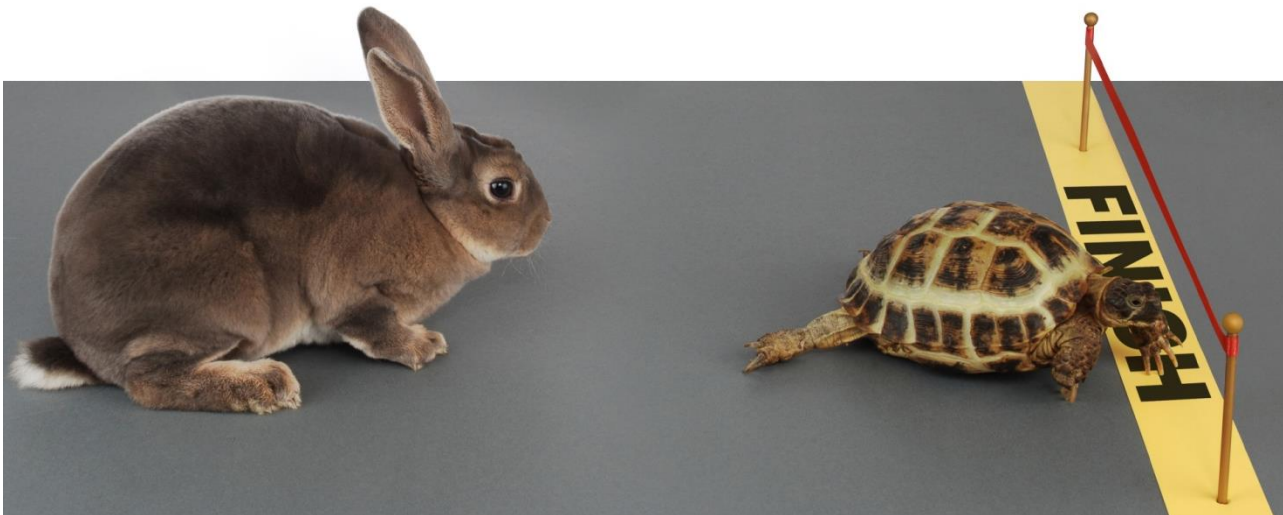
01.09.2016



# - RDA ? -

**Resource Description and Access (RDA)** is a standard for descriptive cataloguing initially released in June 2010, providing instructions and guidelines on formulating bibliographic data. Intended for use by libraries and related cultural organizations such as museums and archives, **RDA is the successor to Anglo-American Cataloguing Rules, Second Edition (AACR2)**, the prevailing standard for English language libraries since 1978.

Untuk bergerak seiring dengan lain-lain perpustakaan, khususnya sebagai sebuah pusat sumber perkongsian maklumat bibliografi, Perpustakaan UTM juga perlu menerima dan melaksanakan perubahan penstrukturan semula kemasukkan data di dalam rekod bibliografi secara terbuka.



# - AACR2 vs RDA -

## Umum / Asas

RDA	AACR2
<b>Capitalization</b> • Rules of <b>Take What You See</b> (TWYS)	<b>Capitalize the first word</b>
<b>No Abbreviations</b> • Example : illustrations	<b>Abbreviations</b> • Example : ill.
<b>No Rules of Three</b>	<b>Rules of Three</b>
<b>Replace GMD with other MARC Tags</b> • Tag 336, Tag 337, Tag 338	<b>GMD</b> • Example : [soundrecording]
<b>Relator Term</b> • Example : author, compiler	<b>No Relator Term</b>

# Perincian

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

**Rujuk senarai lampiran : Differences Between AACR2 and RDA – Lampiran A**

## I. GENERAL DIFFERENCES

1. Difference in scope
2. Difference in description
3. **Use of square brackets – Tag 260**
4. **Recording inaccuracies – Tag 246**
5. **Abbreviations – Tag 100, 130, 250, 260, 300, 490, 504.**
6. **Capitalization – 245, 250, 264, 490**
7. Deciding when to create a new record
8. Level of description
9. Source of information

