

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



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# FOKUS TAG :

▣ 02X

▣ 040

▣ 090 / 091

▣ 1XX

▣ 240

▣ 6XX

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P. 100 100

Mo  
B  
www.mobilebookcafe.com

# - 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.

-----  
NR – NON-REPEATABLE

R - REPEATABLE



## |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

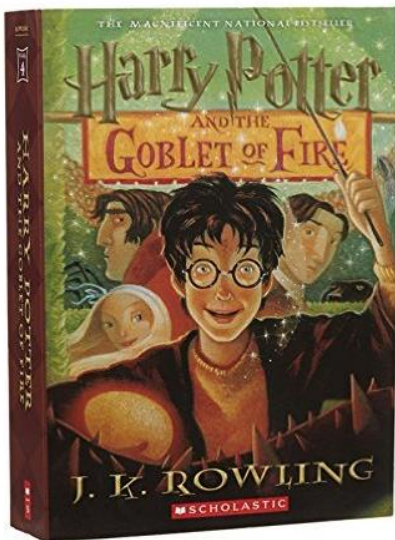
## CONTOH 1 : REKOD BAHAN BERJILID – TAG 020 DAN 500

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 qvolume 1 qset cRM150.00
020		9789790243156 qpaperback qvolume 2 qset cRM150.00
020		9789790243163 qpaperback qvolume 3 qset cRM150.00
020		9789790243170 qpaperback qvolume 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



**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	#	#	a 9780439139595 qhardback cRM170.55
020	#	#	a 0439139597 qhardback cRM170.55

Susunan subfield : |a |q |c

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

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

Susunan subfield : |a |q |c



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

Canceled or invalid ISBN. ISBN (invalid) and the embedded hyphens may be generated for display. Each canceled/invalid ISBN is contained in a separate subfield \$z. If no valid ISBN exists, subfield \$z may be used alone in the record.

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

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

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

# - TAG 022 : 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**

|a

- **Original cataloging agency** - MARC code or the name of the organization that created the original record.

|b

- **Language of cataloging** **NOT** language of material.

|c

- **Transcribing agency** - MARC code or the name of the organization that transcribed the record into machine-readable form.

|d

- **Modifying agency** - MARC code or the name of the organization responsible for modifying a MARC record. A modification is defined as any correction to a record, including cataloging, content designation, or keying changes, but excluding the addition of holdings symbols.

Rujuk Portal BKHP. URL : <http://portal.psz.utm.my/div/bpt/> → L 5c : Senarai kod bahasa antarabangsa → username: bpt  
password : bpt



## 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

### 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	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	140827	Dat_Tp	s	Date1	2014
Date2		Ctry	ne	Illus	a	Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	d		

**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., editor ?UNAUTHORIZED
830	0	Advances in chemical engineering ; vv. 44
996		muz b100216

Panduan aturan penulisan nombor panggilan pada tag 090 adalah :

|a|b tahun simbol



subfield'a'subfield'b'spacetahunspacesimbol



|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 Qu 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 Hussain  
 07.04.2011



After other initial consonants								
for the second letter	:	a	e	i	o	r	u	y
use number	:	3	4	5	6	7	8	9
<b>For expansion</b>								
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		Contents
Tag	Ind1	Ind2	
090	#	#	aBP166.8 bM64 2012

 M o h  
 M 6 4

### Level 2

Pengembangan

*cutter author* pada subfield b (|b).

Pengembangan digit berdasarkan abjad – peraturan standard.

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

 M o h a  
 M 6 4 3

### Level 3

Pengembangan

*cutter author* pada subfield b (|b).

 Pengembangan digit sahaja.  
 Peringkat 1.

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

 M o h a  
 M 6 4 4

### Level 4

Pengembangan

*cutter author* pada subfield b (|b).

 Pengembangan digit sahaja.  
 Peringkat 2.

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

 M o h a  
 M 6 4 5

(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	

**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

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.

