

## FOKUS TAG :

- 02X
- 040
- 090 / 091 ... Cutter Table
- 1XX / 7XX ... mengedit Fail Kuasa Pengarang
- 240
- 6XX

## PENEKANAN KHUSUS KEPADA PENGUNAAN 'TAG' & PANDUAN UMUM

## NOTA PENTING :

- COMMUNICATE AND VIRAL THE KNOWLEDGE!
- PENGHANTARAN & PENERIMAAN BAHAN
- SUMBER RUJUKAN



## - TAG 020 : INTERNATIONAL STANDARD BOOK NUMBER (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.

### | 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.

### | 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.

### | 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.

## | 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	#	#	a9780124199743   qhardback   cRM829.09
020	#	#	a0124199747   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.**

## | 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
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

## | 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 : International Standard Book Number (R).

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

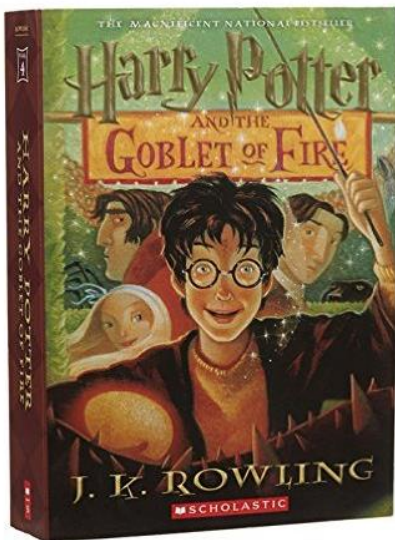
Control Bibliographic MARC Holdings Call Number/Item Bound-with

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 : International Standard Book Number (R).



**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	#	#	a9780439030288 qEightyfour Creative qhardback cRM100.98
020	#	#	a0566875422 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 : INTERNATIONAL STANDARD SERIAL NUMBER (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

# - TAG 040 : CATALOGUING SOURCE (NR) -

## Subfield Codes

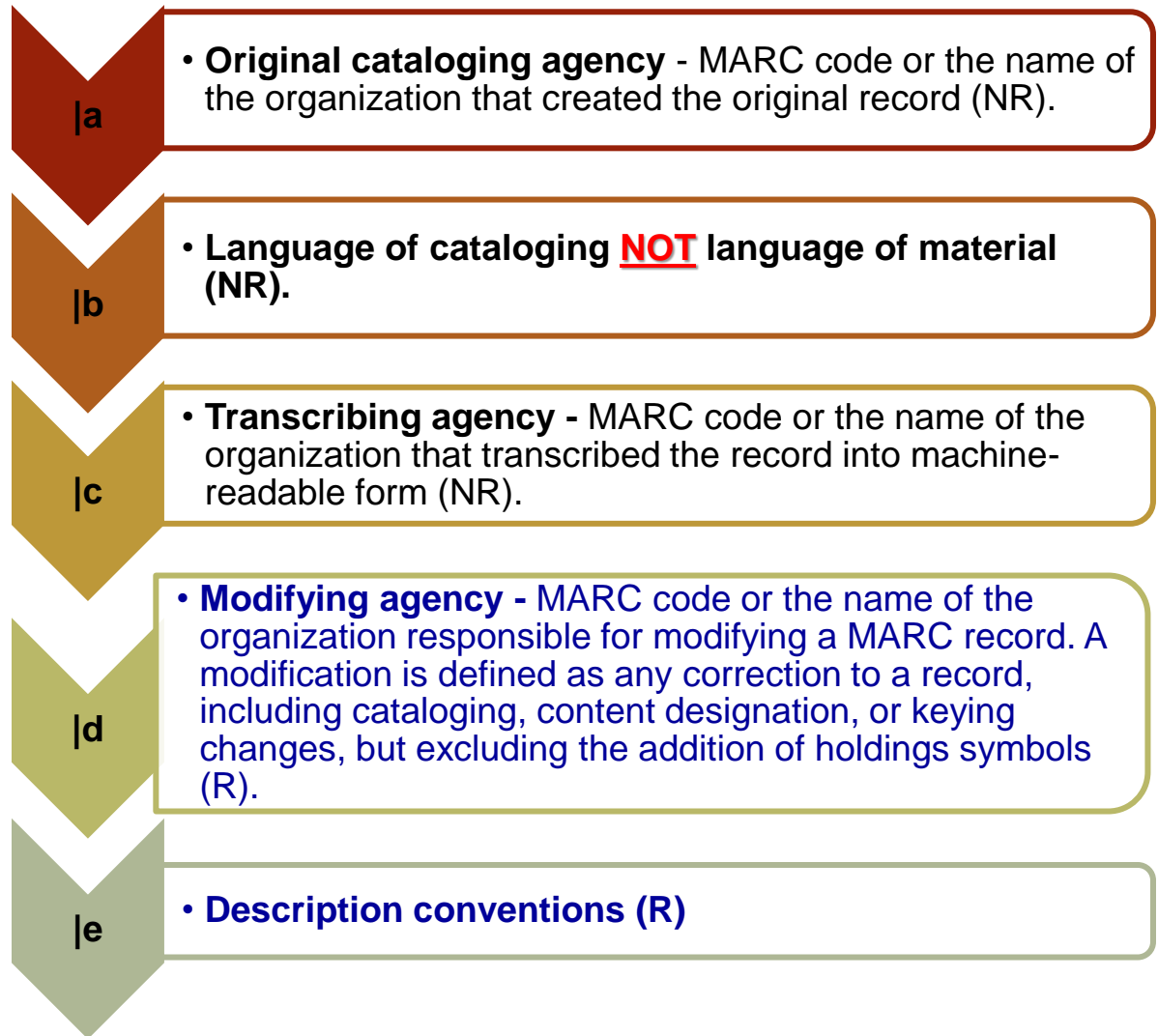
- | a - Original cataloging agency (NR)
- | b - Language of cataloging (NR)
- | c - Transcribing agency (NR)
- | d - Modifying agency (R)

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

Tag 040 adalah bahasa pengkatalogan bahan yang telah ditetapkan oleh sesebuah perpustakaan untuk menggambarkan rekod bibliografik perpustakaan berkenaan.

Bahasa pengkatalogan rasmi Perpustakaan UTM adalah **BAHASA INGGERIS**.

**040 ## |aUTM|beng|erda**



## CONTOH 2 : BAHAN DITERBITKAN DALAM BAHASA MELAYU

Modify Title

Izrail a.s malaikat maut : pemisah kelazatan dunia / Mansur Abdul Hakim 1955-

Control Bibliographic MARC Holdings Call Number/Item Bound-with

Shadow title **Bahasa isi kandungan bahan yang dikatalog**

**Leader 008**

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	141127	Dat_Tp	s	Date1	2014
Date2		Ctry	my	Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	may	Mod_Rec		Source	d		

Tag	Ind.	Contents
020		9789678604376 qpaperback cRM19.90
040		UTM beng ← <b>Bahasa pengkatalogan bahan. Default   b'eng'.</b>
090		BP166.815 bM36 2014
100	0	Mansur Abdul Hakim  d1955-
245	10	Izrail a.s malaikat maut : bpemisah kelazatan dunia / cMansur Abdul Hakim
260		Shah Alam, Selangor : bGrup Buku KarangKraf, c2014
300		325 pages ; c23 cm.
504		Includes bibliographical references
596		PSZ_JB PRZS
650	10	Death xReligious aspects xIslam
650	20	Islamic eschatology
650	20	Angels xIslam
996		krul b231115
998		HH/bb b010216

.... sambungan Tag 040 : Cataloguing Source (NR).

## CONTOH 3 : BAHAN DITERBITKAN DALAM **BAHASA INGGERIS**

**Modify Title**

Catalysis and kinetics : molecular level considerations / Marin, Guy B., editor

Control Bibliographic MARC Holdings Call Number/Item Bound-with

Shadow title

**Bahasa isi kandungan bahan yang dikatalog**

Rec_Type	Bib_Lvl	TypeCtrl	Enc_Lvl
a	m		
Desc	Entrd	Dat_Tp	Date1
Date2	Ctry	Illus	Audience
Repr	Cont	GovtPub	ConfPub
Festschr	Indx	Fiction	Biog
Lang	Mod_Rec	Source	

**Leader 008**

Tag	Ind.	Contents
020		9780124199743 qhardback cRM829.09
040		UTM beng ← <b>Bahasa pengkatalogan bahan. Default   b 'eng'.</b>
090		TP159.C3 bC38 2014
245	00	Catalysis and kinetics : bmolecular level considerations / cedited by Guy B. Marin
260		Amsterdam : bAcademic Press, c2014
300		xii, 241 pages : billustrations ; c24 cm.
490	1	Advances in chemical engineering ; vv. 44
504		Includes bibliographical references and index
520		Advances in Chemical Engineering was established in 1960 and is the definitive serial in the area. It is one of great importance to organic chemists, polymer chemists, and many biological scientists. Written by established authorities in the field, the comprehensive reviews combine descriptive chemistry and mechanistic insight and yield an understanding of how the chemistry drives the properties. This volume covers the topic of catalysis and kinetics and aspects in chemical engineering. -Control and optimization of process systems -Polyelectrolytes -Propane dehydrogenation and selective oxidation of hydrogen -Chromium catalysts for ethylene polymerization and oligomerization -Computational simulation of rare Earth catalysis
596		PSZ_JB
650	0	Catalysts
650	0	Mechanics, Analytic
650	0	Dynamics
700	01	Marin, Guy B., eeditor ?UNAUTHORIZED
830	0	Advances in chemical engineering ; vv. 44
996		muz b100216

# - TAG 090 / 050 : CALL NUMBER (NR) -

Panduan aturan penulisan nombor panggilan pada tag 090 adalah :

|a|b tahun simbol



subfield'a'subfield'b'spacetahun space simbol



|aTK4044|bM55 2014 f

Hasil paparan di OPAC :  
**TK4044 M55 2014 f**

## LC CUTTER TABLE

(Untuk A, E, I, O, U)

After initial vowels for the second letter	:	b	d	l-m	n	p	r	s-t	u-y
use number	:	2	3	4	5	6	7	8	9

(Untuk S)

After initial letter S for the second letter	:	a	ch	e	h-i	m-p	t	u	w-z
use number	:	2	3	4	5	6	7	8	9

After the initial letters Q <u>u</u> for the second letter	:	a	e	i	o	r	t	y
use number	:	3	4	5	6	7	8	9

For initial letters Qa - Qt, use : 2 - 29

After other initial consonants for the second letter	:	a	e	i	o	r	u	y
use number	:	3	4	5	6	7	8	9

For expansion for the second letter	:	a-d	e-h	i-l	m-o	p-s	t-v	w-z
use number	:	3	4	5	6	7	8	9

Disediakan oleh:  
Haslina Hussin  
07.04.2011

**Nombor Cutter tidak dimulai atau diakhiri dengan nombor 1 or 0.**

.... sambungan Tag 090 / 050 : Call Number (NR).

