



**UNIVERSITI TEKNOLOGI MARA**  
**FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT**

**PERBADANAN PERPUSTAKAAN AWAM NEGERI PERAK (PPANPK)**  
NO.17, JALAN RAJA DI HILIR, 30350 IPOH, PERAK DARUL RIDZUAN.

*Prepared by:*

Umi Nadia Binti Jalaludin @ Kamarudin

2019328975

Bachelor of Information Science (Hons) Library Management (IM244)

1 March 2021 – 31 July 2021

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Faculty of Information Management  
Universiti Teknologi MARA  
Cawangan Negeri Sembilan  
Kampus Rembau

31 July 2021

## DECLARATION

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Signed by

Umi Nadia Binti Jalaludin @ Kamarudin

2019328975

31 July 2021



## ABSTRACT

*The report aims to provide evidence on practicum industrial training fulfilling the subjects of industrial training (IMC690). The report is apportioned into chapters which are the background of the organization, organization information, industrial training activities, industrial training reflection and conclusion. All chapters are described with activities in the foundation of learning goals, vision, and expectations borne within the organization. The practicum concentrates on practice-oriented based tasks with the vision for the application of knowledge, skills, and experience in Perbadanan Perpustakaan Awam Negeri Perak training. The practicum of a 24-week work placement by working under the supervision of an experienced information professional, in the achievement of contribution to the activities of the workplace and meet the same demands of work production and responsibility expected by the organization of its regular employees. Special project of RDA Merging/Conversion Record are conducted with new dynamic skills applied. It is a learning experience in adapting the managerial and technical skills in a library and information environment, to demonstrate experiences in any specific area of interest, evaluate the specific area of interest from a managerial perspective, and display a professional commitment to ethical practice at the industrial workplace.*

(192 words)

**Keywords:** Industrial training, Perbadanan Perpustakaan Awam Negeri Perak, RDA Merging/Conversion Record

## ACKNOWLEDGEMENT

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One and all, I thank you.

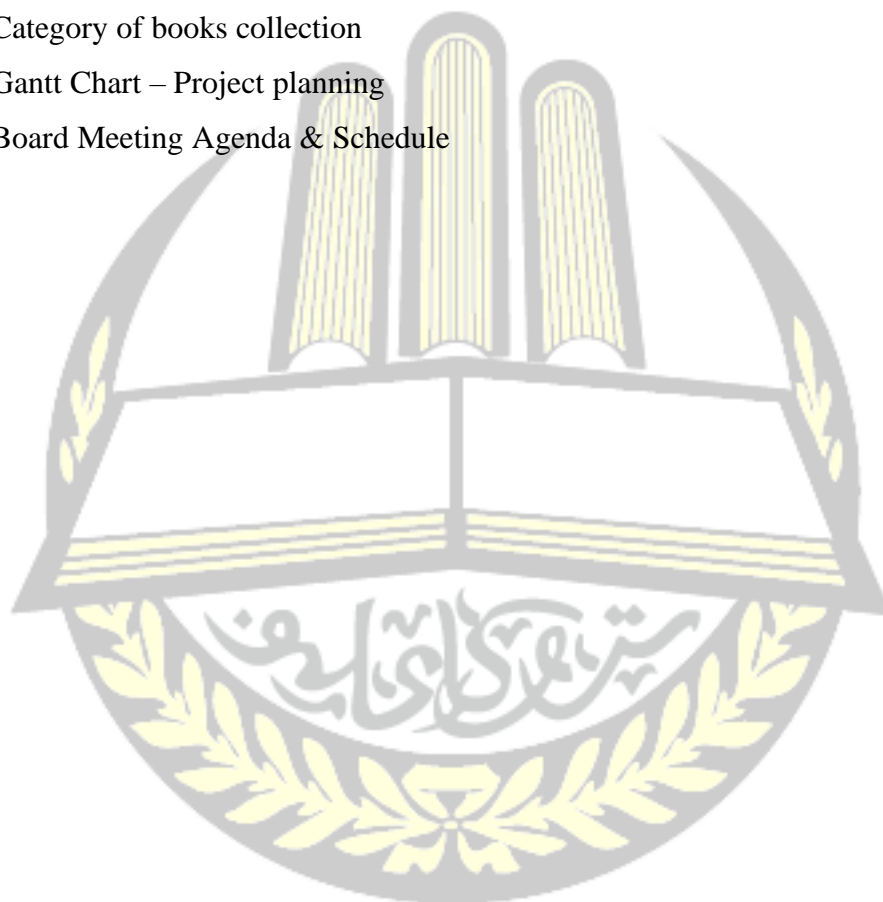
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## LIST OF ABBREVIATIONS

COVID-19	Corona Virus Disease 2019
CMCO	Control Movement Order
ICT	Information Communication Technology
MCO	Control Movement Order
SOP	Standard of Procedure
PPANPk	Perbadanan Perpustakaan Awam Negeri Perak
RDA	Resource Description & Access



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# ***CHAPTER 1:*** **INTRODUCTION**

## **1.0 BACKGROUND OF THE ORGANIZATION**

Perbadanan Perpustakaan Awam Negeri Perak (PPANPk) is a statutory body under the Perak State Government. The library was established under the Public Library Corporation Enactment, Bil.4 on 22 September 1977 – amendment in July 2005. The history commences in 1980, the library was situated at *Bahagian Pentadbiran dan Kewangan, Pejabat Setiausaha Kerajaan Negeri Perak Darul Ridzuan*. In 1983, the conscription of general workers, drivers, and library assistants were assigned to adhere to two (2) mobile library operations. In 1994, the state library was incorporated in the policies and strategies of the Eighth Malaysia Plan (8MP) which is based on the Third Outline Perspective Plan (OPP3) which emphasizes quality development towards achieving developed country status by 2020. The library embarks its service operation in 1996.

The library acted as a key role in endeavours to encourage movements carried out in the entire network of library services in the State of Perak. The intended conditions are productively implemented following the role of the library to certify the engagement of the community in employing the public services and amenities offered. In the age of information technology, facilities information provision by now is moving at ease with the convenience of distinct systems of mass media such as electronic mass media, and the internet is now extensively exploited.

PPANPk vision is “Melahirkan masyarakat termaklum bertersukan ilmu pengetahuan melalui pendidikan sepanjang hayat” and the mission is “Melahirkan masyarakat yang bermaklumat dan berilmu pengetahuan menerusi kegiatan penerokaan dan penjanaan maklumat sebagai persediaan ke arah K-Komuniti. The objective is to create a comprehensive and quality collection for the benefit of society according to current preferences based on the vision of the country, to provide a network of authoritative information services through local, national, and international information networks and others. The library exists to support and encourage research, deliberation, conversation, inspiration, learning and enjoyment of Perak community. It is an equal access provision for all no matter religion, race, ethnicity, sex, or financial status. To accomplish this goal, Perbadanan Perpustakaan Awam Negeri Perak is striving to discover avenues in which to ensure the library programs are more engaging and knowledge by employing excellent public services and amenities offered.