## 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

*Type of personal name entry element*

- 0 - Forename
- 1 - Surname
- 3 - Family name

Tag	Ind1	Ind2	Contents
100	0		aSaidah Hashim
100	1		aBenson, Maria
100	3		aChoon, Emily Siew Eng

Ind1      3 – Family name      : Nama cina, nama Arab

## Subfield Codes

|a - Personal name (NR)

|b - Numeration (NR)

|c - Titles and words associated with a name (R)

|d - Dates associated with a name (NR)

|e - Relator term (R)

|f - Date of a work (NR)

|g - Miscellaneous information (R)

|j - Attribution qualifier (R)

|k - Form subheading (R)

|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)

Tag	Ind1	Ind2	Contents
100	0		aSaidah Hashim,  d1982-,  eauthor
100	1		aBenson, Maria,  d1968-2013,  eauthor
100	3		aChoon, Emily Siew Eng,  eauthor
100	0		aHanieliza,  cChef,  d1948-,  eauthor

|c      : Sir, Dr., PhD., Mrs., Ir., Tan Sri, Datuk, Pehin

Rujuk Portal BKHP. URL : <http://portal.psz.utm.my/div/bpt/> → L 2k : Panduan penulisan entri utama - tag 1XX → username: bpt  
 password : bpt

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

Tag	Ind1	Ind2	Contents
100	1		aFrederick, A. L.  q(Allen Leroy),  d1963-,  eauthor

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

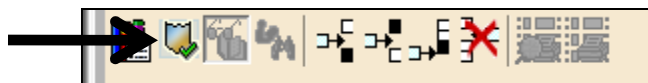
## Panduan memasukkan nama pada tag 1XX pada Modul Katalog

