

BENGGKEL PENGKATALOGAN BAHAHAN & PERLAKSANAAN ASAS





**Assalamualaikum
Selamat pagi..**

~ Mulakan
hari mu
dengan senyuman ~A~
manis pada semua
orang , jika tiada orang ,
senyum saje sendirian ~



... dah kenyang?
AMARAN : Jangan tido!!!





FASILITATOR :
HASLINA HUSSIN
PUSTAKAWAN KANAN

eatsinbaguio

- PROGRAM TENTATIF -

8.45 am

1. Ucapan Aluan Ketua Bahagian Katalog, Hdah & Pertukaran
2. Pencapaian Utama dan Proses Kerja di BKHP.
3. Pengenalan kepada Resource Description and Access (RDA) & eleman baharu dalam RDA.

10.45 am

- TAKE 15

11.00 am

4. sambungan ... Pengenalan kepada Resource Description and Access (RDA) & eleman baharu dalam RDA.

12.50 pm – 2.15 pm

- REHAT

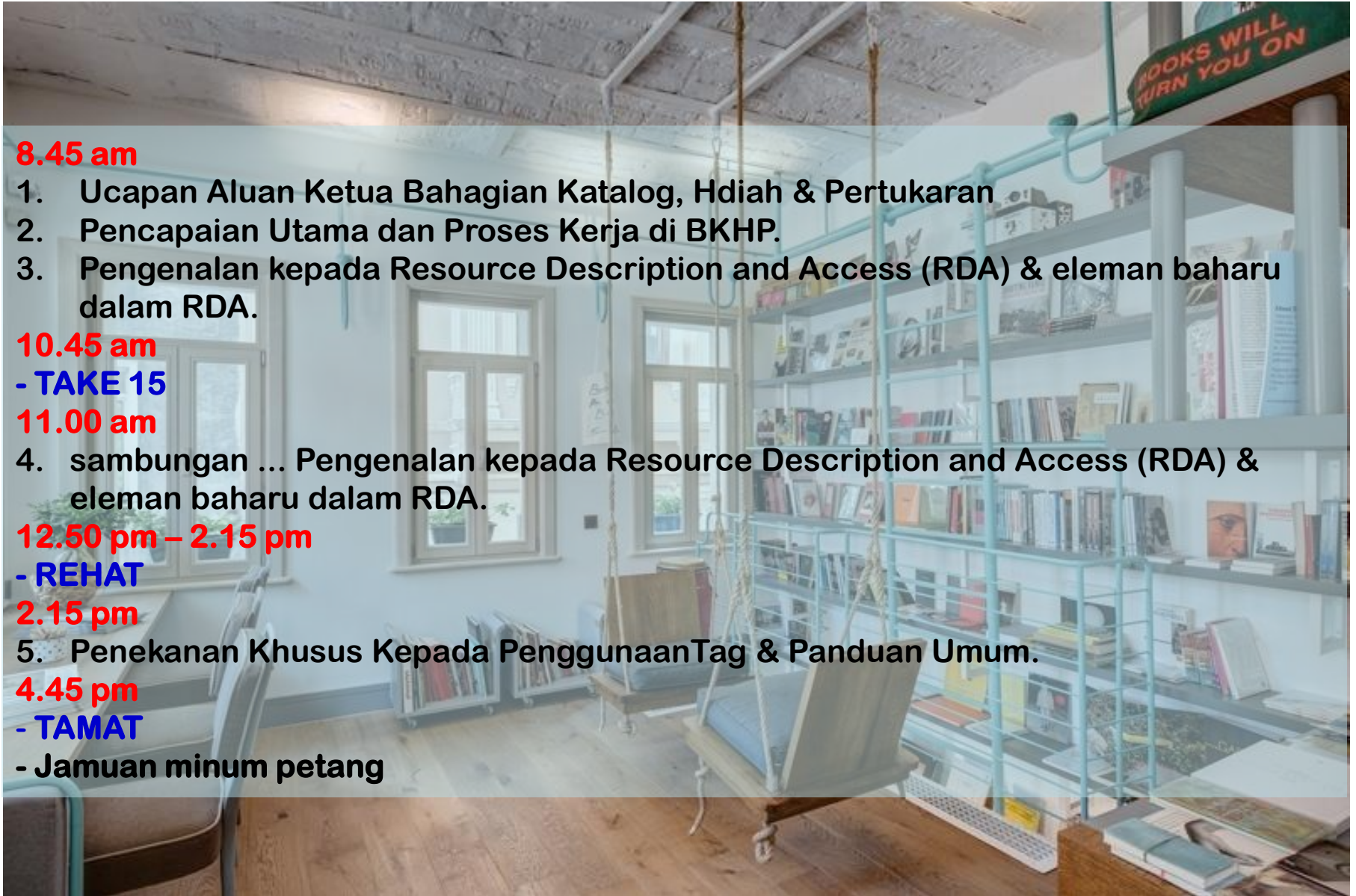
2.15 pm

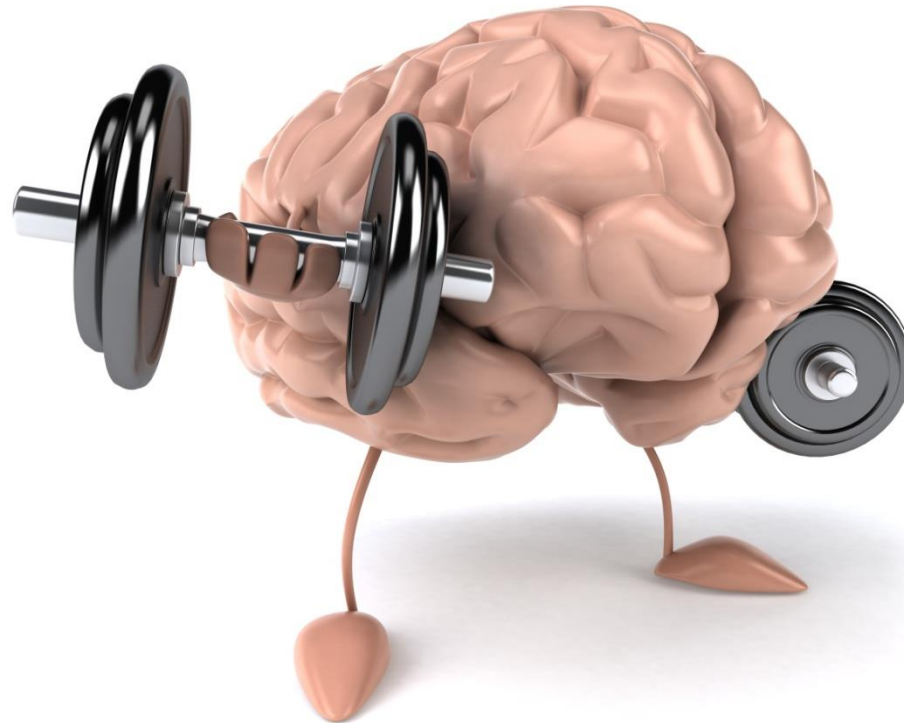
5. Penekanan Khusus Kepada Penggunaan Tag & Panduan Umum.