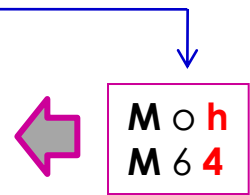
# Consonants

After other initial consonants								
for the second letter	:	a	e	i	o	r	u	y
use number	:	3	4	5	6	7	8	9
For expansion								
for the second letter	:	a-d	e-h	i-l	m-o	p-s	t-v	w-z
use number	:	3	4	5	6	7	8	9

## Level 1

Pengembangan cutter author pada subfield b (|b).  
Pengembangan digit berdasarkan abjad.

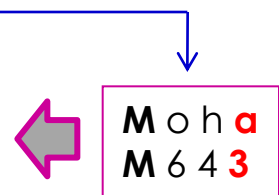
Expansion : 1			- Mohamad Nasir Kadir
Tag	Ind1	Ind2	Contents
090	#	#	aBP166.8 bM64 2012



## Level 2

Pengembangan cutter author pada subfield b (|b).  
Pengembangan digit berdasarkan abjad – peraturan standard.

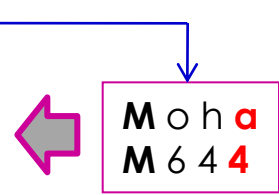
Expansion : 2			- Mohamad Jamal Ibrahim
Tag	Ind1	Ind2	Contents
090	#	#	aBP166.8 bM643 2012



## Level 3

Pengembangan cutter author pada subfield b (|b).  
Pengembangan digit sahaja.  
Peringkat 1.

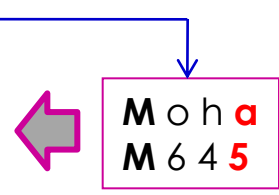
Expansion : 3			- Mohamad Kamil Sulaiman
Tag	Ind1	Ind2	Contents
090	#	#	aBP166.8 bM644 2012



## Level 4

Pengembangan cutter author pada subfield b (|b).  
Pengembangan digit sahaja.  
Peringkat 2.

Expansion : 4			- Mohamad Ismail Idrus
Tag	Ind1	Ind2	Contents
090	#	#	aBP166.8 bM645 2012



.... sambungan Tag 090 / 050 : Call Number (NR).

# Vowels

(Untuk A, E, I, O, U)								
After initial vowels for the second letter :	b	d	l-m	n	p	r	s-t	u-y
use number :	2	3	4	5	6	7	8	9
for the second letter :	a-d	e-h	i-l	m-o	p-s	t-v	w-z	
use number :	3	4	5	6	7	8	9	

Pengembangan  
cutter author pada  
subfield b (|b).  
Nombor terakhir bagi setiap  
group cutter table adalah 9.

Pengembangan  
cutter author pada  
subfield b (|b).  
Pengembangan digit ke-4.  
Peringkat 1.

Pengembangan  
cutter author pada  
subfield b (|b).  
Pengembangan digit ke-4.  
Peringkat 2.

**Expansion : 1** - **Abdul** Hafiz Ibrahim

Tag	Ind1	Ind2	Contents
090	#	#	aBP166.8 bA238 2012

A	b	d	u
A	2	3	8

**Expansion : 2** - **Abdullah** Ahmad

Tag	Ind1	Ind2	Contents
090	#	#	aBP166.8 bA239 2012

A	b	d	u
A	2	3	9

**Expansion : 3** - **Abd Uair** Abdullah

Tag	Ind1	Ind2	Contents
090	#	#	aBP166.8 bA2383 2012

A	b	d	U	a
A	2	3	8	3

**Expansion : 4** - **Abdu Ar-Rahman** Monsadee

Tag	Ind1	Ind2	Contents
090	#	#	aBP166.8 bA2384 2012

A	b	d	u	A
A	2	3	8	4

... sambungan Tag 090 / 050 : Call Number (NR).

**S**

## CONTOH 1

### Level 1

Pengembangan  
cutter author pada subfield b (|b).  
Pengembangan digit berdasarkan  
abjad.

(Untuk S)								
After initial letter S								
for the second letter	a	ch	e	h-i	m-p	t	u	w-z
use number	2	3	4	5	6	7	8	9

Expansion : 1			- Schindler, Jerry
Tag	Ind1	Ind2	Contents
090	1	#	aQC788 bS352014

Schindler → S = S  
 chindler = 3  
 indler = 5  
 Schindler = S35

## CONTOH 2

### Level 1

Pengembangan  
cutter author pada subfield b (|b).  
Pengembangan digit berdasarkan  
abjad.

(Untuk S)								
After initial letter S								
for the second letter	a	ch	e	h-i	m-p	t	u	w-z
use number	2	3	4	5	6	7	8	9

Expansion : 1			- Scarlet, Nancy
Tag	Ind1	Ind2	Contents
090	1	#	aRC908 bS222011

Scarlet → S = S  
 carlet = 22  
 Scarlet = S22



.... sambungan Tag 090 / 050 : Call Number (NR).

**QU**

After the initial letters <b>Qu</b>								
for the second letter	:	a	e	i	o	r	t	y
use number	:	3	4	5	6	7	8	9

For expansion								
for the second letter	:	a-d	e-h	i-l	m-o	p-s	t-v	w-z
use number	:	3	4	5	6	7	8	9

**Level 1**  
 Pengembangan  
*cutter author* pada subfield b (|b).  
 Pengembangan digit berdasarkan  
 abjad.

<b>Expansion : 1</b>			<b>- Quzairi Ahmad</b>
<b>Tag</b>	<b>Ind1</b>	<b>Ind2</b>	<b>Contents</b>
090	#	#	aTK5331  bQ932016

Quzairi → **Qu** = **Q**  
**zairi** = **93** - abjad pertama 'z', abjad kedua 'a'.  
**Quzairi** = **Q93**

Quzairi → **Qu** = **Q**  
**zairi** = **93** - abjad pertama 'z', abjad kedua 'a'.  
**Quzairi** = **Q93**  
**Quzairi** = **Q935** - abjad ketiga 'i'.

Teruskan kepada pengembangan nombor Cutter bagi abjad ketiga dan seterusnya menggunakan table **Expansion**.

... sambungan Tag 090 / 050 : Call Number (NR).

**Qa - Qt**

For initial letters <b>Qa - Qt</b> , use : 2 - 29								
After other initial consonants								
for the second letter	:	a	e	i	o	r	u	y
use number	:	3	4	5	6	7	8	9
For expansion								
for the second letter	:	a-d	e-h	i-l	m-o	p-s	t-v	w-z
use number	:	3	4	5	6	7	8	9

**Level 1**

Pengembangan cutter author pada subfield b (|b).  
Pengembangan digit berdasarkan abjad.

<b>Expansion : 1</b>				<b>- Qaseh Qaisara Qasim</b>			
<b>Tag</b>	<b>Ind1</b>	<b>Ind2</b>	<b>Contents</b>				
090	#	#	aNA755 bQ??2009				

Qaseh → **Qa** = Q  
 seh = 22 / 23 / 24 / 25 / 26 / 27 / 28 / 29  
**Qa**seh = Q22 / Q23 / Q24 / Q25 / Q26 / Q27 / Q28 / Q29  
 tidak boleh melewati 29, jika guna 30, salah!

Pengembangan cutter author pada subfield b (|b).  
Nombor terakhir bagi setiap group cutter table adalah 9.

<b>Expansion : 2</b>				<b>- Qaserranim Abdul Rahman</b>			
<b>Tag</b>	<b>Ind1</b>	<b>Ind2</b>	<b>Contents</b>				
090	#	#	aNA755 bQ??2012				

Qaserranim → **Qa** = Q  
 seh = 22 / 23 / 24 / 25 / 26 / 27 / 28 / 29  
**Qa**serranim = Q22 / Q23 / Q24 / Q25 / Q26 / Q27 / Q28 / Q29  
 tidak boleh melewati 29, jika guna 30, salah!  
**Qa**serranim = no. cutter seterusnya adalah abjad ketiga pada ejaan nama, dan gunakan tabel **Expansion** yang dimulai dengan angka 3 dan diakhiri dengan 9!

**Qa - Qt**



... dimulai dengan **Q2** sahaja!

Contoh pengembangan no. cutter yang seterusnya .....