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, <b> eauthor</b>

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

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

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



## 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
040      $a 201603081445 $b anis_o $c 201603071027 $d anis_o $c 201512071501 $d zuraidahm $c 201512021601 $d zuraidahm $y
049      201507291608 $z idarus
082 0 4 $a BNM $b eng $c BNM $e rda
090 0 0 $a mal
090 0 0 $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
599 $a LULUS
650 1 0 $a Education $x Research $v Congresses $z Malaysia
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*
  
```

Wizard → **TITLES** → **Modify Title**

Title

s Preference Tools Window Help

ulation 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	?
<a href="#">The Jay Kay virus</a>	<a href="#">Kumara Velu, 1961-, author</a>	2010	

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

Description Call Number/Item

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



**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

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

Authority

File Edit View 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 Siminathan
- Kumara Velu, 1961-**
- Kumaraendran Purushothaman
- Kumaraguru Ramayah
- Kumaraguru Renganathan
- Kumaragurubaran Krishnasamy

Control	Description	Extended info
000		*****n*****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 Edit View 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

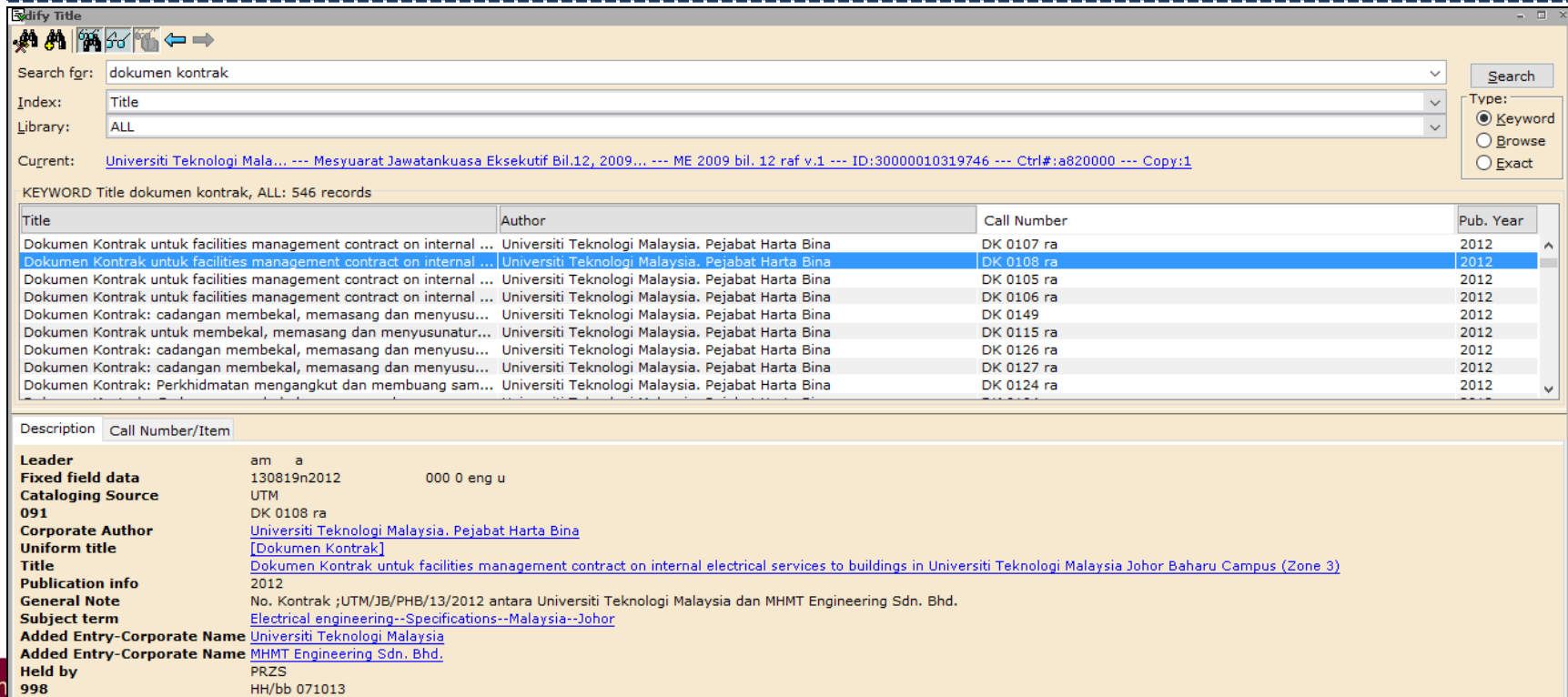
- ~~Kumara Reddy Siminathan~~
- Kumara Velu, 1961-, author**
- ~~Kumaraendran Purushothaman~~
- Kumaraguru Ramayah
- Kumaraguru Renganathan
- Kumaragurubaran Krishnasamy

Control	Description	Extended info
000		*****n*****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	





- 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.



**Modify Title**

Search for: dokumen kontrak

Index: Title

Library: ALL