## II. 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

7. Edition statement – Tag 250

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

## II. DIFFERENCES IN DESCRIPTION .... samb.

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

22. Numbering within series – Tag 490 / Tag 830.



### III. DIFFERENCES IN ACCESS POINTS

1. Access points – Persons and corporate bodies.
  - Tag 1++
  - Tag 245
  - Tag 7++
2. Relationship designation
  - Tag 1++
  - Tag 7++
3. **Books of the Bible**
  - **Tag 130 (Main Entry-Uniform Title)**
4. **Parts of the Bible**
  - **Tag 130 (Main Entry-Uniform Title)**
5. **Authorized access Point representing an expression of the Bible**
  - **Tag 245**
  - **Tag 730 (Added Entry - Uniform Title)**
6. Treaties with more than three signatories
  - Tag 110
  - Tag 240
  - Tag 246
  - Tag 710

## IV. 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



**new**

**in RDA**

# - RULES OF THREE -

- 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).**

## 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            |a Current progress in multimedia / |c edited by Alicia Witte  
700            1 0            |a Witte, Alicia, |e editor

a = 2  
an = 3  
the = 4

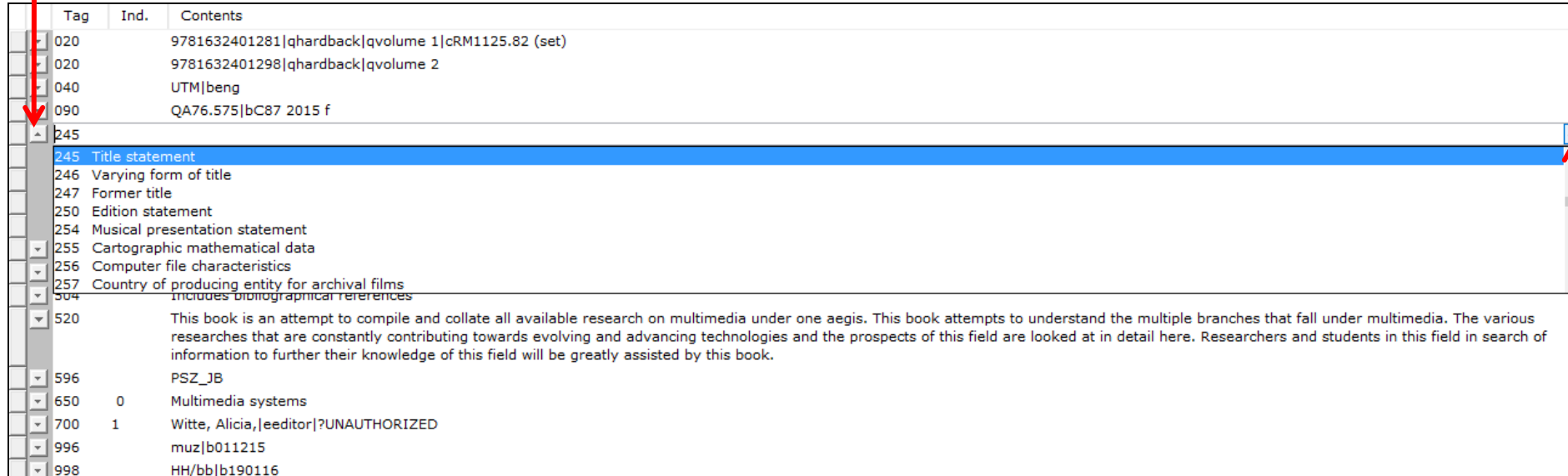
Klik pada *button arrow* untuk melihat maksud bagi setiap digit yang digunakan sebagai Ind1 dan Ind2.

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 /  c edited 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 digunapakai bagi semua tag yang terdapat di dalam Modul Katalog di Workflow.

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



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.



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

### AACR2

245	04	The vanishing traces :   <b>b</b> vernacular housing of the Chittagong Hill Tracts /   <b>c</b> John Abraham ... [et al.].
700	1#	Abraham, John,   <b>e</b> author
700	1#	Nickholas, Rachel ,   <b>e</b> author
700	1#	George, Simon ,   <b>e</b> author
700	1#	Micheal, Rita ,   <b>e</b> author

### RDA

100	1#	Abraham, John,   <b>e</b> author
245	14	The vanishing traces :   <b>b</b> vernacular housing of the Chittagong Hill Tracts /   <b>c</b> John Abraham, Rachel Nickholas, Simon George, Rita Micheal.
700	1#	Nickholas, Rachel ,   <b>e</b> author
700	1#	George, Simon ,   <b>e</b> author
700	1#	Micheal, Rita ,   <b>e</b> author

Penanggungjawab pertama menjadi 'main entry' pada tag 100.