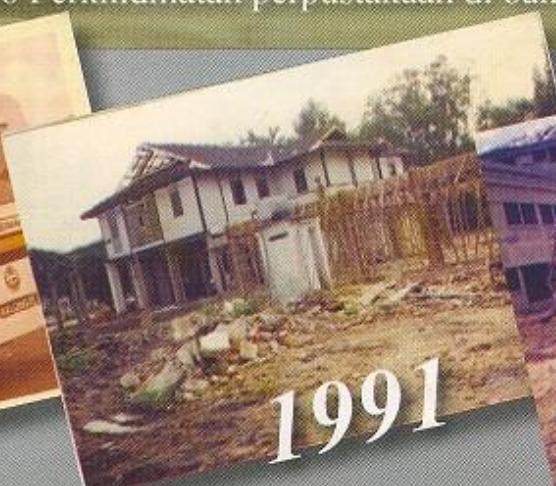
# *'terkenang, semasa dulu...'*

*Perbadanan Perpustakaan Awam Negeri Perak (PPANPk) adalah salah satu dari perbadanan di bawah kerajaan negeri Perak Darul Ridzuan yang ditubuhkan di bawah Enakmen Perbadanan Perpustakaan Awam Negeri Perak Bilangan 4 pada 22 September 1977 – pindaan Julai 2005.*

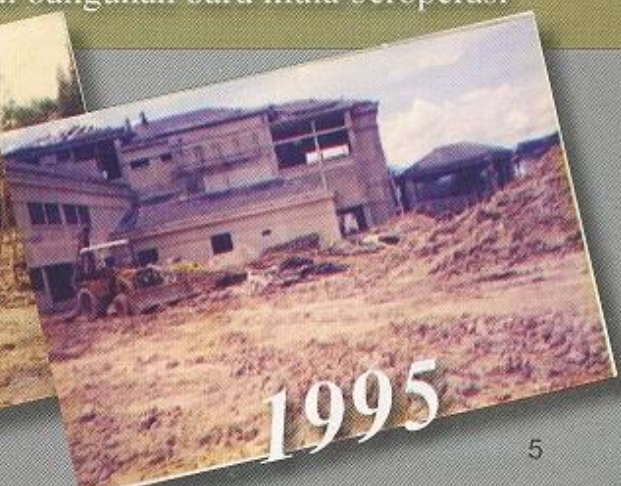
- 1980** Perpustakaan ditempatkan di Bahagian Pentadbiran dan Kewangan, Pejabat Setiausaha Kerajaan Negeri Perak Darul Ridzuan
- 1983**
  - Pengambilan 2 orang Pembantu Am Pejabat, 2 orang Pemandu (tetap) dan 2 orang Pembantu Perpustakaan (sambilan)
  - Permulaan operasi 2 buah Perpustakaan Bergerak
  - Diletakkan di bawah Bahagian Kerajaan Tempatan, Pejabat Setiausaha Kerajaan Negeri Perak Darul Ridzuan
- 1985** Pelantikan seorang Pegawai Ikhtisas bertaraf Pustakawan
- 1989** Perpindahan dari bilik Dewan Undangan Negeri Perak Darul Ridzuan ke bangunan lama Majlis Agama Islam Perak (Baitulmal)
- 1991**
  - Perkhidmatan Skim Pinjaman Buku Berkelompok memulakan perkhidmatan kepada Perpustakaan Asrama Perak, Ipoh
  - Bahagian Teknik telah dipindahkan ke Rumah Kedai di No.62, Jalan Tun Razak, Ipoh
- 1992** Pada Januari 1992, Ibu Pejabat PPANPk telah berpindah ke No. 17, Jalan Raja Dihilir, 30350 Ipoh
- 1994** Pembinaan bangunan utama PPANPk di bawah Rancangan Malaysia Kelapan
- 1996**
  - 1 Mac 1996 Perkhidmatan mula berpindah ke bangunan baru
  - 14 Mac 1996 Perkhidmatan perpustakaan di bangunan baru mula beroperasi



**1985**



**1991**



**1995**

## 1.1 MOTTO, VISION. MISSION AND OBJECTIVES



**PERBADANAN PERPUSTAKAAN AWAM NEGERI PERAK**

# Moto, Visi, Misi dan Objektif

**MOTO**  
'Mantapkan Tradisi, Terokai Teknologi'

**VISI**  
Melahirkan masyarakat termaklum yang berteraskan ilmu pengetahuan melalui pendidikan sepanjang hayat.

**MISI**  
Melahirkan masyarakat yang bermaklumat dan berilmu pengetahuan menerusi kegiatan penerokaan dan penjana maklumat sebagai persediaan kearah K-Komuniti.

**OBJEKTIF**  
Objektif Perbadanan Perpustakaan Awam Negeri Perak adalah untuk:

1. mewujudkan koleksi yang komprehensif lagi bermutu untuk manfaat masyarakat mengikut citarasa semasa berdasarkan wawasan negara;
2. menyediakan rangkaian perkhidmatan maklumat yang berwibawa melalui rangkaian maklumat tempatan, kebangsaan dan antarabangsa;
3. menyediakan prasarana pembacaan awam yang seimbang lagi berkualiti dengan tenaga kerja yang terlatih;
4. mempromosikan kegiatan galangana perpustakaan dan pembudayaan maklumat agar perkhidmatan dapat dimakmurkan dan lebih ekonomik.

*Satu Perpustakaan...Seluas Pengetahuan...*

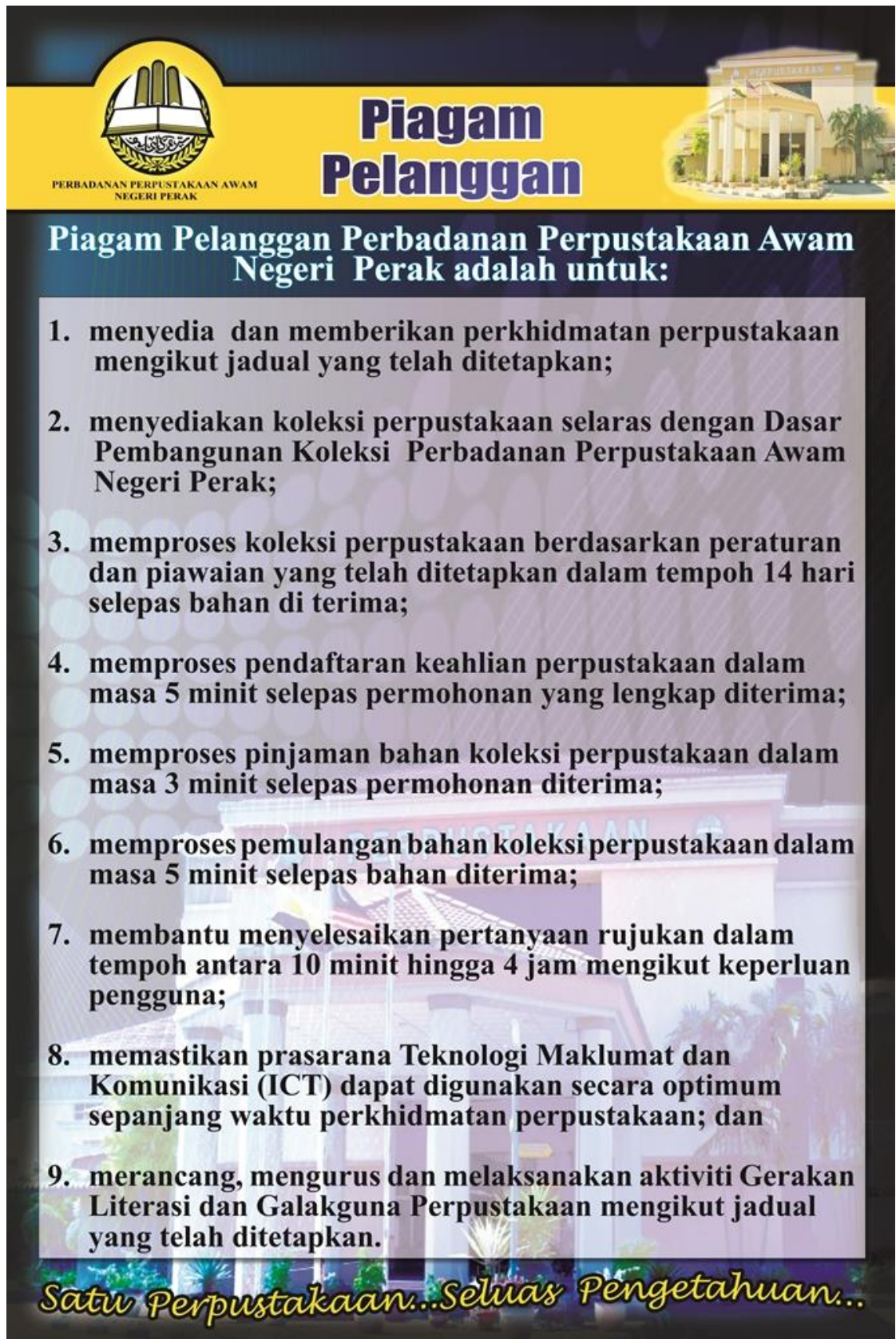
Figure 1: Motto, Vision. Mission And Objectives