Current: 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/JB/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 digunapakai 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)

|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) -

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.



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

- 651 #0 |aMalaysia |zNegeri Sembilan
- 650 #0 |aArchitecture |zFrance |zBurgundy

## 2. Bahan kartografi :

### 2.1 Peta

- 651 #0 |aKuala Lumpur (Wilayah Persekutuan) |vMaps, Topographic
- 651 #0 |aPetaling Jaya (Selangor ) |vMaps, 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 |aMalaysia |zJohor |zSungai Pulai |vAerial photographs
- 650 #0 |aMalaysia |vAerial photographs
- 655 #0 |aElectronic aerial photographs

#### CONTOH 2

- 650 #0 |aAerial photography in agriculture |zIndia |zPatiāla (District)
  - 650 #0 |aIndia |vAerial photographs
- [Aerial photographs (Not Subd Geog)]*

#### CONTOH 3

- 650 #0 |aAerial photographs |vCatalogs

#### CONTOH 4

- 650 #0 |aAfrica |xClimate |vMaps
  - 650 #0 |aClimatology
- [Climatology (Not Subd Geog)]*

## 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

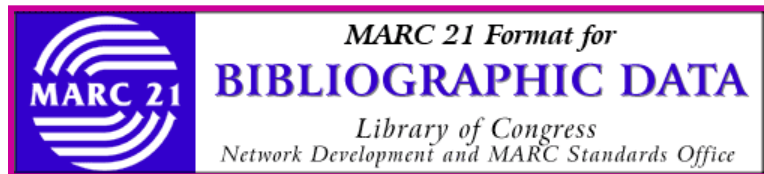
1



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

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

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



Perpustakaan UTM

Information Excellence

## Panduan pengkatalogan bahan Perpustakaan UTM

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



Username : bpt  
Password : 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

## R | D | A TOOLKIT RESOURCE DESCRIPTION & ACCESS



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

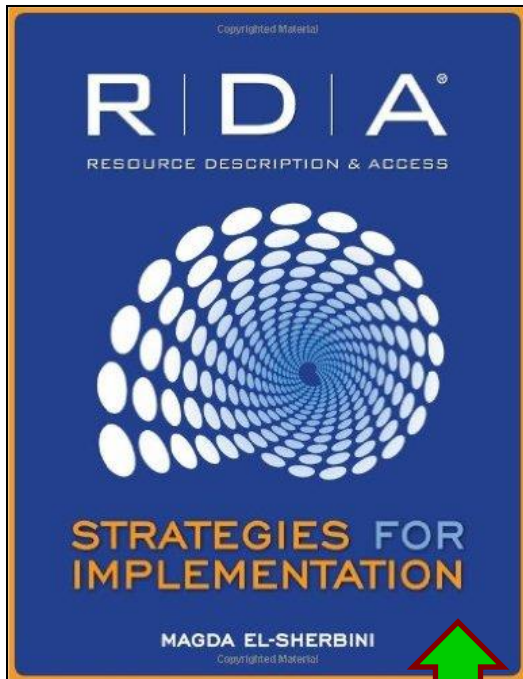
Virtual International Authority File

### Search

Select Field:	Select Index:	Search Terms:	
All Headings	All VIAF	<input type="text"/>	<input type="button" value="Search"/>

**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 BUKU



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