Q22	Q222	Q2 <u>22</u> 2	Q2 <u>3</u> 2	Q2 <u>4</u> 2	Q2 <u>5</u> 2	Q2 <u>6</u> 2	Q2 <u>7</u> 2	Q2 <u>8</u> 2	<b>Q2<u>9</u>2</b>
Q23	Q233	Q2 <u>22</u> 3	Q2 <u>3</u> 3	Q2 <u>4</u> 3	Q2 <u>5</u> 3	Q2 <u>6</u> 3	Q2 <u>7</u> 3	Q2 <u>8</u> 3	<b>Q2<u>9</u>3</b>
Q24	Q244	Q2 <u>22</u> 4	Q2 <u>3</u> 4	Q2 <u>4</u> 4	Q2 <u>5</u> 4	Q2 <u>6</u> 4	Q2 <u>7</u> 4	Q2 <u>8</u> 4	<b>Q2<u>9</u>4</b>
Q25	Q255	Q2 <u>22</u> 5	Q2 <u>3</u> 5	Q2 <u>4</u> 5	Q2 <u>5</u> 5	Q2 <u>6</u> 5	Q2 <u>7</u> 5	Q2 <u>8</u> 5	<b>Q2<u>9</u>5</b>
Q26	Q266	Q2 <u>22</u> 6	Q2 <u>3</u> 6	Q2 <u>4</u> 6	Q2 <u>5</u> 6	Q2 <u>6</u> 6	Q2 <u>7</u> 6	Q2 <u>8</u> 6	<b>Q2<u>9</u>6</b>
Q27	Q277	Q2 <u>22</u> 7	Q2 <u>3</u> 7	Q2 <u>4</u> 7	Q2 <u>5</u> 7	Q2 <u>6</u> 7	Q2 <u>7</u> 7	Q2 <u>8</u> 7	<b>Q2<u>9</u>7</b>
Q28	Q288	Q2 <u>22</u> 8	Q2 <u>3</u> 8	Q2 <u>4</u> 8	Q2 <u>5</u> 8	Q2 <u>6</u> 8	Q2 <u>7</u> 8	Q2 <u>8</u> 8	<b>Q2<u>9</u>8</b>
<b>Q29</b>	<b>Q2<u>9</u>2</b>	Q2 <u>22</u> 9	Q2 <u>3</u> 9	Q2 <u>4</u> 9	Q2 <u>5</u> 9	Q2 <u>6</u> 9	Q2 <u>7</u> 9	Q2 <u>8</u> 9	<b>Q2<u>9</u>9</b>

**Q32**

**Selepas angka 29**, tidak ada lagi pengembangan no. cutter!

Nota :

- Font berwarna **merah** adalah contoh no. cutter yang **SALAH!**
- Font berwarna **biru** adalah limitasi penggunaan angka '9' bagi no. cutter kedua dan **TIDAK BOLEH** dikembangkan lagi!
- Font berwarna **hitam** adalah nombor-nombor cutter dari angka 2 hingga 8 sahaja yang **BOLEH** dikembangkan !
- Nombor Cutter tidak dimulai atau diakhiri dengan nombor 1 or 0.

**Qa - Qt**



... dimulai dengan **Q2** sahaja!

Garis panduan yang digunapakai oleh Perpustakaan Tun Seri Lanang, UKM Bangi :

▪ QA-QB : Q22 - Q229 →

▪ QC-QE : Q23 - Q239

▪ QF-QH : Q24 - Q249

▪ QI-QK : Q25 - Q259

▪ QL-QN : Q26 - Q269

▪ QO-QQ : Q27 - Q279

▪ QR-QT : Q28 - Q289 & Q29

Q223 → Q229  
Q2233 → Q2239  
Q22333 → Q22339  
↓  
Q2289

Contoh :

➤ **Q**assarina Qushairi

▪ **Qa** = **Q22**

▪ **Qas** = **Q227**

➤ **Q**huzaimah Sha'ari

▪ **Qh** = **Q24**

▪ **Qhu** = **Q248**

➤ Jacelyn Qing Wei Ling  
= **Q**ing, Jacelyn Wei Ling

▪ **Qi** = **Q25**

▪ **Qin** = **Q255**

Sila rujuk Cutter Table terkini sebagai panduan penggunaan cuttering numbers.

## Consonants

- **Moh**amad Nasir Kadir
  - **Moh** = **M64**

## Vowels

- **Abd**ul Hafiz Ibrahim
  - **Abd** = **A23**

## S

- **Sch**indler, Jerry
  - **Sch**indler
  - **S** = **S**
  - ch**indler = **3**
  - ind**ler = **5**
  - Sch**indler = **S35**

- **Scar**let, Nancy
  - **Scar**let

→ **S** = **S**  
**car**let = **22**  
**Scar**let = **S22**

## Qu

- **Quz**airi Ahmad
  - **Quz**airi
  - **Qu** = **Q**
  - zairi** = **93** - abjad pertama 'z', abjad kedua 'a'.
  - Quz**airi = **Q93**

## Qa - Qt

- **Qas**sarina Qushairi
  - **Qa** = **Q22**
  - **Qas** = **Q227**

- **Qhu**zaimah Sha'ari
  - **Qh** = **Q24**
  - **Qhu** = **Q248**

Untuk abjad Qa – Qt, pengembangan nombor cutter di peringkat 1 dihadkan kepada abjad pertama sahaja selepas Qa – Qt kerana abjad Qa – Qt telah diwakili oleh dua digit berbanding consonants, vowels, S dan Qu.

# - TAG 091 : LOCAL CALL NUMBER (NR) -

## AGIHAN NOMBOR PANGGILAN LOKAL : CAKERA PADAT

### SEBELUM 21.08.2014\*

- UPT : 000001 – 033500 --- bahan belian, hadiah pertukaran dan koleksi khas.

Nota : \* Merangkumi sebahagian lagi baki bahan Koleksi Khas yang masih dalam proses katalog di BKHP (bahan yang telah dibuat input ringkas).

### SELEPAS 21.08.2014

- UPT & UHP : 000001 – 033500 --- bahan belian & hadiah pertukaran.
- UKK (BRM) : Dimulai dengan nombor **050000 onwards!**  
Contoh : CP 050000, CP 050001, CP 050002, .....

# - TAG 1XX : MAIN ENTRY (NR) -

First Indicator <i>Type of personal name entry element</i>	Tag	Ind1 Ind2	Contents
0 - Forename	100	0	aSaidah Hashim
1 - Surname	100	1	aBenson, Maria
3 - Family name	100	3	aChoon, Emily Siew Eng

Ind1            3 – Family name            : Nama cina, nama Arab

Subfield Codes	Tag	Ind1 Ind2	Contents
a - Personal name (NR)			
b - Numeration (NR)			
c - Titles and words associated with a name (R)	100	0	aSaidah Hashim,  d1982-,  eauthor
d - Dates associated with a name (NR)	100	1	aBenson, Maria,  d1968-2013,  eauthor
e - Relator term (R)	100	3	aChoon, Emily Siew Eng,  eauthor
f - Date of a work (NR)			
g - Miscellaneous information (R)	100	0	aHanieliza,  cChef,  d1948-,  eauthor
j - Attribution qualifier (R)			
k - Form subheading (R)	c		: Sir, Dr., PhD., Mrs., Ir., Tan Sri, Datuk, Pehin
l - Language of a work (NR)			
n - Number of part/section of a work (R)			
p - Name of part/section of a work (R)			
q - Fuller form of name (NR)			
t - Title of a work (NR)			
u - Affiliation (NR)			

Rujuk Portal BKHP. URL : <http://portal.psz.utm.my/div/bpt/>

→ L 2k : Panduan penulisan entri utama - tag 1XX → username: bpt  
 password : bpt

.... sambungan Tag 1XX : Main Entry (NR).

Contoh penggunaan subfield 'q'  
→ |**q** - Fuller form of name (NR)

Tag	Ind1	Ind2	Contents
100	1		<b>a</b> Frederick, A. L.   <b>q</b> (Allen Leroy),   <b>d</b> 1963-,   <b>e</b> author

**Tiada lagi penggunaan et.al pada subfield 'c' di tag 245. Semua nama pengarang perlu dimasukkan pada |c tag 245. Pengarang kedua dan seterusnya serta nama pengarang / penyumbang lain perlu dimasukkan pada tag 7XX sebagai added entry bagi author.**

Penggunaan subfield 'e' pada tag 1XX dan 7XX :

### Tag 1XX

- author
- issuing body
- singer
- composer
- production company
- filmmaker
- host institution

### Tag 7XX

- author
- supervisor
- illustrator
- photographer
- editor
- director
- translator
- presenter
- narrator





notes!

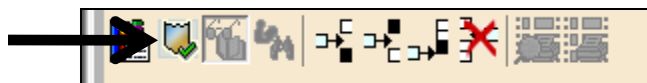
## Panduan memasukkan nama pada tag 1XX pada Modul Katalog

Untuk memastikan data dimasukkan dengan betul dan tepat, sila ikuti langkah berikut :-

1. Masukkan nama penanggungjawab pada tag 1XX. Jika diketahui tarikh lahir & tarikh kematian, lengkapkan maklumat seperti contoh berikut :

Tag	Ind.1	Ind.2	Contents
100	1		aBenson, Maria,  d1968-2013

2. Selesai memasukkan data di atas, klik butang **SAVE**. Jika terpapar frasa | **UNAUTHORISED** klik ikon **VALIDATE**.



Ikut arahan yang seterusnya semasa melaksanakan proses validatation. Selesai proses validation, masukkan |e untuk [Relator Term](#) seperti contoh berikut :

Tag	Ind.1	Ind.2	Contents
100	1		aBenson, Maria,  d1968-2013,  eauthor

3. Klik sekali lagi butang **SAVE**. Paparan berikut akan dipaparkan :

Tag	Ind.1	Ind.2	Contents
100	1		aBenson, Maria,  d1968-2013,  eauthor   <b>UNAUTHORISED</b>

4. **Sila pastikan, rekod ini tidak di 'VALIDATE' untuk kali kedua. Biarkan paparan | UNAUTHORISED terpapar pada tag 1XX.**

Tujuannya adalah bagi memastikan frasa author tidak dipaparkan pada senarai AUTHORITY. Pada paparan di senarai AUTHORITY, tidak boleh ada Relator Term pada mana-mana tag 1XX.