4.45 pm

- TAMAT

- Jamuan minum petang

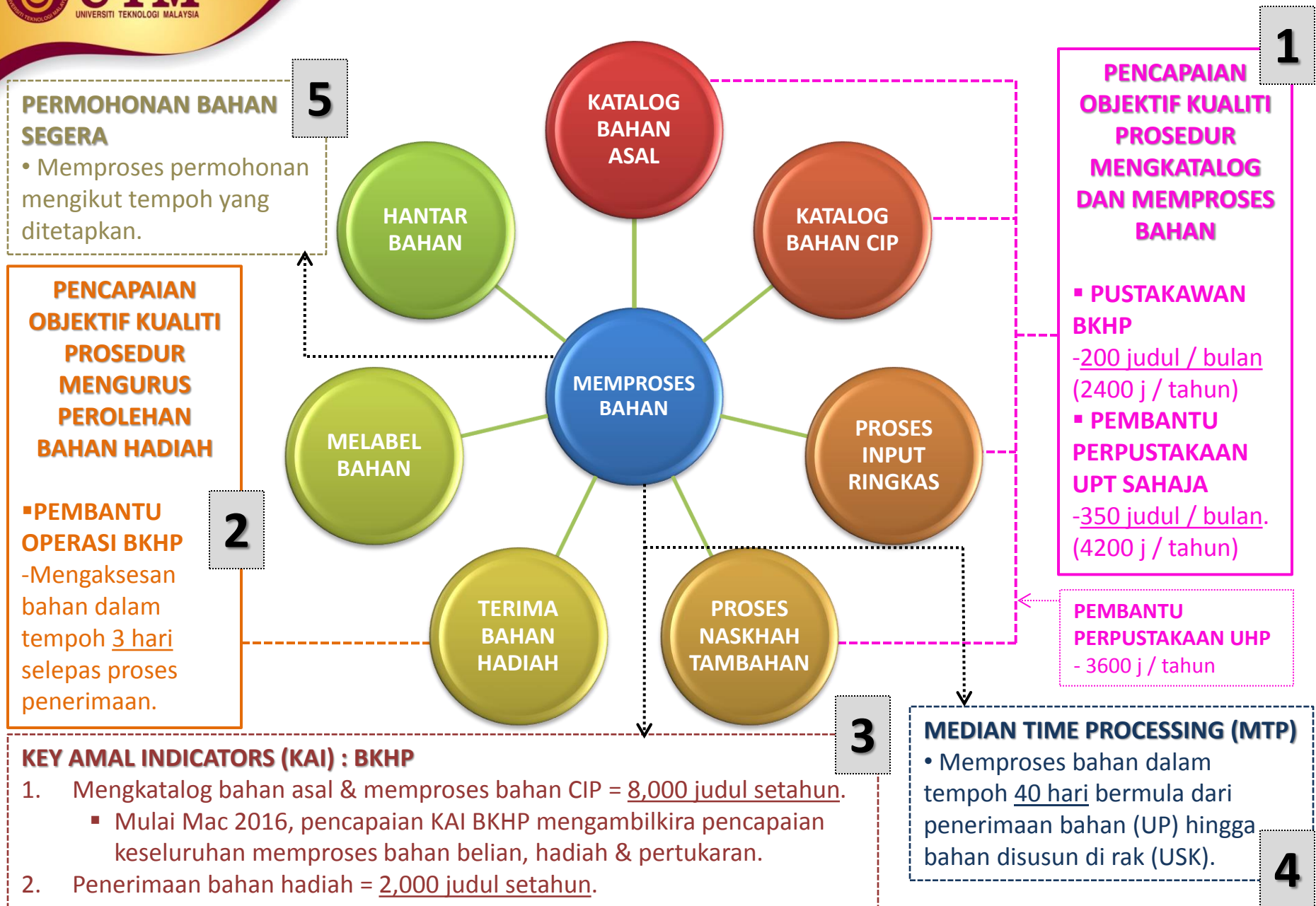




WARMING UP!