# ATAU

**RDA**

100	1#	Abraham, John,   <b>e</b> author
245	14	The vanishing traces :   <b>b</b> vernacular housing of the Chittagong Hill Tracts /   <b>c</b> John Abraham [and <b>three</b> others].
700	1#	Nickholas, Rachel ,   <b>e</b> author
700	1#	George, Simon ,   <b>e</b> author
700	1#	Micheal, Rita ,   <b>e</b> author

# ATAU

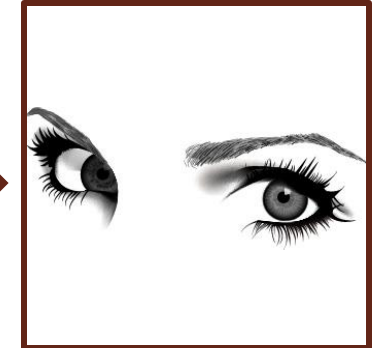
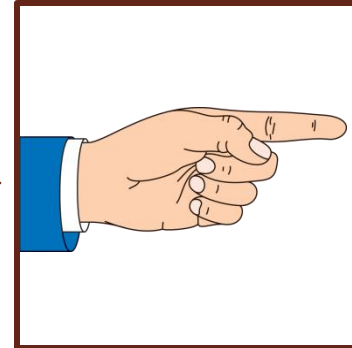
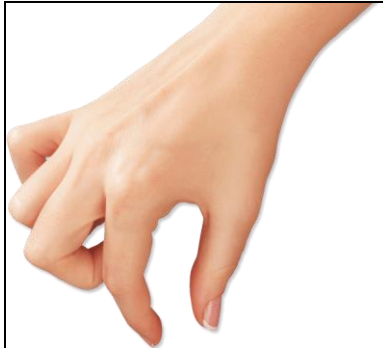
**RDA**

100	1#	Abraham, John,   <b>e</b> author
245	14	The vanishing traces :   <b>b</b> vernacular housing of the Chittagong Hill Tracts /   <b>c</b> John Abraham [and <b>3</b> others].
700	1#	Nickholas, Rachel ,   <b>e</b> author
700	1#	George, Simon ,   <b>e</b> author
700	1#	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).