- PSZJB – 1n
- PRZS – 1n

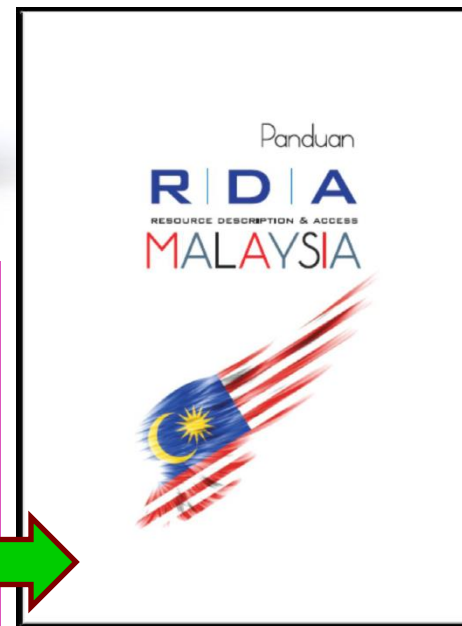
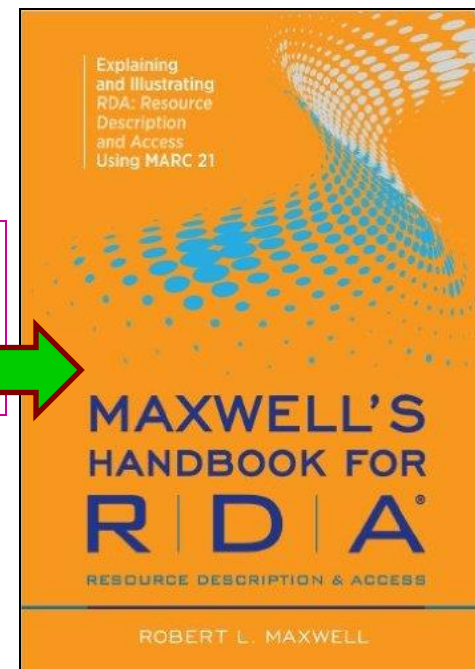
**Z694.15.R47 M39 2013**

- PSZJB – 1n
- PRZS – 1n



**Z694.15.R47 P36 2014**

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





**KUIZ**

**1**

Namakan **tiga (3) tag**  
**baharu dalam amalan**  
**RDA** yang  
menggantikan subfield  
h (|h) pada tag 245.



# -JAWAPAN QUIZ 1 -

336

RDA Content

337

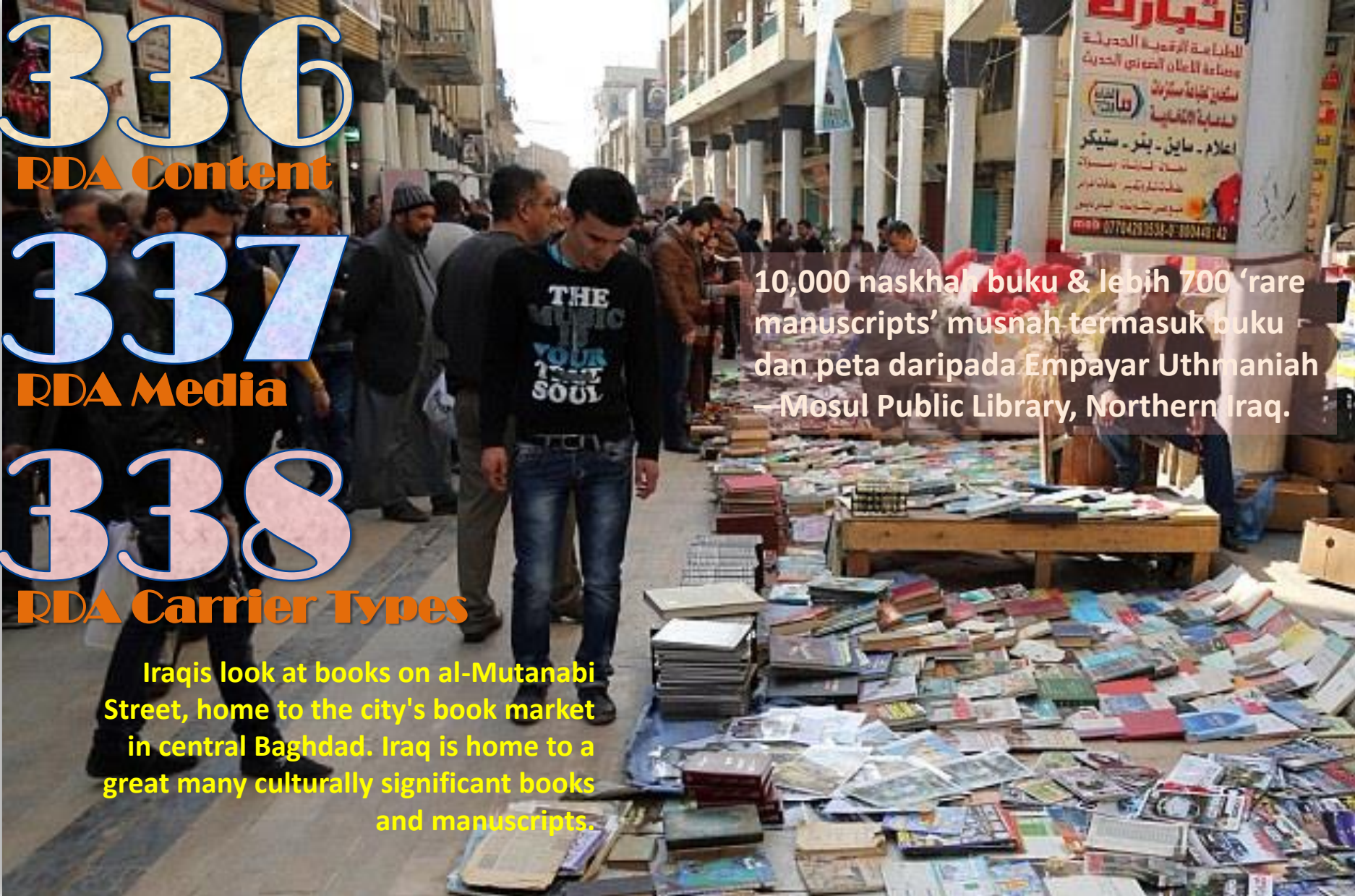
RDA Media

338

RDA Carrier Types

Iraqis look at books on al-Mutanabi Street, home to the city's book market in central Baghdad. Iraq is home to a great many culturally significant books and manuscripts.

10,000 naskah buku & lebih 700 'rare manuscripts' musnah termasuk buku dan peta daripada Empayar Uthmaniah – Mosul Public Library, Northern Iraq.







**KUIZ**

**2**

Namakan **empat (4) tag**  
yang menggunakan  
peraturan TAKE, WHAT,  
YOU, SEE @ TYWS.

# -JAWAPAN QUIZ 2 -

**TAKE**



**AMBIL**



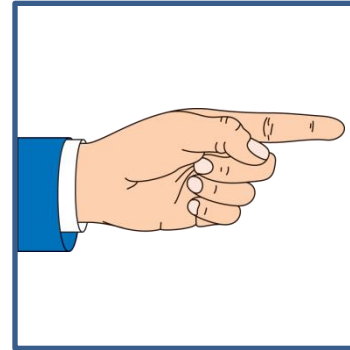
**WHAT**



**APA**



**YOU**



**ANDA**



**SEE**



**LIHAT**

## TITLE STATEMENT

1. Title
2. Statement of Responsibility

**TAG  
245**

**TAG  
250**

**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**

**TAG  
490**

**SERIES STATEMENT**  
8. Series Statement

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



**KUIZ**

**3**

Namakan **1<sup>st</sup> ind. & 2<sup>nd</sup> ind.** yang digunakan pada **tag 264 : PRODUCTION** untuk bahan yang **TIDAK** diterbitkan.



**TAG  
264**

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

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

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

# **Jemput Minum!**

## **Tajaan Cik Badariah Borham**



**Bilik Jamuan Staf**

**Thank  
You**

**Mudah-mudahan ilmu yang disampaikan  
memberi manfaat kepada semua yang hadir.**

**Sesungguhnya yang baik itu datangnya dari  
Allah.**

**Mohon maaf di atas segala  
kekurangan dan khilaf daripada  
pihak saya!**

**Assalammuallahikum.**