-PROSES-PROSES UTAMA DI BKHP-





-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 MENGKATALOG BAHAN-





Resource **D**escriptive
& **A**ccess



TARIKH PENGUATKUASAAN : 01.09.2016

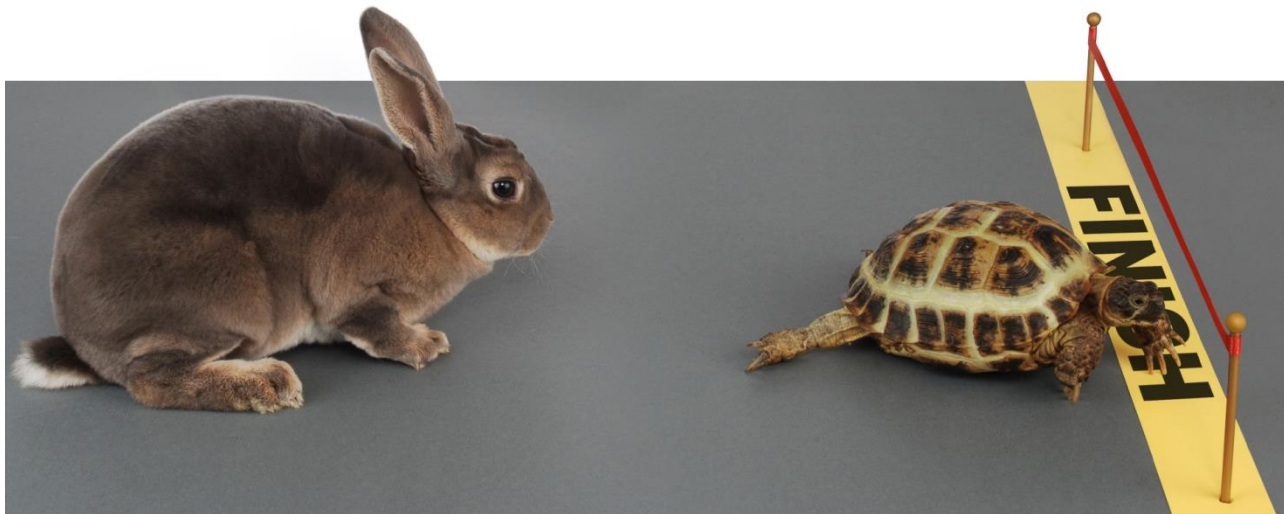
Jinbōchō (sometimes spelled **Jimbocho**) is a neighborhood of **Chiyoda, Tokyo, Japan**, known as Tokyo's center of used-book stores and publishing houses, and as a popular antique and curio shopping area.

Many companies are located within Jinbōchō, including the headquarters of [Tōkyōdō Shoten](#), a retail book chain and manga company [Shueisha](#), known for the anthology manga magazine, [Shonen Jump](#).

- 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 memasukkan data di dalam rekod bibliografi secara terbuka.



Umum / Asas

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

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



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- 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 / |cedited by Alicia Witte
 700 1 0 |aWitte, Alicia, |eeditor

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

Tips!

Panduan ini boleh 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 : bvernacular housing of the Chittagong Hill Tracts / cJohn Abraham ... [et al.].
700	1#	Abraham, John, eauthor
700	1#	Nickholas, Rachel , eauthor
700	1#	George, Simon , eauthor
700	1#	Micheal, Rita , eauthor

RDA

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

Penanggungjawab pertama menjadi 'main entry' pada tag 100.

ATAU

RDA

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

ATAU

RDA

100	1#	Abraham, John, eauthor
245	14	The vanishing traces : bvernacular housing of the Chittagong Hill Tracts / cJohn Abraham [and 3 others].
700	1#	Nickholas, Rachel , eauthor
700	1#	George, Simon , eauthor
700	1#	Micheal, Rita , eauthor

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

TAKE



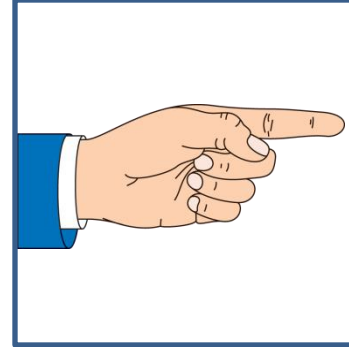
AMBIL

WHAT



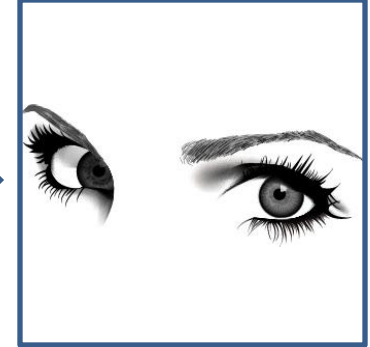
APA

YOU



ANDA

SEE



LIHAT

TITLE STATEMENT (NR)
1. Title
2. Statement of Responsibility

TAG 245

TAG 250

EDITION STATEMENT (R)
3. Edition

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

TAG 264

TAG 490

SERIES STATEMENT (R)
8. Series Statement

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

(Tag 830 : Series Added Entry-Uniform Title)

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

Knights in Rusty Armour

Pat Hancock



Illustrated by
Allan & Deborah Drew-Brook-Cormack


 SCHOLASTIC CANADA LTD.