# - RDA : KONSEP 'TWYS' (R / NR) -

**TAKE**      **WHAT**      **YOU**      **SEE**



**AMBIL**

**APA**

**ANDA**

**LIHAT**

## TITLE STATEMENT

1. Title
2. Statement of Responsibility

**TAG  
245**

**(NR)**

**TAG  
250**

**(R)**

## EDITION STATEMENT

3. Edition

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

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

**TAG  
264**

**(R)**

**TAG  
490**

**(R)**

## SERIES STATEMENT

8. Series Statement

**(Tag 830 : Series Added Entry-Uniform Title)**

**[Tag 260 : Publication, Distribution, etc. (Imprint)]**

**Nota :** Pengecualian aspek Bahasa Pengatalogan (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].

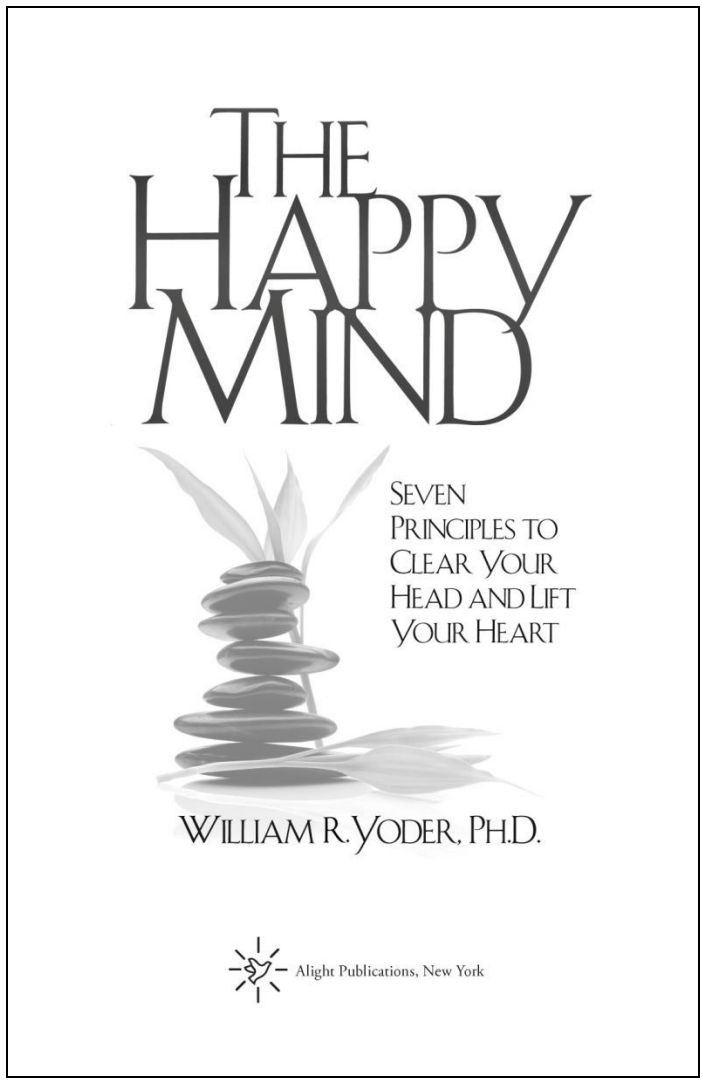
264

#1

700  
700

10  
10

Cormack, Allan, |**e**illustrator  
Drew-Brook, Deborah, |**e**illustrator



100  
245

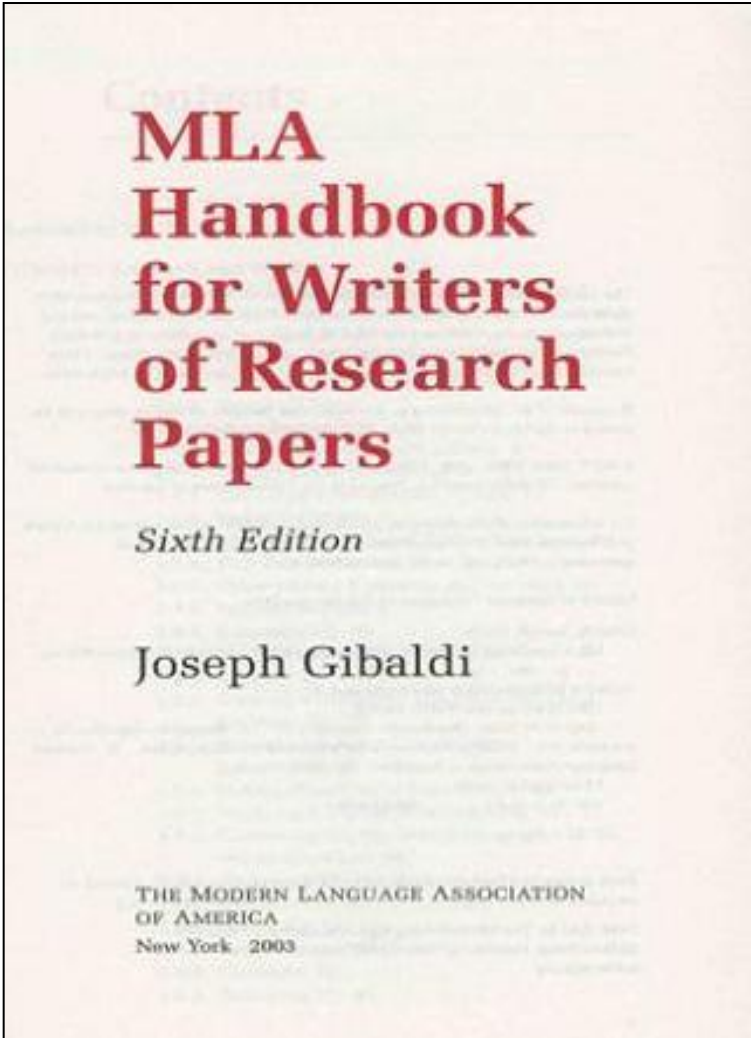
10  
1#

|**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].