5. Cara yang sama juga perlu dilaksanakan untuk Tag 7XX.

**Nota :**

*Staf dinasihatkan untuk memasukkan data asas sahaja di Tag 1XX dan 7XX terlebih dahulu, diikuti dengan proses 'saving record', dan dikemaskini semula data dengan memasukkan |e & |j (RelatorTerm), dan kembali melaksanakan proses 'saving record'.*

➤ **Subfield 'e' hanya sah digunakan bagi tag berikut :**

- **Tag 100 & 700 : Main Entry – Personal Name, dan**
- **Tag 110 & 710 : Main Entry – Corporate Name sahaja.**

➤ **Untuk Tag 111 & 711 : Main Entry – Meeting Name, subfield 'j' adalah Relator Term yang digunakan.**

➤ **Untuk Tag 130 : Main Entry – Uniform Title, Relator Term tidak menggunakan Relator Term.**

.... sambungan Tag 1XX : Main Entry (NR).

## Contoh paparan MARC menunjukkan kaitan tag 111 dengan tag 7XX. Sampel dari OPAC PNM.

Total Ratings: 0

Copies Librarian's View Reviews Details Additional Information

001 02219aam a2200433 i 4500  
003 vtls000778003  
005 PNM  
008 20160308144500.0  
015 150729t20152015my a e a100 0 eng  
020 \$a M151-02296  
039 9 \$a 9789673942107 \$q hardback  
\$a 201603081445 \$b anis\_o \$c 201603071027 \$d anis\_o \$c 201512071501 \$d zuraidahm \$c 201512021601 \$d zuraidahm \$y  
201507291608 \$z idarus  
040 \$a BNM \$b eng \$c BNM \$e rda  
049 \$a mal  
082 0 4 \$a 378.00720595 \$2 23  
090 0 0 \$a 378.00720595 \$b PER \$d M  
111 2 \$a Persidangan Kebangsaan Program Pemindahan Ilmu \$n (Ke-2 : \$d 2014 : \$c Putrajaya)  
245 1 0 \$a Pelan Strategik Pengajian Tinggi Negara : \$b Prosiding Persidangan Kebangsaan Kedua Program Pemindahan Ilmu (KTP02), 9-11  
September 2014, Putrajaya / \$c Ketua Editor: Mohd. Wira Mohd Shafiei ; Editor: Liyana Adhwa' Khalid ; Dibiayai oleh: Kementerian  
Pendidikan Malaysia  
246 3 3 \$a KTP02  
264 1 \$a Pulau Pinang : \$b Universiti Sains Malaysia, \$c [2015?]  
264 4 \$c ©2015  
300 \$a vi, 704 pages : \$b illustrations ; \$c 26 cm  
336 \$a text \$2 rdacontent  
337 \$a unmediated \$2 rdamedia  
338 \$a volume \$2 rdacarrier  
504 \$a Includes bibliographical references  
530 \$a Also available in CD-ROM  
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650 2 0 \$a Technology transfer \$x Research \$z Malaysia  
650 2 0 \$a Education, Higher \$x Research \$v Congresses  
700 0 \$a Mohd. Wira Mohd Shafiei, \$e editor.  
700 0 \$a Liyana Adhwa' Khalid, \$e editor.  
710 2 \$a Malaysia. \$b Kementerian Pendidikan, \$e organizer, \$e issuing bodies.  
776 0 \$t Pelan Strategik Pengajian Tinggi Negara : Prosiding Persidangan Kebangsaan Kedua Program Pemindahan Ilmu (KTP02), 9-11 September  
2014, Putrajaya. \$d Pulau Pinang : Program Pemindahan Ilmu - Kementerian Pendidikan Malaysia, Universiti Sains Malaysia, [2015]. \$h 1  
computer disc : colour illustrations ; 12 cm. \$o M151-03749 \$w (PNM)000793481  
997 \$a PNM  
998 \$a 000842739/KN 000842740/U 000842741/S 02056694 02056695  
999 \$a VIRTUA40  
999 \$a  
VTLSORT0080\*0150\*0200\*0400\*0490\*0820\*0900\*1110\*2450\*2460\*2640\*2641\*3000\*3360\*3370\*3380\*5040\*5300\*5990\*6500\*6501\*

.... sambungan Tag 1XX : Main Entry (NR).

# Wizard → TITLES → Modify Title

Windows Title

File Preference Tools Window Help

Simulation Configuration ILL Offline Reports Requests Reserves Selection Serial Control Utility

Modify Title

Search for: The Jay Kay virus

Index: Title

Library: ALL

Current: Kumara Velu, 1961-, autho... --- The Jay Kay virus --- XX(851422.1) --- ID:30000010258138 --- Ctrl#:a851422 --- Copy:1

KEYWORD Title The Jay Kay virus, ALL: 1 record

Title	Author	Pub. Year	?
The Jay Kay virus	Kumara Velu, 1961-, author	2010	

Impact pada paparan pencarian apabila subfield 'e' di masukkan pada tag 1XX.

Leader am a

Fixed field data 110721n2010 my a 000 0 eng u

ISBN 9789833820696 (set)

ISBN 9789833820764 (paperback)

Cataloging Source UTM

Personal Author [Kumara Velu, 1961-, author](#)

Title [The Jay Kay virus / Kumara Velu](#)

Publication info Subang, Selangor : Mika Cemerlang, c2010

Physical description 44 pages : illustrations ; 19 cm.

Series Statement [\(The inspirational science fiction\)](#)

Held by PSZ\_JB


Subject term [Science fiction, English](#)

Subject term [English fiction](#)

Series Added Entry-Uniform Title [The inspirational science fiction](#)

996 NZF/bb 220214

Modify Close



.... sambungan Tag 1XX : Main Entry (NR).

## Wizard → TITLES → Modify Title

Title

s Preference Tools Window Help

ulation Configuration ILL Offline Reports Requests Reserves Selection Serial Control Utility

Modify Title


The Jay Kay virus / Kumara Velu, 1961-, author

Control Bibliographic MARC Holdings Call Number/Item Bound-with

Shadow title

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	110721	Dat_Tp	n	Date1	2010
Date2		Ctry	my	Illus	a	Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	u		

Tag	Ind.	Contents
020		9789833820696 (set)
020		9789833820764 (paperback)
040		UTM
100		Kumara Velu, d1961-, eauthor?UNAUTHORIZED
245		The Jay Kay virus / cKumara Velu
260		Subang, Selangor : bMika Cemerlang,  cc2010
300		44 pages : billustrations ; c19 cm.
490	1	The inspirational science fiction
596		PSZ_JB
650		Science fiction, English
650		English fiction
830		The inspirational science fiction
996		NZF/bb b220214



**Cara yang betul memasukkan data pada tag 1XX memberi impak pada paparan pencarian apabila subfield 'e' di masukkan pada tag 1XX.**

Return to Search Save Add Holdings Modify Holdings Delete(x) Close

.... sambungan Tag 1XX : Main Entry (NR).

# Wizard → AUTHORITIES → Modify Authority

Authority

File Preference Tools Window Help

Modification Configuration ILL Offline Reports Requests Reserves Selection Serial Control Utility

Modify Authority

Search for: Kumara Velu,|d1961-

Index: LCNAME


Current: [Heading:Kumara Velu, 1961-  
Ctrl#:XX611347](#)

Browse LCNAME Kumara Velu,|d1961-

Authority term

- Kumara Reddy Simmachalam
- Kumara Velu, 1961-**
- Kumaraendran Parushothaman
- Kumaraguru Ramayah
- Kumaraguru Renganathan
- Kumaragurubaran Krishnasamy

Control	Description	Extended info
000		*****nz*****n*****
001		XX611347
005		20160222153839.0
008		160222n  aaannaabn***** n*aaa**** d
040		UTM cUTM
100		Kumara Velu, d1961-
670		The inspirational science fiction, 2011
961		Kumara Velu eauthor



Authority

File Preference Tools Window Help

Modification Configuration ILL Offline Reports Requests Reserves Selection Serial Control Utility

Modify Authority

Search for: Kumara Velu,|d1961-

Index: LCNAME


Current: [Heading:Kumara Velu, 1961-, author  
Ctrl#:XX611347](#)

Browse LCNAME Kumara Velu,|d1961-

Authority term

- ~~Kumara Reddy Simmachalam~~
- ~~Kumara Velu, 1961-, author~~
- Kumaraendran Parushothaman
- Kumaraguru Ramayah
- Kumaraguru Renganathan
- Kumaragurubaran Krishnasamy

Control	Description	Extended info
000		*****nz*****n*****
001		XX611347
005		20160222153839.0
008		160222n  aaannaabn***** n*aaa**** d
040		UTM cUTM
100		Kumara Velu, d1961-, eauthor
670		The inspirational science fiction, 2011
961		Kumara Velu eauthor



.... sambungan Tag 1XX : Main Entry (NR).

## Wizard → **AUTHORITIES** → **Modify Authority**

Authority

es Preference Tools Window Help

ulation Configuration ILL Offline Reports Requests Reserves Selection Serial Control Utility

Modify Authority

Search for: ismail said

Index: LCNAME

Current: [Heading:Ismail Said, supervisor](#)  
[Ctrl#:XX491574](#)

Browse LCNAME ismail said

Authority term

- Ismail Sahid
- Ismail Said
- Ismail Said, 1955-
- Ismail Said, 1969-
- Ismail Said, supervisor**
- Ismail Said, supervisor
- Ismail Saidin
- Ismail Saiman
- Ismail Sakrani
- Ismail Saleh

delete  
rekod  
authority

Control Description Extended info

Control	Description	Extended info
000		*****nz*****n*****
001		XX491574
005		20110202100454.0
008		110202n  aaannaabn***** n*aaa**** d
040		UTM cUTM
100	0	Ismail Said, csupervisor
670		Meaning of streets perceived by users in urban centre , 2009 bt.p. (Farnaz Alinaghian)

Modify Close

•Kesan daripada aktiviti mengujudkan tag 1XX secara berulang tanpa semakan yang teliti bagi nama yang sama memberi kesan kepada senarai Authority Records yang mengandungi nama yang sama dipaparkan berulang kali.