100
245

10
1#

|aHancock, Pat, |eauthor
 |aKnights in Rusty Armour / |cPat
 Hancock ; Illustrated by Allan &
 Deborah Drew-Brook-Cormack

264

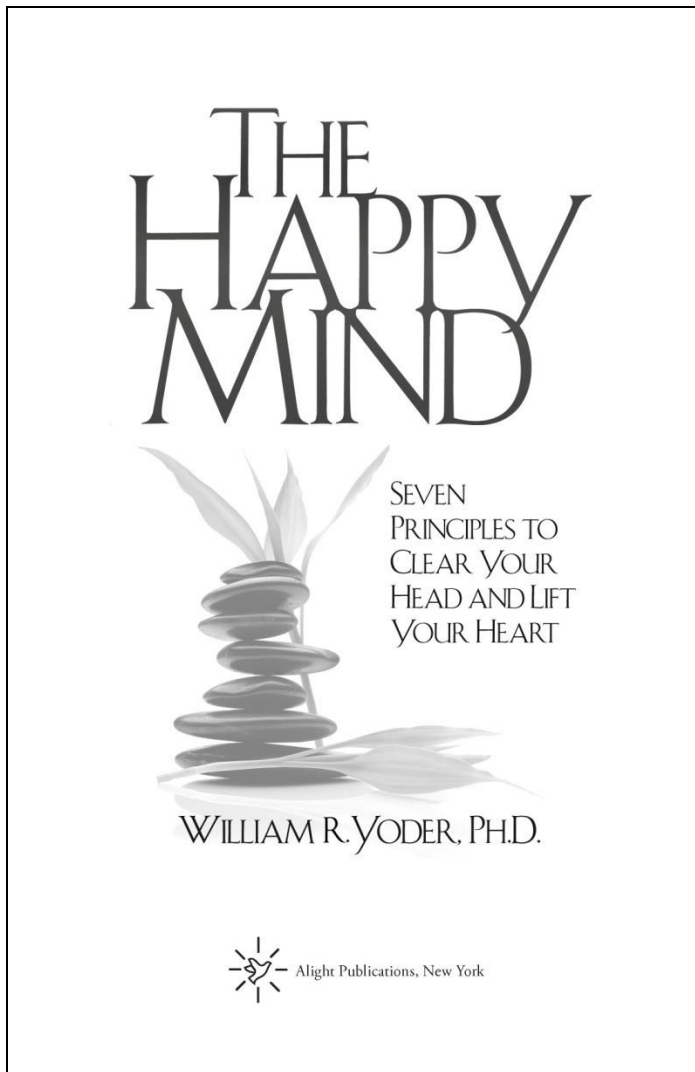
#1

|aOntario, Canada : |bSCHOLASTIC
 CANADA LTD, |c[date of
 publication not identified].

700
700

10
10

Cormack, Allan, |eillustrator
 Drew-Brook, Deborah, |eillustrator



100
245

10
1#

|aYoder, William R.,|cDr.,|eauthor
|aTHE HAPPY MIND :|bSEVEN
PRINCIPLES TO CLEAR YOUR HEAD
AND LIFT YOUR HEART /|cWilliam R.
Yoder, PHD.

264

#1

|aNew York :|bAlight Publications,
|c[date of publication not identified].

MLA Handbook for Writers of Research Papers

Sixth Edition

Joseph Gibaldi

THE MODERN LANGUAGE ASSOCIATION
OF AMERICA
New York 2003

100
245

10
1#

250
264

#1

|aGibaldi, Joseph, |eauthor
|aMLA Handbook for Writers of
Research Papers / |cJoseph Gibaldi.
|aSixth Edition
|aNew York : |bTHE AMERICAN
LANGUAGE ASSOCIATION OF
AMERICA, |c2003.