## 1.2 ORGANIZATIONAL STRUCTURE



Figure 2: Organizational Structure

### 1.3 LIBRARY'S CLIENT CHARTER



**Piagam Pelanggan**

**Piagam Pelanggan Perbadanan Perpustakaan Awam Negeri Perak adalah untuk:**

1. menyediakan dan memberikan perkhidmatan perpustakaan mengikut jadual yang telah ditetapkan;
2. menyediakan koleksi perpustakaan selaras dengan Dasar Pembangunan Koleksi Perbadanan Perpustakaan Awam Negeri Perak;
3. memproses koleksi perpustakaan berdasarkan peraturan dan piawaian yang telah ditetapkan dalam tempoh 14 hari selepas bahan di terima;
4. memproses pendaftaran keahlian perpustakaan dalam masa 5 minit selepas permohonan yang lengkap diterima;
5. memproses pinjaman bahan koleksi perpustakaan dalam masa 3 minit selepas permohonan diterima;
6. memproses pemulangan bahan koleksi perpustakaan dalam masa 5 minit selepas bahan diterima;
7. membantu menyelesaikan pertanyaan rujukan dalam tempoh antara 10 minit hingga 4 jam mengikut keperluan pengguna;
8. memastikan prasarana Teknologi Maklumat dan Komunikasi (ICT) dapat digunakan secara optimum sepanjang waktu perkhidmatan perpustakaan; dan
9. merancang, mengurus dan melaksanakan aktiviti Gerakan Literasi dan Galakguna Perpustakaan mengikut jadual yang telah ditetapkan.

*Satu Perpustakaan...Seluas Pengetahuan...*

Figure 3: Library's Charter

## 1.4 LIBRARY CLIENT'S CHARTER ACHIEVEMENT

Table 1: Library Client's Charter Achievement

### PENCAPAIAN PIAGAM 2018

BIL	PERKARA	PENCAPAIAN	CATATAN
1	Menyediakan dan memberikan perkhidmatan mengikut jadual yang ditetapkan	Perkhidmatan telah dibuka mengikut jadual sepanjang tahun	1,813,103 jumlah pengunjung telah mengunjungi perkhidmatan dan aktiviti yang telah ditetapkan
2	Memproses permohonan keahlian dalam masa 5 minit selepas menerima permohonan yang lengkap	Masa memproses dilaksanakan mengikut masa yang ditetapkan	8,300 jumlah keahlian baru
3	Memproses bahan pinjaman dalam masa 3 minit selepas permohonan diterima	Masa memproses dilaksanakan mengikut masa yang ditetapkan	234,870 jumlah buku yang telah dipinjamkan
4	Memproses pemulangan bahan dalam masa 5 minit selepas bahan diterima	Masa memproses dilaksanakan mengikut masa yang ditetapkan	98.7% daripada jumlah buku dipinjamkan telah dipulangkan
5	Membantu menyelesaikan pertanyaan rujukan dalam tempoh 10 minit hingga 4 jam mengikut keperluan pengguna	Berjaya dilaksanakan mengikut tempoh yang ditetapkan	357 jumlah pertanyaan rujukan telah diselesaikan
6	Merancang, mengurus dan melaksanakan aktiviti Gerakan Literasi dan Galak Guna Perpustakaan mengikut jadual yang ditetapkan	Berjaya mencapai sasaran	2,731 jumlah aktiviti yang telah diadakan dan 897,626 jumlah peserta telah menyertai aktiviti
7	Menyediakan koleksi perpustakaan selaras dengan Dasar Pengurusan Pembangunan Koleksi	Berjaya mencapai sasaran	1,079,436 jumlah perolehan koleksi
8	Memastikan prasana Teknologi Maklumat dan Komunikasi (ICT) dapat digunakan secara optimum sepanjang waktu perkhidmatan	Kesemua perkhidmatan telah dilengkapi dengan kemudahan internet	92,697 pengguna telah menggunakan perkhidmatan wi-fi dan komputer
9	Memproses koleksi perpustakaan berdasarkan peraturan dan piawaian yang telah ditetapkan dalam tempoh 40 hari selepas bahan diterima	Koleksi berjaya diproses dalam tempoh yang ditetapkan	1,079,436 jumlah koleksi yang telah diproses

\* Pencapaian Piagam Pelanggan PPANPk disediakan setiap setahun sekali

## 1.5 LIBRARY'S REGULATIONS

### *Library's Regulations*

1. It is not allowed to eat, drink, smoke, spit, listen to Walkman, and use a mobile phone in the library.
2. Users/library patrons must dress neatly and decently. Users who wear and short skirts or wear sleeveless clothes are prohibited from entering the library (Children are excluded).
3. Any textbooks or private references to be brought into the library must obtain prior permission from the library staff on duty.
4. Adult users are not allowed to enter or read in the children's library.
5. Users/library patrons especially teenagers, are prohibited from doing indecent things.
6. Users/library patrons are prohibited from changing the layout of furniture or equipment in the library.
7. Users/library patrons are not allowed to speak loudly to disturb other users.
8. It is not allowed to take pictures in the library without permission.
9. The lights will be turned off 15 minutes before closing time and all users must leave the library.
10. Officers and staff have the right to prevent users who do not comply with the prescribed library rules.

## 1.6 OPERATION HOURS

Table 2: PPANPk Operation Hours

Monday – Friday	9.00 am – 6.00 pm
Saturday – Sunday	9.00 am – 5.30 pm
<i>Close on public holiday</i>	