- Paparan yang betul adalah
  - Ismail Said, 1955-
  - Ismail Said, 1969-



# Contoh-contoh rekod Name Authority yang salah dan perlu dibetulkan!

The screenshot shows the 'Modify Authority' window with the following details:

- Search for: omar, wahid
- Index: LCNAME
- Current: [Heading:Wahid Omar, Prof. Dato', 1962-  
Ctrl#:XX575077](#)
- Browse LCNAME omar, wahid
- Authority term list:
  - Omar Tahseen Omar Khalaf, 1990-
  - Omar, Wahid** (highlighted with a red arrow)
  - Omar Yaakob
  - Omar Yaakob,esupervisor
  - Omar Yaakob, supervisor
  - Omar Yakob, supervisor
  - Omar Yusoff
  - Omar Zahid Ahmad, 1992-

The screenshot shows the 'Modify Authority' window with the following details:

- Search for: alias
- Index: LCNAME
- Current: [Heading:Alias Mohd. Noor, supervisor  
Ctrl#:XX519939](#)
- Browse LCNAME alias
- Authority term list:
  - Alias Mohd.
  - Alias Mohd. Noor
  - Alias Mohd. Noor, supervisor** (highlighted with a blue bar and a red bracket)
  - Alias Mohd. Nor, supervisor
  - Alias Mohd. Salleh
  - Alias Mohd. Saman
  - Alias Mohd., supervisor
  - Alias Mohd., supervisor
  - Alias Mohd. Yusof
  - Alias Mohd. Yusof, 1951-2014
  - Alias Mohd. Yusof, 1960-
  - Alias Mohd. Yusof, supervisor
  - Alias Muhammad
  - Alias Mustafa

Rujuk rekod Name Authority yang telah dibetulkan seperti :

- Wahid Omar
- Zaini Ujang

# Panduan mengemaskini nama di rekod Authority

→ Contoh : Mohd. Ismail Abd. Aziz

The screenshot shows the Authority software interface. The search criteria are: Search for: Mohd. Ismail Abd. Aziz, Index: LCNAME. The current record is: Heading: Mohd. Ismail Abd. Aziz, Prof. Dato', Ctrl#: XX500743. The list of results includes:

- Mohd. Iskandar Nik Jaafar
- Mohd. Iskandar Rosli
- Mohd Iskandar, supervisor Illyas Tan
- Mohd. Ismadi Isa
- Mohd. Ismadi Mohd. Radzi
- Mohd. Ismadi Nasri Mhamat Nasudin
- Mohd. Ismail
- Mohd. Ismail Abd. Aziz, Prof. Dato'** (highlighted with a red arrow)
- Mohd. Ismail Abd. Aziz, supervisor
- Mohd. Ismail Abdan
- Mohd. Ismail Abdul Aziz
- Mohd. Ismail Ahmad
- Mohd. Ismail Fahmy Ramli
- Mohd. Ismail Fahmy Ramli, 1988-
- Mohd. Ismail Fahmy Ramli, 1988-

A red box highlights the two entries: 'Mohd. Ismail Abd. Aziz, Prof. Dato'' and 'Mohd. Ismail Abd. Aziz, supervisor'. A red arrow points to the first entry. A text box contains the following text:

**Dua entri nama yang sama dengan data yang berbeza.**  
**-Pilih nama yang perlu dikekalkan.**

The bottom part of the screenshot shows the 'Extended info' tab with the following data:

Control	Description	Extended info
000		*****nz*****n*****
001		XX500743
005		20110526120812.0
008		110526n  aaannaabn***** n*aaa**** d
040		UTM cUTM
100	0	Mohd. Ismail Abd. Aziz, cProf. Dato'
670		An application of multiple attribute decision making (MADM) methods in plant site location problem , 2005 bt.p. (Lin Hui Chei)

# Penambahan tag 400 (R) pada rekod authority Mohd. Ismail Abd. Aziz.

The screenshot shows the 'Modify Authority' window with the following table of records:

Tag	Ind.	Contents
000		*****n*****n*****
001		XX500743
005		20110526120812.0
008		i10526n  aaannaabn***** n*aaa**** d
040		UTM cUTM
100	0	Mohd. Ismail Abd. Aziz, cProf. Dato'
400	0	Mohd. Ismail Abd. Aziz
400	0	Dato' Mohd. Ismail Abd. Aziz
670		An application of multiple attribute decision making (MADM) methods in plant site location problem , 2005 bt.p. (Lin Hui Chei)

At the bottom of the window, there are buttons for 'Return to Search', 'Save', and 'Close'.

**Tambah entri nama yang berkemungkinan digunakan untuk tujuan pencarian pada tag 400. Pilih indikator 1 & 2 berdasarkan format nama yang dimasukkan. Klik butang SAVE.**

*\* Field 400 - Series Statement/Added Entry-Personal Name*

**Selesai tekan butang SAVE, lakukan proses padam rekod authority bagi senarai entri nama yang tidak diperlukan. Pilih DELETE AUTHORITY, taipkan nama yang perlu dipadam. Pilih entri nama dipaparan yang disenaraikan.**

# Paparan yang betul bagi senarai Name Authority milik Mohd. Ismail Abd. Aziz.

Authority

Preference Tools Window Help

Configuration ILL Offline Reports Requests Reserves Selection Serial Control Utility

Modify Authority

Search for: Mohd. Ismail Abd. Aziz

Index: LCNAME

Current: Heading: Mohd. Ismail Abd. Aziz, Prof. Dato'  
Ctrl#: XX500743

Browse LCNAME Mohd. Ismail Abd. Aziz

Authority term

- Mohd. Ismail
- Mohd. Ismail Abd. Aziz**
- Mohd. Ismail Abd. Aziz, Prof. Dato'
- Mohd. Ismail Abdan
- Mohd. Ismail Abdul Aziz
- Mohd. Ismail Ahmad
- Mohd. Ismail Fahmy Ramli
- Mohd. Ismail Fahmy Ramli, 1988-
- Mohd. Ismail Fahmy Ramli, 1988
- Mohd. Ismail Fithri Merican Zainudin Merican
- Mohd. Ismail Jusoh, 1980-
- Mohd. Ismail Mohamad Daud
- Mohd. Ismail Mohammad Litak
- Mohd. Ismail Mohd. Radzi

**Cross-Reference bagi nama Mohd. Ismail Abd. Aziz selepas penambahan tag 400.**

**Penggunaan nama Mohd. Ismail Abd. Aziz yang sah dan betul**

Cross-Reference Control Description Extended info

Tag	Control	Description	Extended info
000		*****n*****	
001		XX500743	
005		20110526120812.0	
008		110526n  aaannaabn***** n*aaa**** d	
040		UTM cUTM	
100	0	Mohd. Ismail Abd. Aziz, cProf. Dato'	
400	0	Mohd. Ismail Abd. Aziz	
400	0	Dato' Mohd. Ismail Abd. Aziz	
670		An application of multiple attribute decision making (MADM) methods in plant site location problem , 2005 bt.p. (Lin Hui Chei)	

Modify Close



do not repeat  
the same mistakes!

# - TAG 240 : UNIFORM TITLE (NR) -

- Penggunaan tag 240 di dalam rekod bibliografi bertujuan untuk :
  - Mengelompokkan jenis bahan yang sama di bawah satu judul seragam.
  - Memudahkan pengesanan bahan yang mengandungi format yang sama bagi keluaran yang berbeza.
  
- Contoh bahan yang telah diletakkan di bawah Judul Seragam (tag 240) adalah :
  - Dokumen kontrak.
  - Mesyuarat Jawatankuasa Eksekutif.
  - Mesyuarat Lembaga Pengarah.
  - Mesyuarat Majlis.
  - Mesyuarat Jawatankuasa Eksekutif.
  - Royal Collection – bahan sumbangan Permaisuri Johor yang berkaitan dengan baginda & milik peribadi (album / diari / jurnal)

The screenshot shows a library catalog window titled 'Identify Title'. The search criteria are: Search for: dokumen kontrak, Index: Title, Library: ALL. The current record is: Universiti Teknologi Mala... --- Mesyuarat Jawatankuasa Eksekutif Bil.12, 2009... --- ME 2009 bil. 12 raf v.1 --- ID:30000010319746 --- Ctrl#:a820000 --- Copy:1.