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.

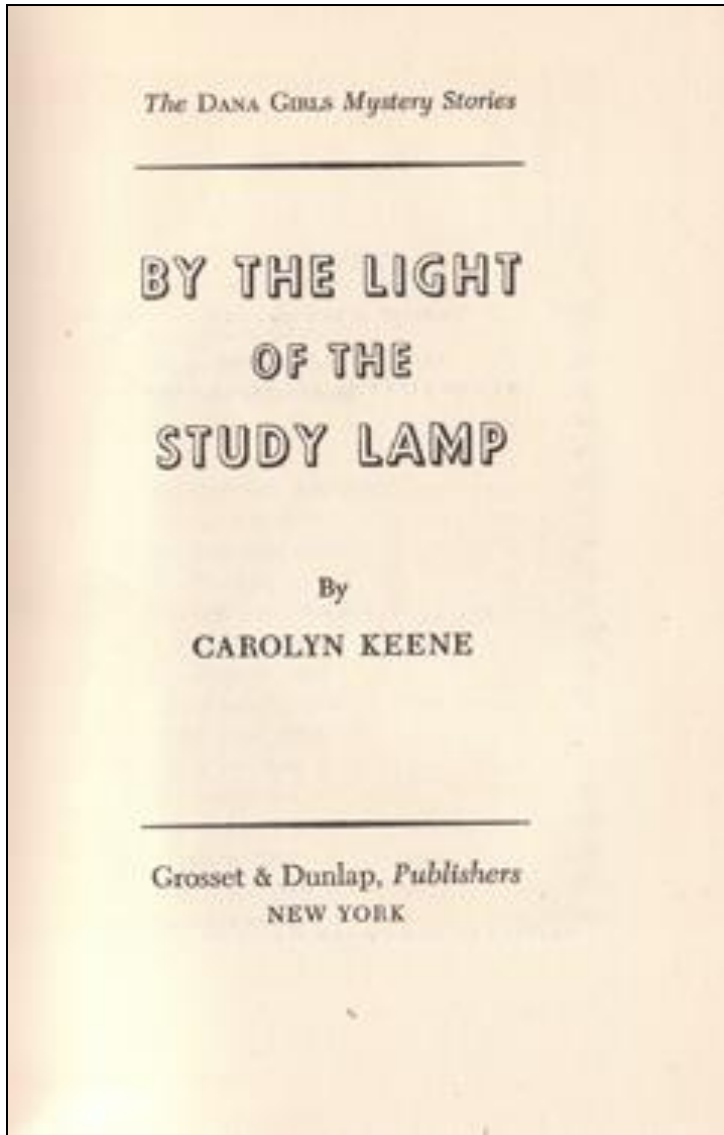
|aNew York :|bTHE MONOTYPE  
CORPORATION LIMITED, |c1968.

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

|aMorison, Stanley,|d1889-1967

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





100	10	<b>a</b> Keene, Carolyn,   <b>e</b> author
245	1#	<b>a</b> BY THE LIGHT OF THE STUDY LAMP /   <b>c</b> by CAROLYN KEENE.
264	#1	<b>a</b> New York :   <b>b</b> Grosset & Dunlap,   <b>c</b> [date of publication not identified].
490	1#	<b>a</b> The DANA GIRLS Mystery Stories
830	0	<b>a</b> The DANA GIRLS Mystery Stories

# - RDA : TAG 245 & TAG 246 -

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 | **a**Energy security and economic development in India : | **b**a holistic approach / | **c**Bala Bhashar

### Contoh 1.2 :

245 10 | **a**TQM : | **b**a practical approach / | **c**Janet Albert  
246 30 Total quality management

### Contoh 1.3:

245 10 | **a**Sustainable **develpment** and environmental science / | **c**by Arvind Kumar, R. Sivakami  
246 1 | **i**Title should read : | **a** Sustainable **development** and environmental science

## 1. TITLE PROPER ... samb.

Contoh 1.5 : Bahan bersiri – Sekiranya dikhuatiri akan menyukarkan pencarian bahan oleh pengguna yang telah biasa membuat pencarian bahan menggunakan Judul asal (sebelum pembedaan).