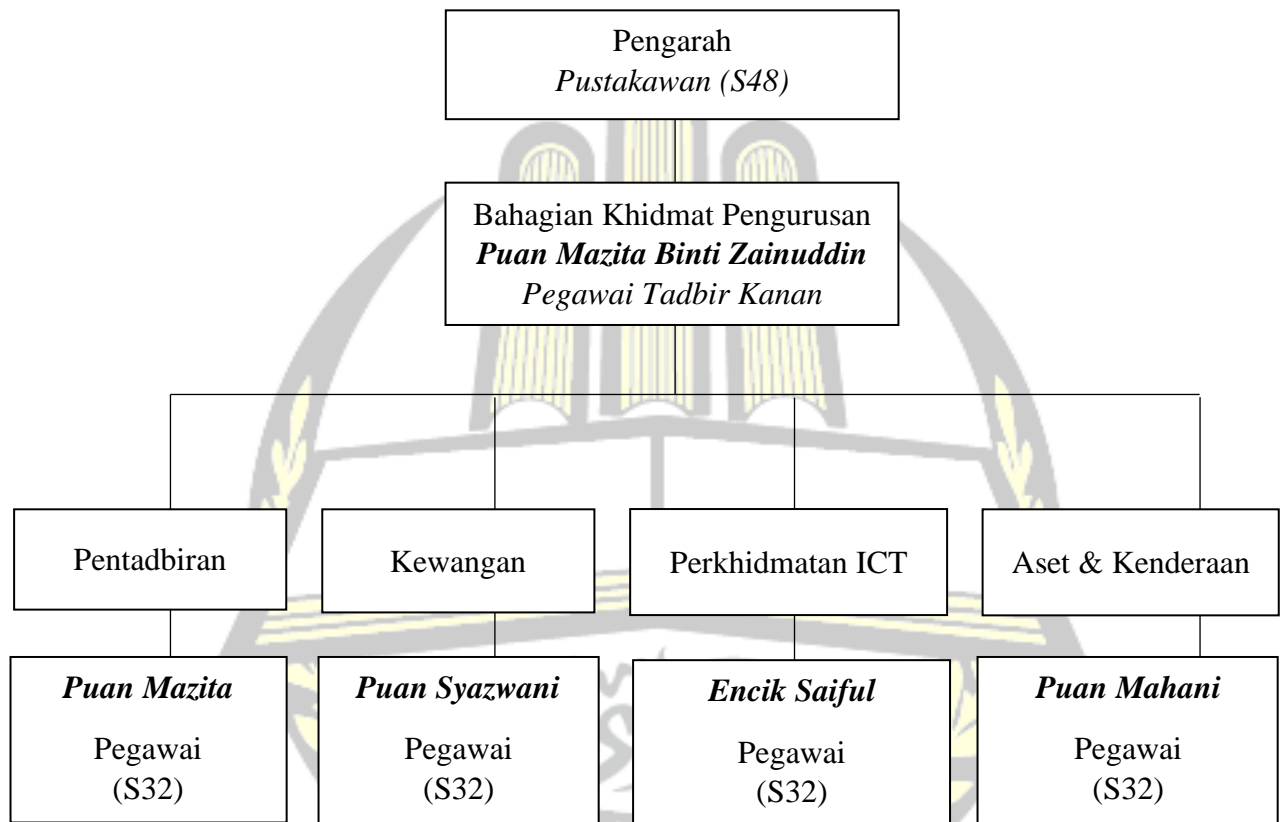


## ***CHAPTER 2:*** **ORGANIZATION INFORMATION**

## 2.1 DEPARTMENTAL STRUCTURE



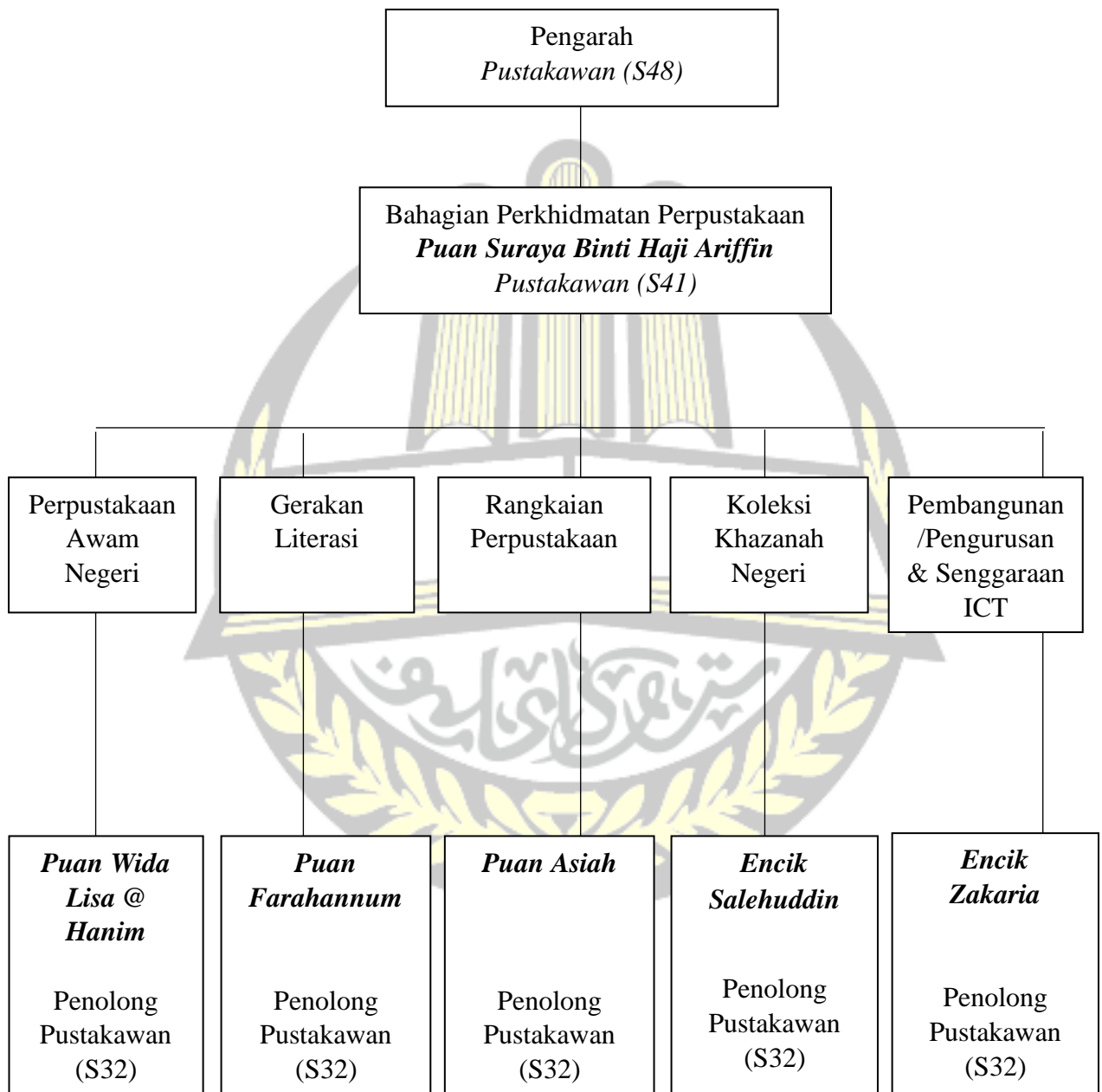
### ORGANIZATION CHART BAHAGIAN KHIDMAT PENGURUSAN