THE MONOTYPE RECORDER

VOLUME 43 NUMBER 3 AUTUMN 1968

STANLEY MORISON

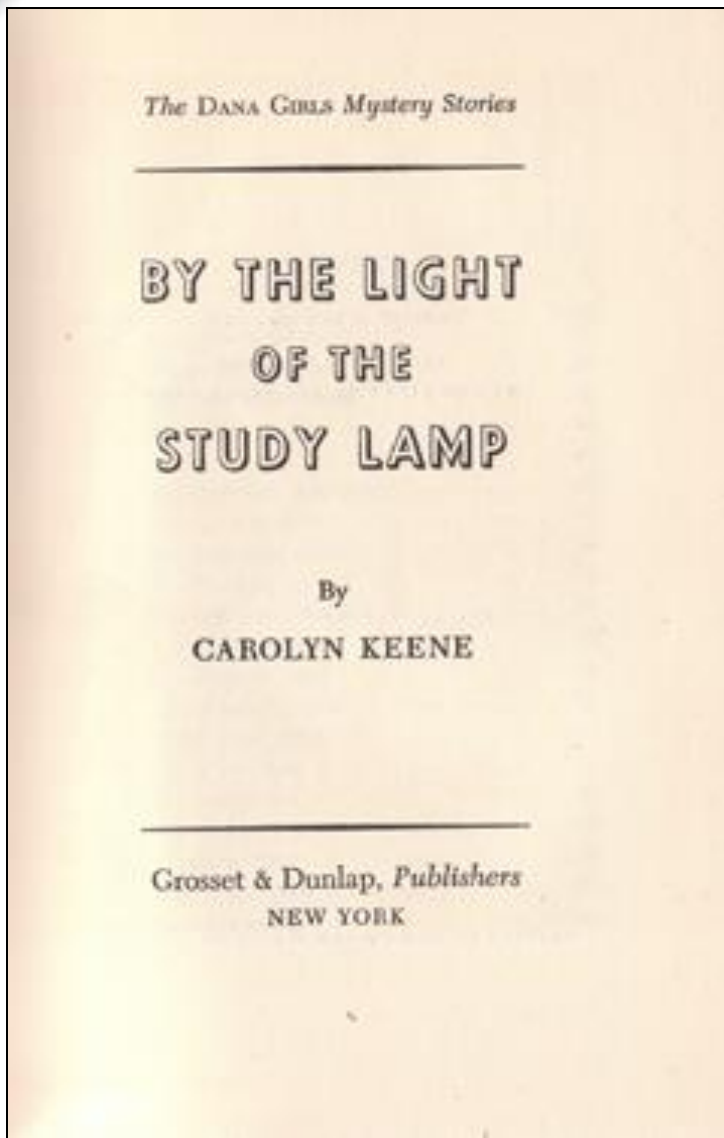
1889-1967

BY
JAMES MORAN



THE MONOTYPE CORPORATION LIMITED

100	10	aMoran, James, eauthor
245	1#	aSTANLEY MORISON : b1889-1967 / cby JAMES MORAN.
264	#1	aNew York : bTHE MONOTYPE CORPORATION LIMITED, c1968.
490	1#	aTHE MONOTYPE RECORDER. vVOLUME 43, NUMBER 3, AUTUMN
600	1#	aMorison, Stanley, d1889-1967
830	0	aTHE MONOTYPE RECORDER. vVOLUME 43, NUMBER 3, AUTUMN



100 10
245 1#
264 #1
490 1#
830 0

|aKeene, Carolyn,|eauthor
|aBY THE LIGHT OF THE STUDY
LAMP /|cby CAROLYN KEENE.
|aNew York :|bGrosset & Dunlap,
|c [date of publication not identified].
|aThe DANA GIRLS Mystery Stories
|aThe DANA GIRLS Mystery Stories

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

2. Tiga (3) elemen AACR2 yang telah dimansuhkan di dalam amalan RDA adalah :
 - i. Penggunaan subfield h (|h) untuk General Material Designation (GMD).
 - Diperbaharui dengan penggunaan tag 336 (RDA Content), 337 (RDA Media) dan 338 (RDA Carrier Types). **Rujuk fail Microsoft Excel : [template_input_data_katalog_2016 / sheet : tag_336_337_338](#).**

 - ii. 'Rules of three' pada subfield c (|c) bagi penanggungjawab melebihi 3 nama.
 - Penggunaan [... et.al] adalah dimansuhkan.
 - Penanggungjawab pertama menjadi Entri Utama pada tag 1XX.
 - Penanggungjawab kedua dan seterusnya menjadi Entri Tambahan pada tag 7XX.
 - Penggunaan subfield e (|e) pada setiap penanggungjawab bagi kedua-dua tag 1XX dan 7XX.