245 00 | **a**Zoology studies

246 1 | **i**Misspelled title on number 1 : | **a**Zoology studies

Contoh 1.6 : 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 1.7 :

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

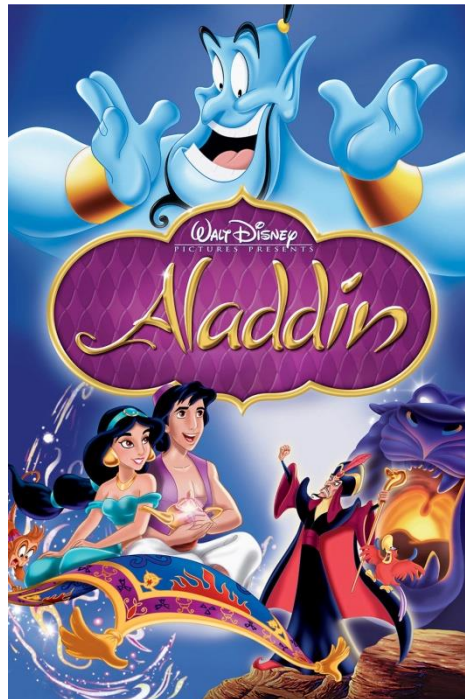
(Source of information reads : *Summary tables of the **24th** annual report on the statistics of railways in the United States for the year **1911-**.* )

## 1. TITLE PROPER ... samb.

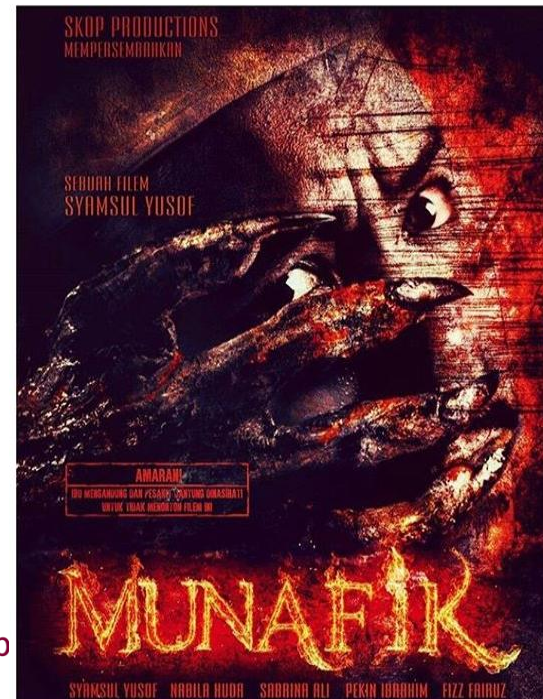
Contoh 1.8 : Abaikan pengenalan perkataan yang **BUKAN** menjadi sebahagian daripada Judul bahan.

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.*)



ep



## 2. PARALLEL TITLE

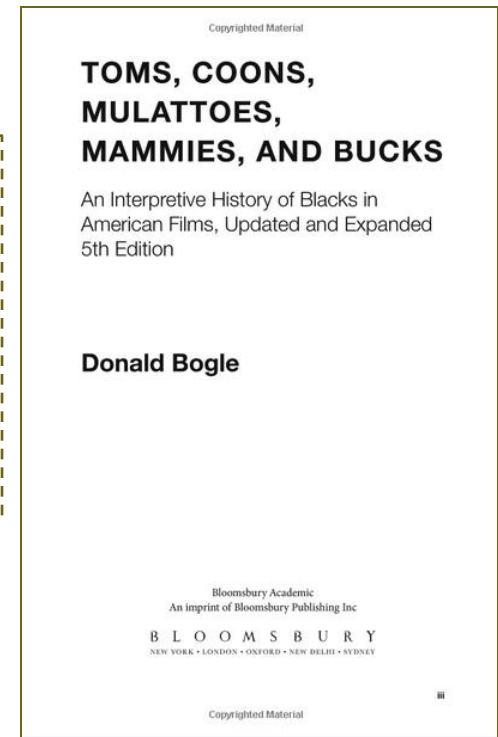
### Contoh 2.1 :

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.
-----	----	-------------------------------



# - RDA : KONSEP 'TWYS' : TAG 264 (R) -

**TAG  
264**

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

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

AACR2  
TAG 260

**VS**

RDA  
TAG 264

Subfield **a**  
(|**a**)