## ORGANIZATION CHART

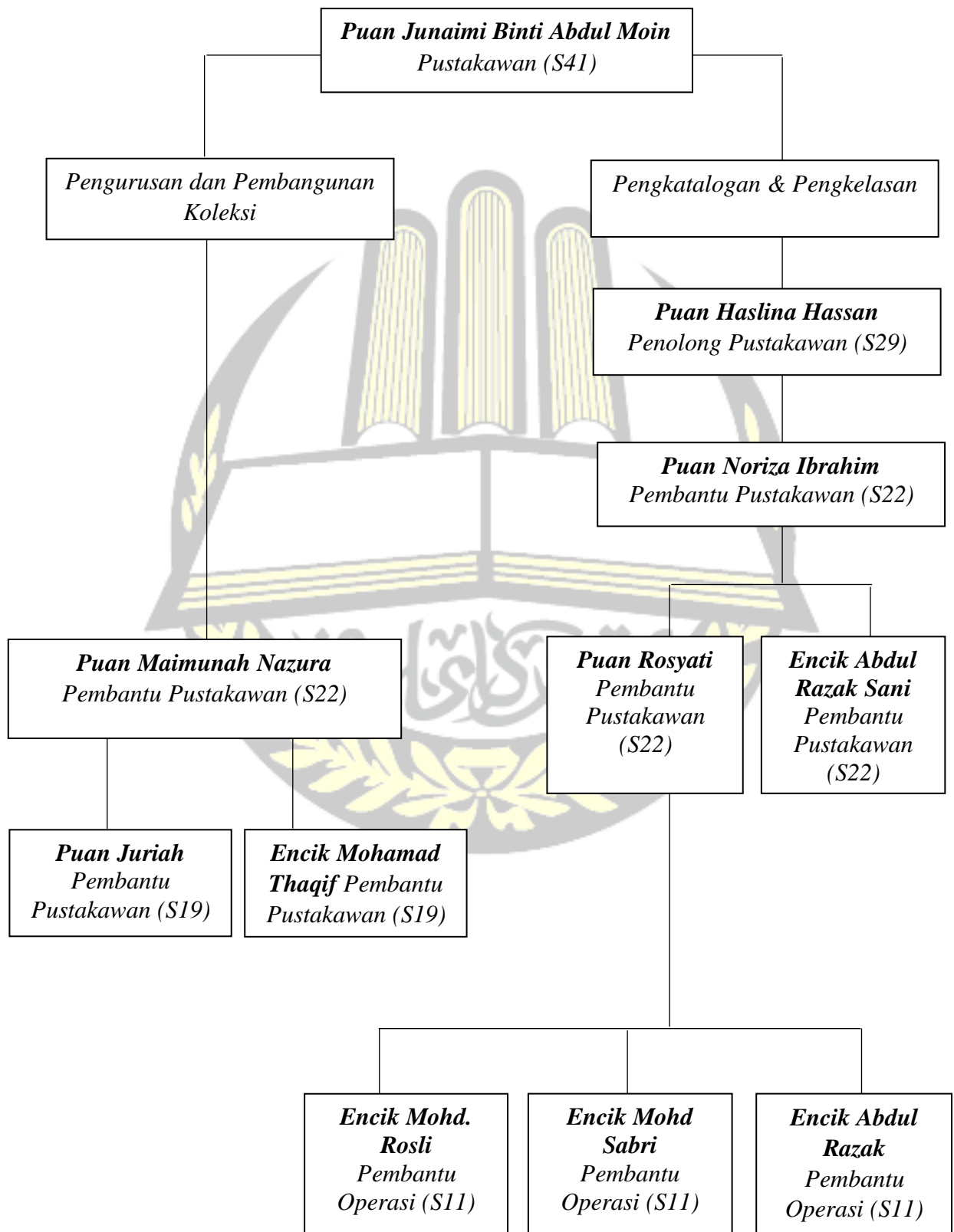
### BAHAGIAN PERKHIDMATAN PERPUSTAKAAN





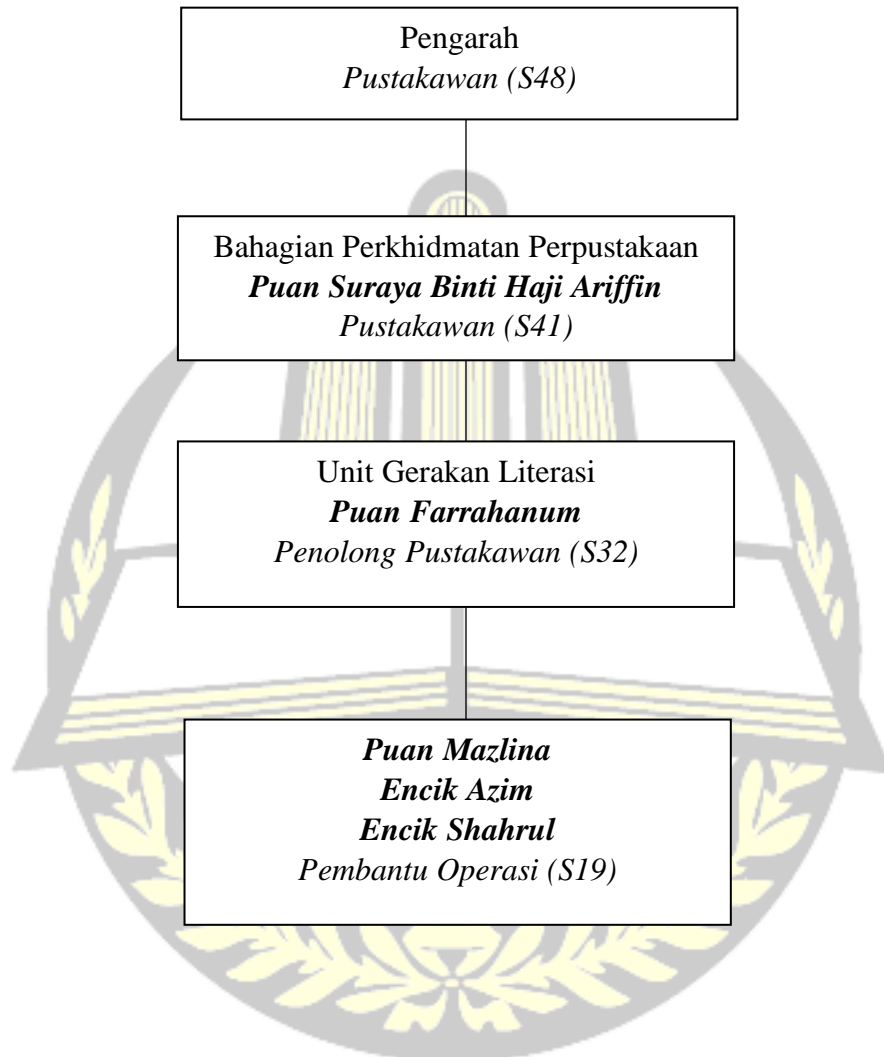
## ORGANIZATION CHART

### BAHAGIAN PENDOKUMENTASIAN DAN TEKNIKAL



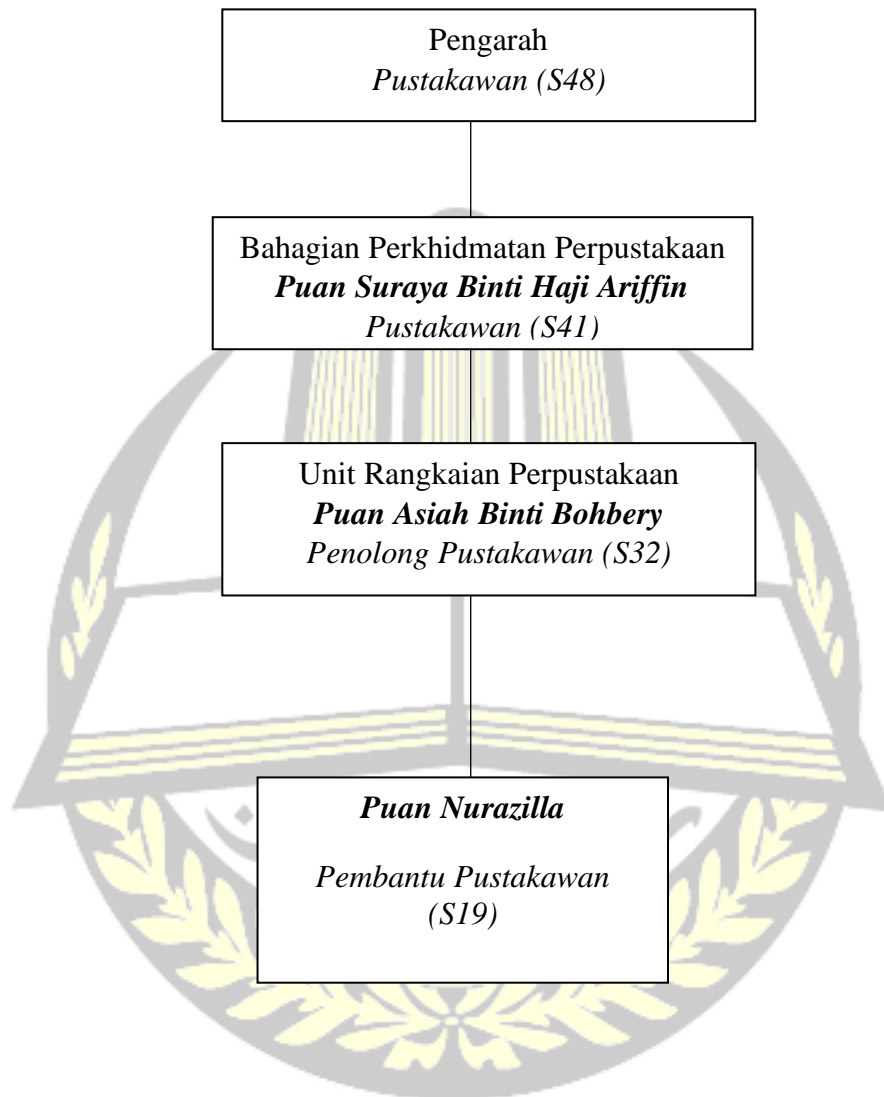


**ORGANIZATION CHART**  
**UNIT GERAKAN LITERASI**



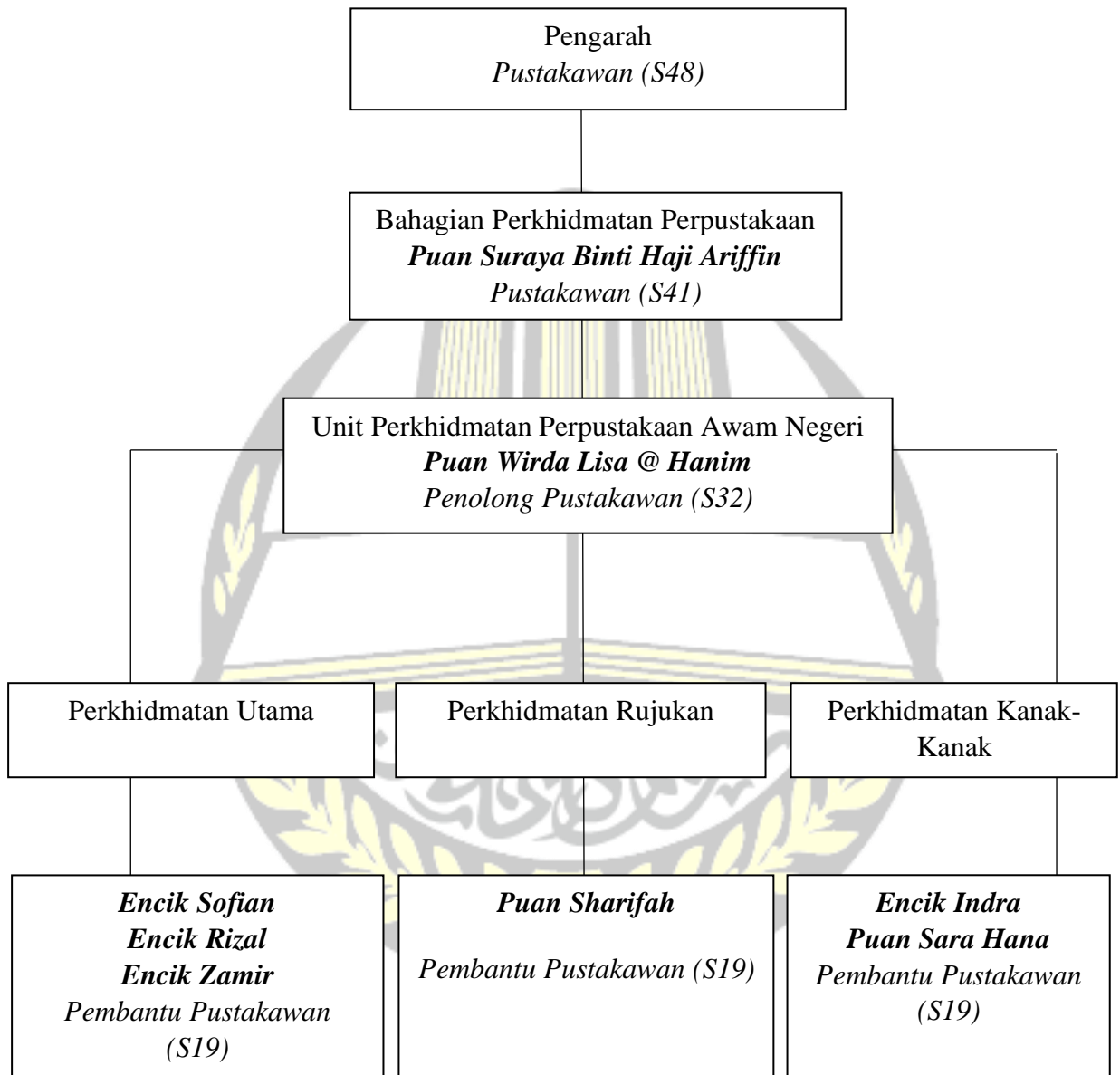