 - iii. Pemansuhan penggunaan [sic] dan [i.e.] untuk sebarang pembetulan pada Judul Bahan.
 - Pembetulan kesalahan ejaan dilakukan di tag 246.

1. TITLE PROPER

Contoh 1.1 :

245	10	aEnergy security and economic development in India : ba holistic approach / cBala Bhashar
-----	----	---

Contoh 1.2 :

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

Contoh 1.3:

245	10	aSustainable develpment and environmental science / cby Arvind Kumar, R. Sivakami
246	1	iTtitle 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 pembetulan).

245 00 |aZoology studies

246 1 |iMisspelled title on number 1 : |aZoology 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 |aSummary tables of the ... annual report on the statistics of railways in the United States for the year ...

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

1. TITLE PROPER ... samb.

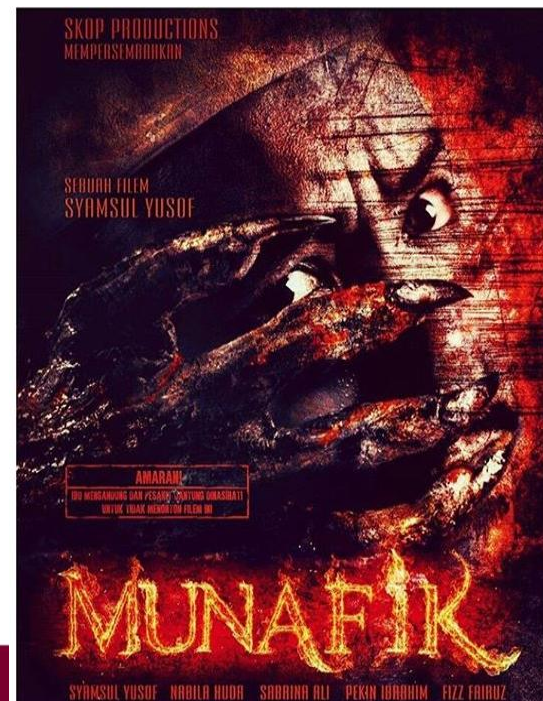
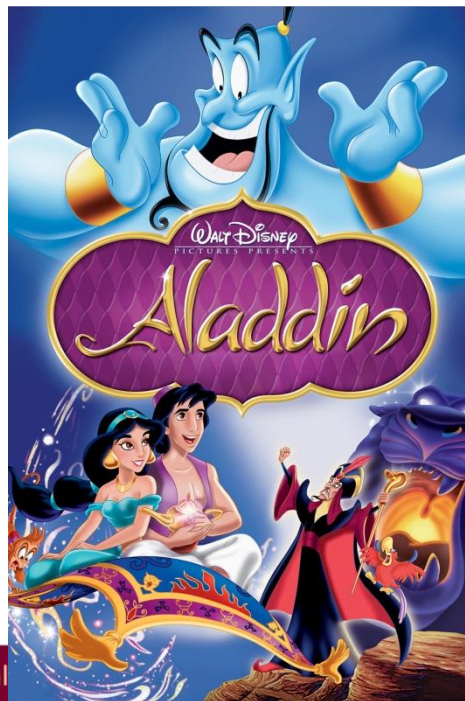
Contoh 1.8 : Abaikan pengenalan perkataan yang **BUKAN** menjadi sebahagian daripada Judul bahan.

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.*)



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 / |**ca** 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 buck : |**ban** interpretive history of Blacks in American films / |**c**Donald Bogle

Copyrighted Material

TOMS, COONS, MULATTOES, MAMMIES, AND BUCKS

An Interpretive History of Blacks in American Films, Updated and Expanded 5th Edition

Donald Bogle

Bloomsbury Academic
An imprint of Bloomsbury Publishing Inc
B L O O M S B U R Y
NEW YORK • LONDON • OXFORD • NEW DELHI • SYDNEY

Copyrighted Material

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	a CDM 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.