[S.n.] *sine nomine*

[P]lace of publication not identified

Subfield **b**  
(|**b**)

[s.l.] *sine loco*

[publisher not identified]

Subfield **c**  
(|**c**)

[s.d.] *sine die*

[date of publication not identified]

**TAG  
264**

**PRODUCTION, PUBLICATION, DISTRIBUTION, MANUFACTURE, AND COPYRIGHT NOTICE**  
4. Production Statement  
5. Publication Statement  
6. Distribution Statement  
7. Manufacture Statement

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



Rujuk fail Microsoft Excel : [template\\_input\\_data\\_katalog\\_2016 / sheet : tag\\_264](#)



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



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

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



**RDA  
TAG 264  
SUBFIELD c (|c)**

[1971 or 1972]  
[1969?]

[1971 or 1972]  
[1969?]

[between 1906 and 1912]  
[ca. 1960]

[between 1906 and 1912]  
**[1960?]**

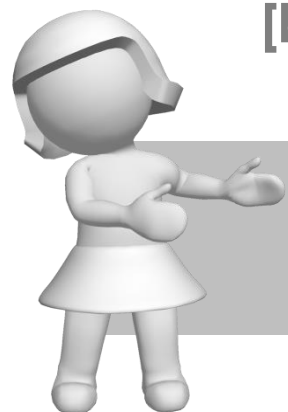
**AACR2  
TAG 260  
SUBFIELD c (|c)**

[197-]  
[197-?]  
[18--]  
[18--?]

**[between 1970 and 1979]  
[between 1970 and 1979?]  
[between 1800 and 1899]  
[between 1800 and 1899?]**

[not after Aug. 21, 1492]

**[not after August 21, 1492]  
[not before April 22, 2010]**



# - RDA : TAG 300 -

1. Penggunaan tag 300 di dalam amalan RDA mempunyai kaitan rapat dengan tiga (3) tag baru yang menggantikan subfield h (|h) pada tag 245, iaitu **tag 336, tag 337 & tag 338**.
2. RDA menggunakan perkataan penuh tanpa singkatan bagi menjelaskan data yang dimasukkan pada subfield a (|a) dan subfield b (|b). Hanya subfield c (|c) sahaja yang ada kelonggaran untuk menggunakan singkatan istilah yang melibatkan skala pengukuran dimensi bahan yang dikatalog.

**Rujuk fail Microsoft Excel : [template\\_input\\_data\\_katalog\\_2016](#) / sheet : tag\_300**

# - RDA : TAG 336, TAG 337 & TAG 338 -

1. Penggunaan tag 336, tag 337 & tag 338 adalah 'vocabularies' yang dibangunkan oleh RDA bersama *ONIX publishing community*.
  - a. Tag 336 – Content Type : mengandungi istilah yang menggambarkan kepada pengguna bagaimana isi kandungan bahan diekspresikan.
  - b. Tag 337 – Media Type : pengkategorian perihal **medium** yang digunakan untuk **memaparkan / membaca** isi kandungan bahan /sumber yang dikatalog.
  - c. Tag 338 – Carrier Type : pengkategorian perihal **format bagi medium** yang digunakan sebagai **penyimpanan / penyampaian isi kandungan** bagi bahan yang dikatalog.
1. RDA telah membangunkan 3 set istilah terkawal untuk kegunaan pada subfield a (|a) dan diakhiri dengan subfield 2 (|2) pada ketiga-tiga tag ini.
  - Tag 336 |a....|2rdacontent
  - Tag 337 |a....|2rdamedia
  - Tag 338 |a....|2rdacarrier
3. Ketiga-tiga tag ini menggunakan 3 set istilah yang terkawal (controlled vocabulary) yang telah dibangunkan oleh RDA, iaitu :
  - Tag 336 : 25 istilah terkawal.
  - Tag 337 : 8 istilah terkawal.
  - Tag 338 : 46 istilah terkawal.