KEYWORD Title dokumen kontrak, ALL: 546 records

Title	Author	Call Number	Pub. Year
Dokumen Kontrak untuk facilities management contract on internal ...	Universiti Teknologi Malaysia. Pejabat Harta Bina	DK 0107 ra	2012
Dokumen Kontrak untuk facilities management contract on internal ...	Universiti Teknologi Malaysia. Pejabat Harta Bina	DK 0108 ra	2012
Dokumen Kontrak untuk facilities management contract on internal ...	Universiti Teknologi Malaysia. Pejabat Harta Bina	DK 0105 ra	2012
Dokumen Kontrak untuk facilities management contract on internal ...	Universiti Teknologi Malaysia. Pejabat Harta Bina	DK 0106 ra	2012
Dokumen Kontrak: cadangan membekal, memasang dan menyusu...	Universiti Teknologi Malaysia. Pejabat Harta Bina	DK 0149	2012
Dokumen Kontrak untuk membekal, memasang dan menyusunatur...	Universiti Teknologi Malaysia. Pejabat Harta Bina	DK 0115 ra	2012
Dokumen Kontrak: cadangan membekal, memasang dan menyusu...	Universiti Teknologi Malaysia. Pejabat Harta Bina	DK 0126 ra	2012
Dokumen Kontrak: cadangan membekal, memasang dan menyusu...	Universiti Teknologi Malaysia. Pejabat Harta Bina	DK 0127 ra	2012
Dokumen Kontrak: Perkhidmatan mengangkut dan membuang sam...	Universiti Teknologi Malaysia. Pejabat Harta Bina	DK 0124 ra	2012

Description Call Number/Item

**Leader** am a

**Fixed field data** 130819n2012 000 0 eng u

**Cataloging Source** UTM

**091** DK 0108 ra

**Corporate Author** [Universiti Teknologi Malaysia. Pejabat Harta Bina](#)

**Uniform title** [\[Dokumen Kontrak\]](#)

**Title** [Dokumen Kontrak untuk facilities management contract on internal electrical services to buildings in Universiti Teknologi Malaysia Johor Baharu Campus \(Zone 3\)](#)

**Publication info** 2012

**General Note** No. Kontrak ;UTM/3B/PHB/13/2012 antara Universiti Teknologi Malaysia dan MHMT Engineering Sdn. Bhd.

**Subject term** [Electrical engineering--Specifications--Malaysia--Johor](#)

**Added Entry--Corporate Name** [Universiti Teknologi Malaysia](#)

**Added Entry--Corporate Name** [MHMT Engineering Sdn. Bhd.](#)

**Held by** PRZS

**998** HH/bb 071013

# - TAG 650 : SUBJECT ADDED ENTRY (TOPICAL TERM) (R) -

## SUSUNAN SUBFIELD PADA TAG 650

• Tiada aturan khusus yang ditetapkan oleh BKHP untuk memasukkan data susunan *subfield* di tag 650.

• Secara khusus, sekiranya perlu, hanya **subfield v (|v)** sahaja yang **dimestikan** diletakkan pada akhir setiap entri di tag 6XX.

• Paparan contoh hasil pencarian di LC Web boleh digunakan untuk tag 650 seperti paparan di sebelah →

|a|v

[Management audit--Handbooks, manuals, etc](#) [Topical]  
[HD58.9](#) (1)

[Management audit--New Jersey](#) [Topical]  
[TD171.3.N48](#) (1)

|a|z|v

[Management audit--Spain--Congresses](#) [Topical]  
[HD58.95](#) (1)

|a|x|z

[Management audit--Study and teaching \(Higher\)--Venezuela](#) [Topical]  
[HD58.95](#) (1)

[Management--Australia](#) [Topical]  
[HD70.A75](#) (1)  
[HD70.A9](#) (1)

|a|z|z|v

[Management--Australia--South Australia--Periodicals](#) [Topical]  
[HD28](#) (1)

[Management--Austria](#) [Topical]  
[HD70.A7](#) (1)  
[HD70.A8](#) (1)

|a|z|x

[Management--Austria--Employee participation](#) [Topical]  
[HD5660.A9](#) (3)  
[HN401](#) (1)

.... sambungan Tag 650 : Subject Added Entry (Topical Term) (NR).

|a|x|x

→ [Management--Communication systems--Social aspects](#) [Topical]  
[HD30.335](#) (2)

|a|x|x|z|v

→ [Management--Communication systems--Technological innovations--United States--Case studies](#) [Topical]  
[HD30.3](#) (1)

|a|z|z

→ [Architecture--United Arab Emirates--Dubayy \(Emirate\)](#) [Topical]  
[NA1473.2.D83](#) (1)

|a|z|z|x|y

→ [Architecture--United Arab Emirates--Dubayy \(Emirate\)--History--20th century](#) [Topical]  
[NA1473.2.D83](#) (1)

|a|z|x|v

→ [Architecture--United States--Examinations--Periodicals](#) [Topical]  
[NA123](#) (2)

|a|z|v

→ [Architecture--United States--Examinations, questions, etc](#) [Topical]  
[NA123](#) (10)

|a|z|x|v

→ [Architecture--United States--Examinations--Study guides](#) [Topical]  
[NA123](#) (14)

|a|z|x|v|v

→ [Architecture--United States--Examinations--Study guides--Periodicals](#) [Topical]  
[NA123](#) (1)

|a|z|v

→ [Architecture--United States--Exhibitions](#) [Topical]  
[NA1123.P2](#) (1)



# - TAG 651 : SUBJECT ADDED ENTRY (GEOGRAPHIC NAME) (R) -

Control	Bibliographic	MARC Holdings	Call Number/Item	Bound-with			
<input type="checkbox"/> Shadow title							
Rec_Type	e	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	111004	Dat_Tp	n	Date1	1991
Date2		Ctry		Relief		Base	
Map_Type		GovtPub		Form	0	Indx	0
Spec_Fmt	0	Lang	eng	Mod_Rec		Source	u

Tag	Ind.	Contents
040		UTM beng
091		PTA bSIRI L7030/3757 1991
245	00	Kuala Lumpur & Petaling Jaya / cPengarah Pemetaan Negara
246	33	Kuala Lumpur dan Petaling Jaya
246	03	Kuala Lumpur (Wilayah Persekutuan)
246	03	Petaling Jaya (Selangor)
250		Edisi 1-PPNM
255		Skala 1:50,000
260		Kuala Lumpur : bPengarah Pemetaan Negara, Malaysia, c1991
300		1 map : ccol. ; 63 x 63cm on sheet 70 x 90cm.
336		cartographic image 2rdacontent
337		unmediated 2rdamedia
338		sheet 2rdacarrier
490	1	Siri L7030 (Jabatan Ukur dan Pemetaan Malaysia) ; vLembar 3757
506	1	Restricted map
596		PSZ JB PSZ KL
651	0	Kuala Lumpur (Wilayah Persekutuan) vMaps, Topographic
651	0	Petaling Jaya (Selangor) vMaps, Topographic
710	0	Malaysia. bDirektorat Pemetaan Negara
830	0	Siri L7030 (Jabatan Ukur dan Pemetaan Malaysia) ; vLembar 3757
998		HH/bb b220616

Penggunaan tag 246 untuk menunjukkan kepelbagaian ejaan entri pada tag 245 yang memberi kebarangkalian akses yang pelbagai kepada rekod bahan.

Penggunaan tag 336, 337 & 338 menggantikan GMD (|h) pada tag 245.

Penggunaan subfield v (|v) pada tag 651 untuk menunjukkan format bahan yang dikatalog.

# - TAG 6XX : SUSUNAN PADA SUBFIELD Z (|z) -

## 1. Bahan umum → buku, prosiding, seminar, cakera padat dan lain-lain.

- 651 #0 | **a**Malaysia | **z**Negeri Sembilan
- 650 #0 | **a**Architecture | **z**France | **z**Burgundy

## 2. Bahan kartografi :

### 2.1 Peta

- 651 #0 | **a**Kuala Lumpur (Wilayah Persekutuan) | **v**Maps, Topographic
- 651 #0 | **a**Petaling Jaya (Selangor ) | **v**Maps, Topographic

### 2.2 Foto udara :

See Also (SA) subdivision **Aerial photographs** under names of countries, cities, etc., and under topical headings.

CONTOH 1

- 650 #0 | **a**Malaysia | **z**Johor | **z**Sungai Pulai | **v**Aerial photographs
- 650 #0 | **a**Malaysia | **v**Aerial photographs
- 655 #0 | **a**Electronic aerial photographs

CONTOH 2

- 650 #0 | **a**Aerial photography in agriculture | **z**India | **z**Patiāla (District)
  - 650 #0 | **a**India | **v**Aerial photographs
- [**Aerial photographs** (Not Subd Geog)]

CONTOH 3

- 650 #0 | **a**Aerial photographs | **v**Catalogs

CONTOH 4

- 650 #0 | **a**Africa | **x**Climate | **v**Maps
  - 650 #0 | **a**Climatology
- [**Climatology** (Not Subd Geog) ]

## - TAG 655 : INDEX TERM (GENRE/FORM) (R) -

### JENIS BAHAN

- Jurnal elektronik
- Peta (CP)
- Fotograf udara (CP)
- Data pasang surut air (CP)
- Album

### TAG 655

- Electronic journals
- Electronic maps
- Electronic aerial photographs
- Electronic geodatabases
- Photograph albums

**PENTING, JANGAN DIABAIKAN!**



**“HEY, COME AND SHARE WITH US!”**  
**COMMUNICATE AND SPREAD THE KNOWLEDGE!**  
**VIRAL**

## MENGESAN REKOD DI MODUL KATALOG

1

- Pastikan usaha mengesan rekod adalah dengan **menaip judul** dan bukannya mengimbas barkod!
- **Tujuan** : Jika berlaku kesilapan semasa proses menginput data di peringkat awal (Acquisition Module), data pada tag 245 dikemaskini, dan menyelaras judul bahan bagi bahan yang terdapat dalam 2 format yang berbeza (tesis teks + CP). Rujuk Contoh 1

2

## MENYELARAS KEMASUKKAN DATA

- Pastikan kemasukkan data pada tag yang sama bagi dua (2) format bahan yang berbeza adalah tepat dan betul (tesis + CP). Rujuk Contoh 2.

3

## PENGGUNAAN HURUF BESAR BAGI NAMA KHAS DAN AKRONIM (SINGKATAN)

- EDD calculator based on **m**alaysian population / | cJostinah Lam  
EDD calculator based on **M**alaysian population / | cJostinah Lam

4

## PENGGUNAAN TANDA BACAAN YANG BETUL

- Hubungan antara budaya organisasi dengan perkongsian pengetahuan di Felda-Johor Bulkera **Sdn Bhd** (FJB) / | cNooraishah Husain  
**Hubungan antara budaya organisasi dengan perkongsian pengetahuan di Felda-Johor Bulkera Sdn. Bhd.** (FJB) / | cNooraishah Husain

## PENGGUNAAN TANDA BACAAN NOKTAH PADA SINGKATAAN EJAAN NAMA PENGARANG

Setiap singkatan ejaan nama pengarang perlu disertakan dengan tanda bacaan noktah ( . ) sesuai dengan garis panduan menginput data di dalam sistem Symphony.