**TAG
264**

PRODUCTION, PUBLICATION, DISTRIBUTION, MANUFACTURE, AND COPYRIGHT NOTICE

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

AACR2

VS

RDA

TAG 260

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**

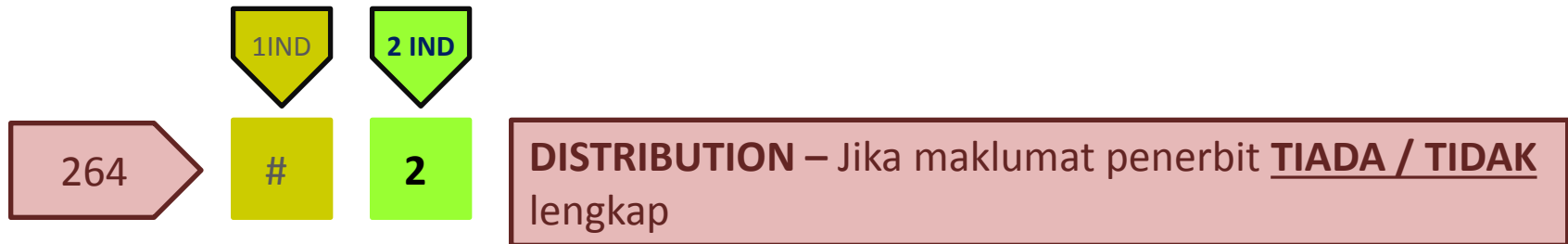
PRODUCTION, PUBLICATION, DISTRIBUTION, MANUFACTURE, AND COPYRIGHT NOTICE

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

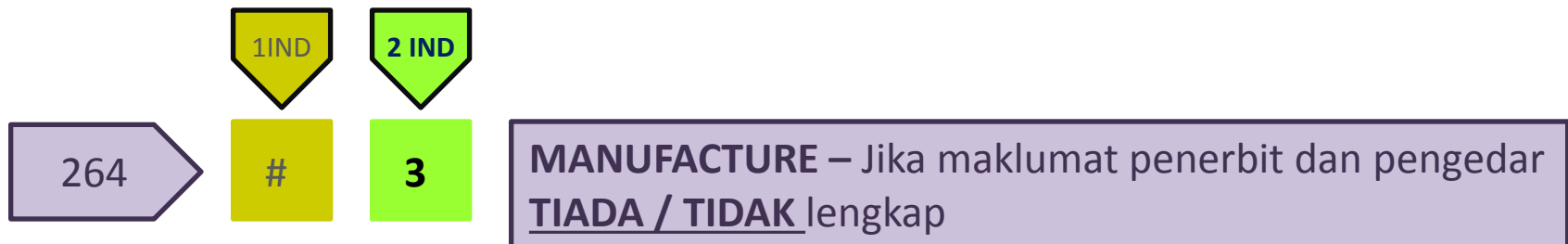
PENTING

	1IND	2 IND	
264	#	0	PRODUCTION - Untuk bahan yang <u>TIDAK</u> diterbitkan
264	#	1	PUBLICATION - <u>WAJIB</u> dimasukkan
264	#	2	DISTRIBUTION – Jika maklumat penerbit <u>TIADA / TIDAK</u> lengkap
264	#	3	MANUFACTURE – Jika maklumat penerbit dan pengedar <u>TIADA / TIDAK</u> lengkap
264	#	4	COPYRIGHT DATE - <u>WAJIB</u> 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] [1971 or 1972]
[1969?] [1969?]

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

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

[197-] **[between 1970 and 1979]**
[197-?] **[between 1970 and 1979?]**
[18--] **[between 1800 and 1899]**
[18--?] **[between 1800 and 1899?]**

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

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](#)

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.

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.

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.

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

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

The image features a central graphic consisting of several concentric circles. The innermost circle is a solid dark blue. This is surrounded by a ring of bright red, followed by a ring of dark red, and an outermost ring of a slightly lighter red. The text "To be continued..." is written in a white, elegant cursive font across the center of the graphic, overlapping the blue and red rings.

To be continued...



REHAT

... KEMBALI SEMULA @ 2.15 PETANG!