# - RDA : TAG 336 – CONTENT TYPE -

## A. TERJEMAHAN RDA *CONTENT TYPE*

BIL	RDA <i>CONTENT TYPE</i>	DISKRIPSI / HURAIAN	TERJEMAHAN KE DALAM BAHASA MALAYSIA
1	Cartographic dataset	Cartographic content expressed through a digitally encoded dataset intended to be processed by a computer.	Set data kartografi
2	Cartographic image	Cartographic content expressed through line, shape, shading, etc., intended to be perceived visually as a still image or images in two dimensions. Includes maps, views, atlases, remote-sensing images, etc.	Imej kartografi
3	Cartographic moving image	Cartographic content expressed through images intended to be perceived as moving, in two dimensions. Includes satellite images of the Earth or other celestial bodies in motion.	Imej bergerak kartografi
4	Cartographic tactile image	Cartographic content expressed through line, shape, and/or other forms, intended to be perceived through touch as a still image in two dimensions.	Imej taktil kartografi
5	Cartographic tactile three-dimensional form	Cartographic content expressed through a form or forms intended to be perceived through touch as a three-dimensional form or forms.	Bentuk tiga dimensi taktil kartografi
6	Cartographic three-dimensional form	Cartographic content expressed through a form or forms intended to be perceived visually in three dimensions. Includes globes, relief models, etc.	Bentuk tiga dimensi kartografi
7	Computer dataset	Content expressed through a digitally encoded dataset intended to be processed by a computer. Includes numeric data, environmental data, etc., used by applications software to calculate averages, correlations, etc., or to produce models, etc., but not normally displayed in its raw form.	Set data komputer

Rujuk senarai lampiran : B. Terjemahan RDA *Content Type*. Lampiran C : *Template*.



# - RDA : TAG 337 – MEDIA TYPE -

## B. TERJEMAHAN RDA *MEDIA TYPE*

BIL	RDA <i>MEDIA TYPE</i>	DISKRIPSI / HURAIAN	TERJEMAHAN KE DALAM BAHASA MALAYSIA
1	Audio	Media used to store recorded sound, designed for use with a playback device such as a turntable, audiocassette player, CD player, or MP3 player. Includes media used to store digitally encoded as well as analog sound.	Audio
2	Computer	Media used to store electronic files, designed for use with a computer. Includes media that are accessed remotely through file servers as well as direct-access media such as computer tapes and discs.	Komputer
3	Microform	Media used to store reduced-size images not readable to the human eye, designed for use with a device such as a microfilm or microfiche reader. Includes both transparent and opaque micrographic media.	Mikrofom
4	Microscopic	Media used to store minute objects, designed for use with a device such as a microscope to reveal details invisible to the naked eye.	Mikroskopik
5	Projected	Media used to store moving or still images, designed for use with a projection device such as a motion picture film projector, slide projector, or overhead projector. Includes media designed to project both two-dimensional and three-dimensional images.	Tayang
6	Stereographic	Media used to store pairs of still images, designed for use with a device such as a stereoscope or stereograph viewer to give the effect of three dimensions.	Stereografi

Rujuk senarai lampiran : B. Terjemahan RDA Media Type. Lampiran C : Template.

# - RDA : TAG 338 – CARRIER TYPE -

## C. TERJEMAHAN RDA *CARRIER TYPE*

BIL	RDA <i>CARRIER TYPE</i>	DISKRIPSI/HURAIAN	TERJEMAHAN KE DALAM BAHASA MALAYSIA
1	Audio cartridge	A cartridge containing an audio tape.	Katrij audio
2	Audio cylinder	A roller-shaped object on which sound waves are incised or indented in a continuous circular groove. Includes wax cylinders, wire cylinders, etc.	Silinder audio
3	Audio disc	A disc on which sound waves, recorded as modulations, pulses, etc., are incised or indented in a continuous spiral groove.	Cakera audio
4	Audio roll	A roll of paper on which musical notes are represented by perforations, designed to mechanically reproduce the music when used in a player piano, player organ, etc. Includes piano rolls, etc.	Gelung audio
5	Audiocassette	A cassette containing an audio tape.	Kaset audio
6	Audiotape reel	An open reel holding a length of audio tape to be used with reel-to-reel audio equipment.	Gelendong pita audio
7	Sound-track reel	An open reel holding a length of film on which sound is recorded.	Gelendong runut bunyi
8	Computer card	A card containing digitally encoded data designed for use with a computer.	Kad komputer
9	Computer chip cartridge	A cartridge containing a miniaturized electronic circuit on a small wafer of semiconductor silicon.	Katrij cip komputer