Peraturan ini secara langsung menetapkan penggunaan tanda bacaan noktah digunapakai secara rasmi pada tag 1XX dan 7XX sahaja.

**Peraturan penggunaan tanda bacaan noktah ini tidak terpakai bagi tag 245 (TWYS)!**

Contoh :

- 5**
- Maklumat pada sumber bahan : Abd Karim Abd Samad  
**Entri pada tag 1XX atau 7XX** : | **aAbd. Karim Abd. Samad**
  
  - Maklumat pada sumber bahan : MOHD SALIM KADEER M SALAM  
**Entri pada tag 1XX atau 7XX** : | **aMohd. Salim Kadeer M. Salam**
  
  - Maklumat pada sumber bahan : RAYMOND CC Wong  
**Entri pada tag 1XX atau 7XX** : | **aWong, Raymond C. C.**  
*atau* : | **aWong, Raymond | q(Ching Chiew)**  
*atau* : | **aWong, Raymond Ching Chiew**
  
  - Maklumat pada sumber bahan : MJ Albert Simmons  
**Entri pada tag 1XX atau 7XX** : | **aSimmons, M. J. Albert**  
*atau* : | **aSimmons, M. J. Albert | q(Michael Josh)**

# CONTOH 1

Modify Title

Search for: Prestasi amanah pelaburan hartanah islam (I-REITs)

Index: Title

Library: ALL

Current: Wardina Zulkarnain, 1984-... --- Prestasi amanah pelaburan hartanah islam (I-R... --- XX(850614.1) --- ID:FKS30000004161 --- Ctrl#:a850614 --- Copy:2

KEYWORD Title Prestasi-amanah-pelaburan-hartanah-islam-(I-REITs)-di-Malaysia-Kes-kajian, ALL: 2 records

Title	Author	Call Number	Pub. Year
Prestasi amanah pelaburan hartanah islam (I-REITs) di Malaysia Kes kajian : Axis Reait [electronic resource]	Wardina Zulkarnain, 1984-		2014
Prestasi amanah pelaburan hartanah islam (I-REITs) di Malaysia Kes kajian : BAxis Reait	Wardina Zulkarnain, 1984- author	HD1382.5 W37 2014 raf	2014

1 Spelling error yang tidak dikemaskini

2 Entri yang tidak seragam

3 Paparan Call No. Local tiada. ???\*

4 Subfield yang telah dimansuhkan

5 Missing tags : 336, 337 & 338

6 Tarikh kuatkuasa : **01.09.2016**

NEH/kmj 251216

Modify Close

- \*Paparan Call No. Local tiada - Punca : Salah memilih Record Format pada tab Control.
- Record Format yang betul bagi bahan CP yang mengiriingi teks tesis adalah MARC, bukan MRDF.

## CONTOH 2

# PENTING!

Keselarsan entri bagi kedua-dua rekod, bahan teks dan bahan audio visual adalah sama bagi tag yang sama.

Contoh tag sama, entri mesti sama :

- Tag 100
- Tag 245
- Tag 264

Modify Title

Search for:  Search

Index: Title

Library: ALL

Current: [Nuraini Mohd. Isa, 1987-,... --- Modelling a microdialysis probe for analysis ... ---...](#)

KEYWORD Title automatic ultrasound kidney's centroid, ALL: 2 records

Title	Author	Call Number	Pub. Year
Automatic ultrasound kidney's...	Nurul Afiqah Tahir, 1989-	CP 058557 ra	2011
Automatic ultrasound kidney's...	Nurul Afiqah Tahir, 1989-, author		2011

↑

Description Call Number/Item

**Leader** am a

**Fixed field data** 110922n2011 my a m 000 0 eng d

**Fixed field data** c|\*|||||

**Cataloging Source** UTM eng rda

**091** CP 058557 ra

**Personal Author** [Nurul Afiqah Tahir, 1989-](#)

**Title** [Automatic ultrasound kidney's centroid detection system / Nurul Afiqah Tahir](#)

**Publication Info** Johor Bahru, Johor : Universiti Teknologi Malaysia, 2011

**Physical description** 1 computer disc (1 text files) : CD-ROM, PDF; 12 cm in pocket enclosure (14

**Content Type** text rdacontent

**Media Type** computer rdamedia

**Carrier Type** computer disc rdacarrier

**General Note** Supervisor : Mr. Syed Mohd. Nooh Syed Omar



# - PENGHANTARAN BAHAN -



**Lokasi : Perpustakaan Cawangan → PRZS, PSZKL & PF**

**Status bahan : On route**

- Penerima perlu membuat proses Checkin di Modul 'Circulation'.
- Paparan di OPAC selepas selesai proses Checkin → **Available**.
- Satu salinan borang Borang Pendua PSZ PSZ15.2 / PSZ15.11 perlu dikembalikan ke BKHP selepas penerima selesai membuat semakan dan pengesahan penerimaan.

**Lokasi : BPK & BPMP, PSZJB**

**Status bahan : Reserved item – Requestor**

- Staf BKHP perlu memastikan maklumat tarikh dan initials aktiviti pengkatalogan / pemprosesan bahan dicatat pada Slip Permohonan Pemprosesan Bahan Segera.
- Bahagian yang menerima bahan siap diproses bertanggungjawab sepenuhnya untuk membuat proses Checkin di Modul 'Circulation'.
- Paparan di OPAC selepas selesai proses Checkin → **Reserved item – Requestor**.
- Sebelum bahan diserahkan kepada pemohon untuk dipinjam, staf USK bertanggungjawab untuk menukarkan status bahan kepada OPEN ACCESS supaya status asal selepas bahan dipulangkan adalah betul dan tepat.

# .... sambungan Penghantaran Bahan.

The screenshot displays the SirsiDynix Symphony Workflows: Display User interface. The interface is divided into several sections:

- Common Tasks:** A sidebar on the left containing tasks like CheckOut, Checkin, Fine Free Discharge, Renew User, Renew Item, Billing a User, Paying Bills, Item Search and Display, Check Item Status, Help, and Print.
- Users:** A sidebar on the left containing user management options like Display User (2), User Registration, Modify User, Copy User, Renew Privilege, Suspend User, Send Message, Remove User, and Unsuspend User.
- Items:** A sidebar on the left containing item management options like Holds and Special.
- Navigation:** A top menu bar with options like Acquisitions, Booking, Cataloging, Circulation (1), Configuration, ILL, Offline, Reports, Requests, Reserves, Selection, Serial Control, and Utility.
- Main Content:**
  - Notes:** A section showing user details: Name: ONROUTE\_TO\_PSZKL, Id: ONROUTE1, Group ID: ONROUTE1, Profile name: ONROUTE...
  - Identify user:** A section with a text input field for User ID: ONROUTE1 (3).
  - Checkouts:** A table showing checkout records for the user. The table has columns: Title, Call number, Item ID, Date Charged, Date Due, Recall Date Due, Status, and Type. The table contains 12 rows of data.
  - Display options:** A section with radio buttons for 'Checkout library' and 'Owning library'. Below it, there is a 'Library' dropdown menu (5) and a 'Type of checkout' dropdown menu (4). The 'Library' dropdown is currently open, showing a list of libraries including 'All libraries', 'CASIS', 'CEPP\_RC', 'FAB\_L', 'FBME\_L', 'FCOMP\_L', 'FGHT\_L', and 'FKA\_L'.
  - Buttons:** At the bottom right, there are three buttons: 'Display this User (0)', 'Display Another User', and 'Close'.

Panduan menyemak senarai bahan yang belum dibuat proses Check-in :

1. Akses Circulation Module.
2. Pilih wizard USERS, pilih Display User.
3. Taip USER.ID mengikut lokasi penghantaran – Rujuk Senarai USER.ID Mengikut Lokasi Penghantaran Bahan.
4. Senarai bahan yang belum dibuat proses Check-in dipaparkan.
5. Pilih lokasi Perpustakaan masing-masing pada medan LIBRARY.
6. Pilih FILE, pilih fungsi PRINT SCREEN. Paparan lengkap senarai akan dipapar pada pautan browser di komputer masing-masing.
7. Cetak senarai sekiranya perlu untuk membuat pencarian bahan di rak bagi melaksanakan proses Check-in. Selesai.

.... sambungan Penghantaran Bahan.

SirsiDynix Symphony WorkFlows: Display User

File Edit Wizards Helpers Modules Preference Tools Window Help

Acquisitions Booking Cataloging Circulation Configuration ILL Offline Reports Requests Reserves Selection Serial Control Utility

**Display User**

Notes

Name: ONROUTE\_TO\_PSZKL  
Id: ONROUTE1  
Group ID:  
Profile name: ONROUTE...

Identify user  
User ID:  ← **USER ID**

Summary Addresses Extended Info Bills **Checkouts** Holds Routings Bookings Reservations Suspension Charge History

[FKA\_L] Checkouts:6(\$0.00)

Title	Call number	Item ID	Date Charged	Date Due	Recall Date Due	Status	Type
Building structures illustra...	TA658 C44 2009 f	<u>30000010236081</u>	19/5/2011,13:31		NEVER		OPEN_BK
Design of structural steel...	TA684 M38 1998	<u>30000010236084</u>	19/5/2011,13:31		NEVER		OPEN_BK
Design of structural timbe...	TA666 M344 2007	<u>30000010235026</u>	19/5/2011,13:31		NEVER		OPEN_BK
A visual dictionary of arc...	NA31 C47 1995 rd	<u>30000010236085</u>	19/9/2011,11:38		NEVER		REF_BK
Platform : a journal of en...	TA168 P538 VOL. 10 NO. ...	<u>C0056967</u>	19/3/2017,12:49		NEVER		JRN_CURR
Platform : a journal of en...	TA168 P538 VOL. 9 NO. 1...	<u>C0055404</u>	19/3/2017,12:49		NEVER		JRN_CURR

Display options  
 Checkout library  Owning library

Library:  ← **LOKASI PERPUSTAKAAN** Type of checkout:

**SENARAI BAHAN YANG BELUM DIBUAT PROSES CHECK-IN!**

Display this User (0) Display Another User Close

.... sambungan Penghantaran Bahan.

Display User - Mozilla Firefox

UTM ONLINE — UTM Intr... | smell delicious! a.k.a inac... | Inbox - haslinahussin@ut... | Facebook | UPUONLINE - SISTEM PER... | Display User | Display User

file:///C:/Users/haslinahussin/Sirsi/Workflows/tmp/scr2922067701984051841.html

Search weatherblink™ 77°F Johor Bahru, Malaysia Detailed Forecast Radar Allergy Report Weather News Listen to the Radio Facebook

**Display User** 28/03/2017

Notes

Name: ONROUTE TO PSZKL  
Id: ONROUTE1  
Group ID:  
Profile name: ONROUTE...

**Identify user**

User ID: ONROUTE1

[FKA\_L] Checkouts:6(\$0.00)

Title	Call number	Item ID	Date Charged	Date Due	Recall Date Due	Status	Type
Building structures illustrated : patterns, systems, and design	TA658 C44 2009 f	30000010236081	19/5/2011,13:31	NEVER			OPEN_BK
Design of structural steelwork : to BS 5950 and C-EC3	TA684 M38 1998	30000010236084	19/5/2011,13:31	NEVER			OPEN_BK
Design of structural timber to Eurocode 5	TA666 M344 2007	30000010235026	19/5/2011,13:31	NEVER			OPEN_BK
A visual dictionary of architecture	NA31 C47 1995 rd	30000010236085	19/9/2011,11:38	NEVER			REF_BK
Platform : a journal of engineering, science and society 2014	TA168 P538 VOL. 10 NO. 2 JUL-DEC 2014	C0056967	19/3/2017,12:49	NEVER			JRN_CURR
Platform : a journal of engineering, science and society	TA168 P538 VOL. 9 NO. 1 JAN-JUN 2013	C0055404	19/3/2017,12:49	NEVER			JRN_CURR

**Display options**

**PENTING! Semak dahulu tarikh pada medan DATE CHARGED sebelum membuat proses CHECK-IN.**

- Sistem akan turut memaparkan semua senarai bahan yang telah dibuat proses CHECK-OUT oleh BKHP.
- Bagi tujuan mengemaskini senarai penghantaran lama yang masih belum dibuat proses CHECK-IN, staf hanya perlu membuat pencarian bagi bahan bertarikh lama sahaja.



1. Senarai bahan yang belum dibuat proses CHECK-IN pada paparan browser di komputer masing-masing.
2. Cetak senarai, cari bahan di rak dan buat proses CHECK-IN di Circulation Module!
3. Selesai!!!

**PERINGATAN**

**: Selasai membuat catatan pada Slip Pemprosesan Bahan BS11620 : MTP (warna biru), slip ini perlu dikembalikan ke BKHP!**

.... sambungan Penghantaran Bahan.

## SENARAI USER ID MENGIKUT LOKASI PENGHANTARAN BAHAN

BIL.	USER ID	AGENSI	ITEM LIBRARY	LOCATION SEND	ONROUTE TO
1.	ONROUTE1	PSZKL	PSZKL	PSZKL	PSZKL
2.	ONROUTE1	RAZAK SCHOOL	RAZAK SCHOOL	RAZAK SCHOOL	RAZAK SCHOOL
3.	ONROUTE1	FAB LIBRARY	FAB_L	PFAB	PFAB
4.	ONROUTE1	FGHT LIBRARY	FGHT_L	PFGHT	PFGHT
5.	ONROUTE1	FKA LIBRARY	FKA_L	PFKA	PFKA
6.	ONROUTE1	FKE LIBRARY	FKE_L	PFKE	PFKE
7.	ONROUTE1	FKK LIBRARY	FKK_L	PFKK	PFKK
8.	ONROUTE1	FKM LIBRARY	FKM_L	PFKM	PFKM
9.	ONROUTE1	FP LIBRARY	FP_L	PFP	PFP
10.	ONROUTE1	FPRER LIBRARY	FPRER_L	PFPRER	PFPRER
11.	ONROUTE1	FCOMP LIBRARY	PFOMP_L	PFOMP	PFOMP
12.	ONROUTE1	FBME LIBRARY	FBME_L	PFBME	PFBME
13.	ONROUTE1	FM LIBRARY	FM_L	PFM	PFM
14.	ONROUTE1	FS LIBRARY	FS_L	PFS	PFS
15.	ONROUTE_PRZS	PRZS	PRZS	PRZS	PRZS
16.	ONROUTE_IBS	IBS	PSZKL	PSZKL	IBS
17.	ONROUTE_AIS	AIS	PSZKL	PSZKL	AIS
18.	ONROUTE_PERDANA	PERDANA SCHOOL	PSZKL	PSZKL	PERDANA SCHOOL
19.	ONROUTE_CASIS	CASIS	PSZKL	PSZKL	CASIS
20.	ONROUTE_MJIIT	MJIIT	PSZKL	PSZKL	MJIIT
21.	ONROUTE_PKL	PESISIR KL	PSZKL	PSZKL	PKL

**BAHAN STATUS : AVAILABLE SOON**

➤ **UPT\_USK**

Item delivery to Circulation Unit.

➤ **UPT\_KM**

Item delivery to Media Counter.

➤ **UPT\_URM**

Item delivery to Information Consultancy & Research Unit.

➤ **UPT\_GALERIUM**

Item delivery to Galerium Unit.

\* **Available soon** hanya digunakan untuk penghantaran bahan ke Bahagian/Unit di PSZJB sahaja.

**NOTA :** Sila hubungi Bahagian Automasi untuk mendapatkan privilege menggunakan ID bagi tujuan semakan senarai bahan yang masih belum dibuat proses Check-in di Modul Sirkulasi (Workflow).

# - SENARAI RUJUKAN STAF -

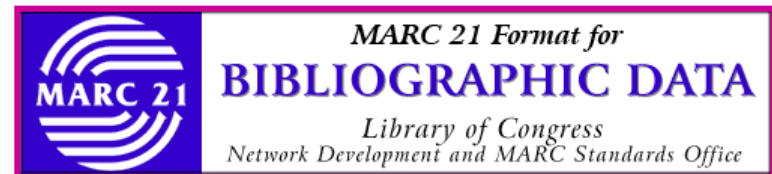
1



Panduan penggunaan subfield v (|v) pada tag 6xx

<http://www.lib.usm.edu/techserv/cat/tools/formsubv>

2



Panduan penggunaan setiap tag MARC 21

<http://www.loc.gov/marc/bibliographic/>

3



Menyemak rekod bibliografi daripada OCLC  
Copy & paste maklumat bibliografi dari OCLC

<http://www.worldcat.org/>



4



**Username : bpt**  
**Password : bpt**

### Panduan pengkatalogan bahan Perpustakaan UTM

<http://portal.psz.utm.my/div/bpt/>

#### KANDUNGAN PORTAL :

- Dasar Pengkatalogan Bahan
- Panduan Pengkatalogan Bahan beserta lampiran yang mengandungi contoh
- Pautan hiper kepada laman web yang berkaitan dengan pengkatalogan bahan
- Laporan Sistem Pengurusan Kualiti : Bahagian Katalog, Hadiah dan Pertukaran
- Maklumat am Bahagian Katalog, Hadiah dan Pertukaran

5



### Panduan penggunaan RDA atas talian

<https://access.rdatoolkit.org/>

#### KANDUNGAN PORTAL :

- Limited user licence : 8 users.
- Mengandungi 3 tab utama :
  - RDA
  - Tools
  - Resources
- Akses terus melalui url.
  - login : utm
  - password : rda

# 6

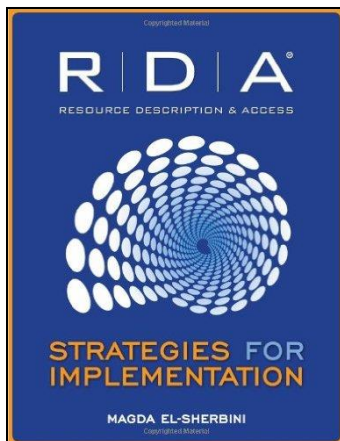
**VIAF**  
Virtual International Authority File

**Search**

Select Field:  Select Index:  Search Terms:

**The VIAF® (Virtual International Authority File)** - combines multiple name authority files into a single OCLC-hosted name authority service. The goal of the service is to lower the cost and increase the utility of library authority files by matching and linking widely-used authority files and making that information available on the Web. **URL : <https://viaf.org/>**

# 7



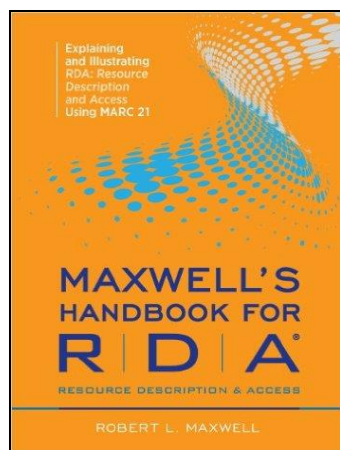
**Z694.15.R47 E47 2013 f**

- PSZJB – 1n
- PRZS – 1n



**Z694.15.R47 P36 2014**

- PSZJB – 3n
- PRZS – 2n
- FAB Library – 1n
- PFBME – 1n
- IBD – 1n



**Z694.15.R47 M39 2013**

- PSZJB – 1n
- PRZS – 1n



POSITIVE  
ATTITUDE

*thank*  
**YOU**