**ORGANIZATION CHART**  
**UNIT RANGKAIAN PERPUSTAKAAN**



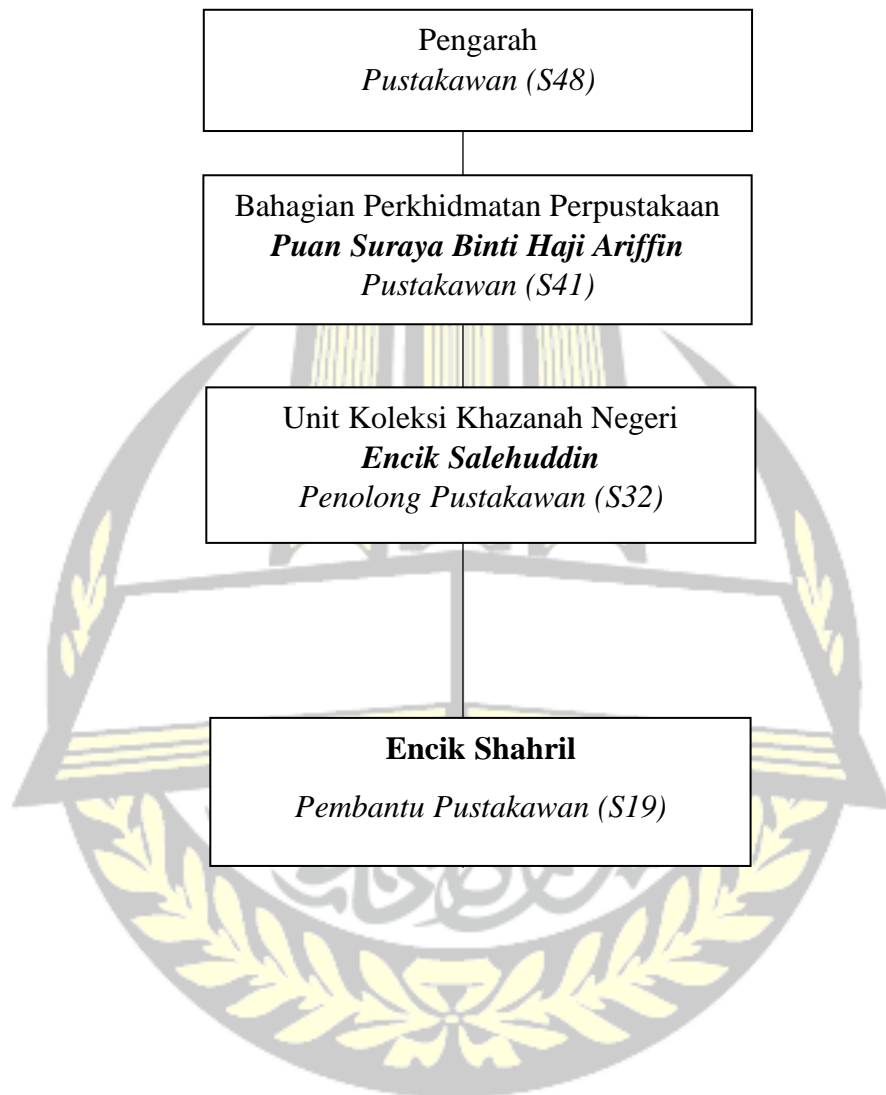


**ORGANIZATION CHART**  
**UNIT PERPUSTAKAAN AWAM NEGERI**



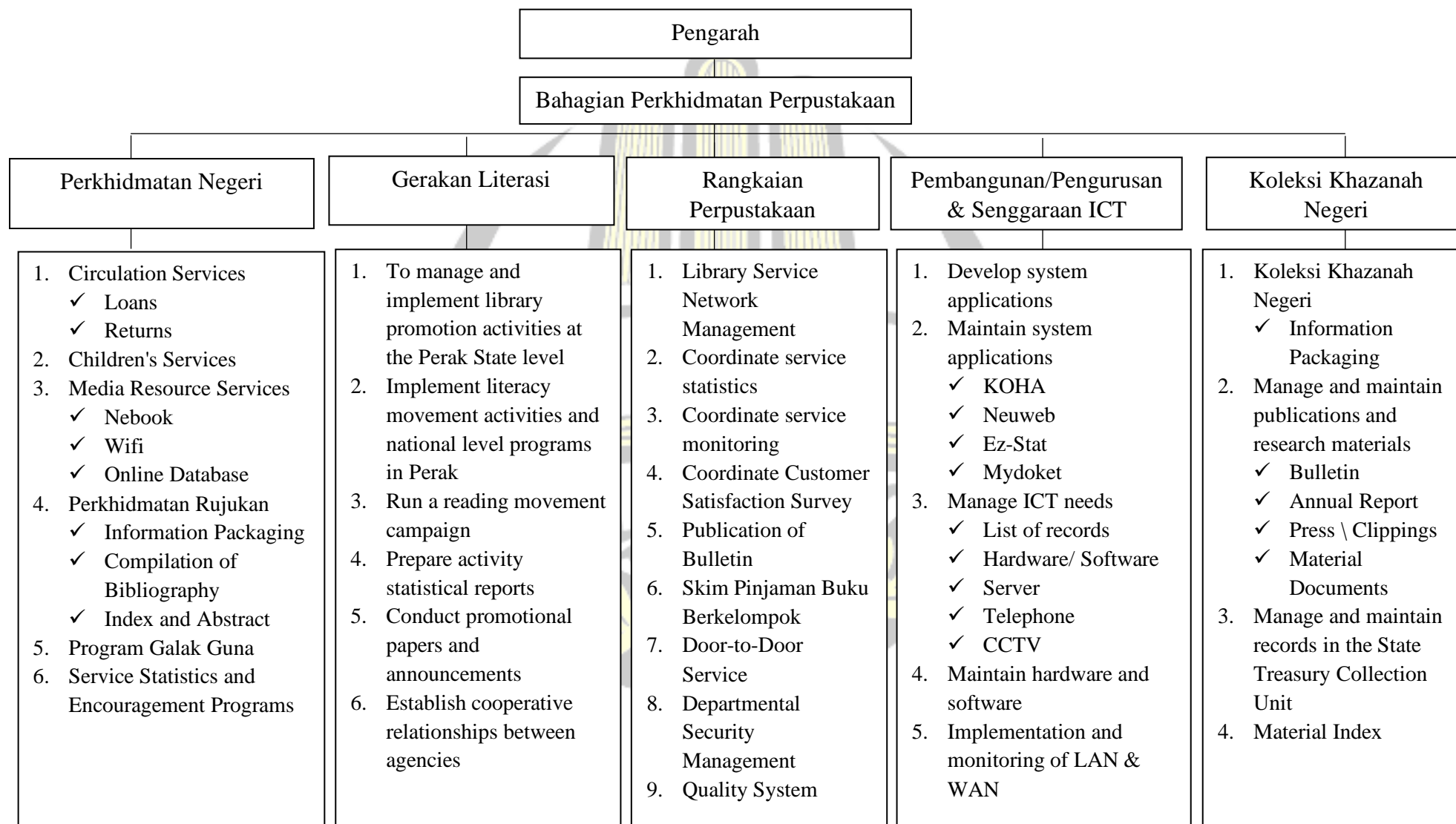


**ORGANIZATION CHART**  
**UNIT KOLEKSI KHAZANAH NEGERI**

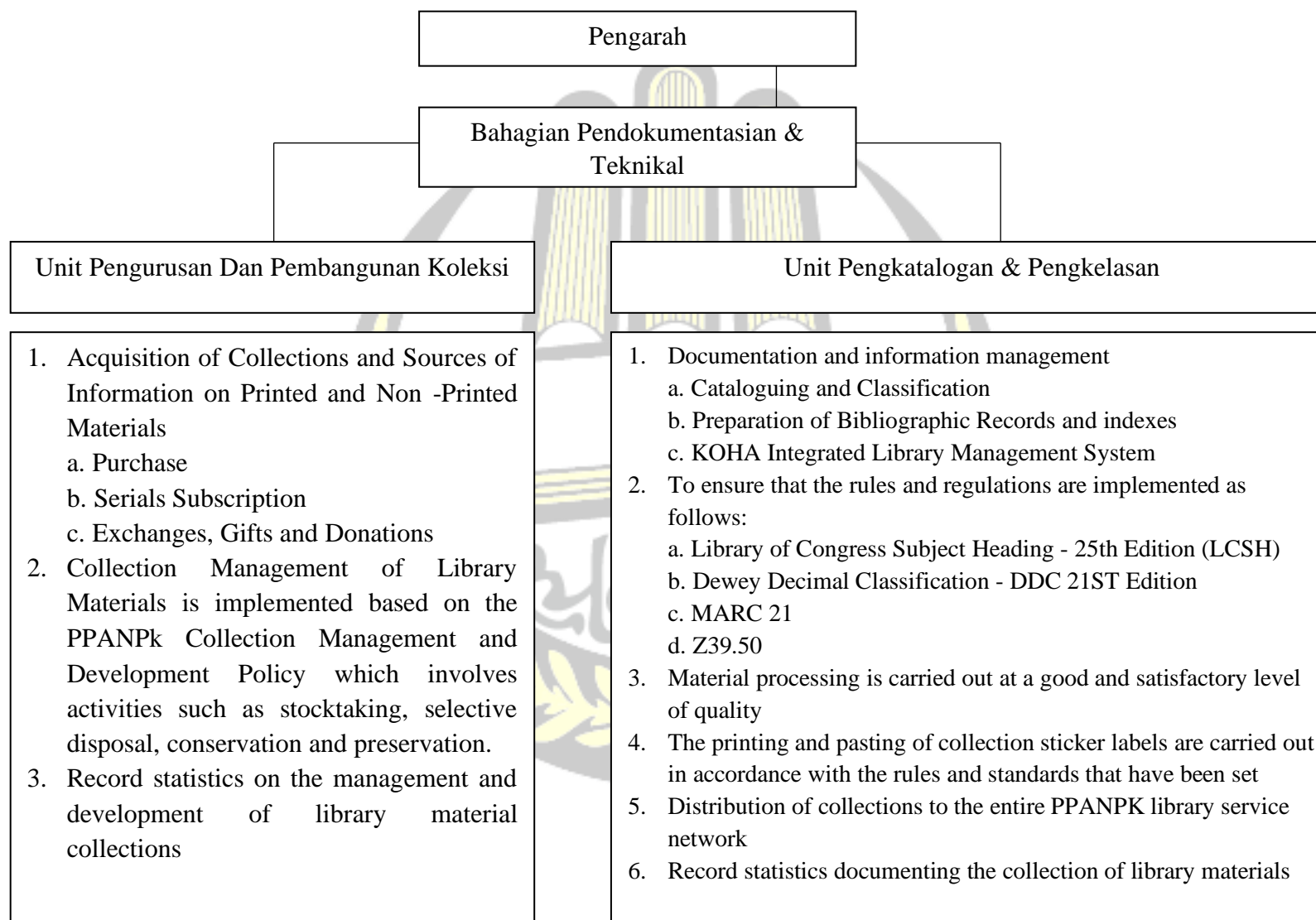


## 2.2 DEPARTMENT FUNCTION

### DEPARTMENT FUNCTION BAHAGIAN PERKHIDMATAN PERPUSTAKAAN



## DEPARTMENT FUNCTION BAHAGIAN PENDOKUMENTASIAN DAN TEKNIKAL



## 2.3 PPANPK INFORMATION

List of libraries govern by Perbadanan Perpustakaan Awam Negeri Perak are as follows:

<b>SENARAI PERKHIDMATAN PERBADANAN PERPUSTAKAAN NEGERI PERAK</b>	
<b>NAMA/ ALAMAT</b>	<b>NO. TELEFON/E-MAIL</b>
PERBADANAN PERPUSTAKAAN AWAM NEGERI PERAK No. 17, Jalan Raja DiHilir 30350 Ipoh Perak Darul Ridzuan Laman Web : <a href="http://www.ppanpk.gov.my">http://www.ppanpk.gov.my</a>	Tel :05-2491888 Faks :05-2491887 E-mail : ppanpk.gov.my
<b>ZON 1 (DAERAH KINTA DAN KAMPAR)</b>	
1. Perpustakaan Awam Batu Gajah Jalan Hj. Abdul Wahab Changkat 31000 Batu Gajah Perak Darul Ridzuan	05-3663086 <a href="mailto:pa_btgajah@ppanpk.gov.my">pa_btgajah@ppanpk.gov.my</a> <a href="http://pabatugajah01.multiply.com">http://pabatugajah01.multiply.com</a>
2. Perpustakaan Desa Batu Enam Lot 3, Kg. Tersusun Batu 6 31150 Ulu Kinta Perak Darul Ridzuan	05-5493100 <a href="mailto:pd_batu6@ppanpk.gov.my">pd_batu6@ppanpk.gov.my</a> <a href="http://pdbt.multiply.com">http://pdbt.multiply.com</a>
3. Perp. Masyarakat Kg. Tengku Hussein Kampung Tengku Hussein 30020 Ipoh Perak Darul Ridzuan	05-2320001 <a href="mailto:pd_tghussein@ppanpk.gov.my">pd_tghussein@ppanpk.gov.my</a> <a href="http://pdthussein.multiply.com">http://pdthussein.multiply.com</a>
4. Perpustakaan Desa Manjoi Kampung Baru Manjoi 30020 Ipoh Perak Darul Ridzuan	05-5260494 <a href="mailto:pd_manjoi@ppanpk.gov.my">pd_manjoi@ppanpk.gov.my</a> <a href="http://pdmanjoi2008.multiply.com">http://pdmanjoi2008.multiply.com</a>
5. Perpustakaan Masyarakat PGA Tingkat Bawah, Blok O Kem PGA 31150 Ulu Kinta Perak Darul Ridzuan	05-5170002/05-5406673 <a href="mailto:pm_pgakinta@ppanpk.gov.my">pm_pgakinta@ppanpk.gov.my</a> <a href="http://pmpga.multiply.com">http://pmpga.multiply.com</a>
6. Perpustakaan Desa Sg. Raia Balai Penghulu Mukim Sg. Raia 31300 Kg. Kepayang Perak Darul Ridzuan	05-3574564 <a href="mailto:pd_sgraia@ppanpk.gov.my">pd_sgraia@ppanpk.gov.my</a> <a href="http://pdsungairaia.multiply.com">http://pdsungairaia.multiply.com</a>
7. Perp. Masyarakat Chepor No. 1, Kg. RPT Chepor 31200 Chemor Perak Darul Ridzuan	05-2911978 <a href="mailto:pd_chepor@ppanpk.gov.my">pd_chepor@ppanpk.gov.my</a> <a href="http://pmrptchepor.multiply.com">http://pmrptchepor.multiply.com</a>

Figure 4: Zone 1 (Daerah Kinta & Kampar)

8.	Perp.Masyarakat Taman Meru Jalan Taman Meru Jelapang 30020 Ipoh Perak Darul Ridzuan	05-5285969 pm_meru@ppanpk.gov.my <a href="http://pmmeru.multiply.com">http://pmmeru.multiply.com</a>
9.	Perpustakaan Desa Kg. Kuala Dipang Jalan Kuala Dipang Lama Kuala Dipang 31850 Jeram Perak Darul Ridzuan	017-4840015 pd_kdipang@ppanpk.gov.my <a href="http://pdkd.multiply.com">http://pdkd.multiply.com</a>
10.	Perpustakaan Desa GPMS Kampung Gunung Mesah Hilir 31600 Gopeng Perak Darul Ridzuan	05-3597681 pd_gunungmasah@ppanpk.gov.my <a href="http://pdgpms.multiply.com">http://pdgpms.multiply.com</a>
<b>ZON 2 (DAERAH LARUT MATANG DAN SELAMA)</b>		
11.	Perpustakaan Awam Taiping No. 264, Jalan Kota 34000 Taiping Perak Darul Ridzuan	05-8088014(T) 05-8088015(F) pa_taiping@ppanpk.gov.my <a href="http://pataiping.multiply.com">http://pataiping.multiply.com</a>
12.	Perpustakaan Awam Selama Jalan Pasar 34100 Selama Perak Darul Ridzuan	05-8393149 pa_selama@ppanpk.gov.my <a href="http://paselama.multiply.com">http://paselama.multiply.com</a>
13.	Perpustakaan Desa Kampung Yaman Batu 20 34500 Batu Kurau Perak Darul Ridzuan	05-8889100 pd_yaman@ppanpk.gov.my <a href="http://pdyaman.multiply.com">http://pdyaman.multiply.com</a>
14.	Perpustakaan Desa Gugusan Sempeneh Kampung Sempeneh Cempaka 34500 Batu Kurau Perak Darul Ridzuan	05-7180006 pd_sempenih@ppanpk.gov.my <a href="http://pdsempenih.multiply.com">http://pdsempenih.multiply.com</a>
15.	Perpustakaan Desa Kg. Padang Gajah Mukim Sungai Tinggi Padang Gajah 34000 Trong Perak Darul Ridzuan	05-8545862 pd_pdggajah@ppanpk.gov.my <a href="http://pdpdggajah.multiply.com">http://pdpdggajah.multiply.com</a>
16.	Perpustakaan Desa Aulong Jalan Pasar Aulong 34000 Taiping Perak Darul Ridzuan	017-4840005 pd_aulong@ppanpk.gov.my <a href="http://pdaulong.multiply.com">http://pdaulong.multiply.com</a>
17.	Perpustakaan Desa Siber Ilmu Kg. Jana Lorong 4, Kg. Jana Baru 34600 Kamunting Taiping, Perak Darul Ridzuan	05-8078401 pdsi_jana@ppanpk.gov.my <a href="http://pdsijana.multiply.com">http://pdsijana.multiply.com</a>

Figure 5: Zone 2 (Daerah Larut Matang &amp; Selama)

18.	Perpustakaan Desa Sg. Tinggi d/a Masjid Jamek Sg. Tinggi 34800 Trong Perak Darul Ridzuan	05-8544258 <a href="mailto:pd_sgtinggi@ppanpk.gov.my">pd_sgtinggi@ppanpk.gov.my</a> <a href="http://pdsjtinggi.multiply.com">http://pdsjtinggi.multiply.com</a>
19.	Perpustakaan Desa Siber Ilmu Bagan Baru 34510 Ijok Batu Kurau Perak Darul Ridzuan	05-8310007 <a href="mailto:pd_ijok@ppanpk.gov.my">pd_ijok@ppanpk.gov.my</a> <a href="http://pdijok.multiply.com">http://pdijok.multiply.com</a>
20.	Perpustakaan Desa Batu Kurau Kampung Baru 34500 Batu Kurau	05-8883013 <a href="mailto:pd_batukurau@ppanpk.gov.my">pd_batukurau@ppanpk.gov.my</a> <a href="http://pdbatukurau.multiply.com">http://pdbatukurau.multiply.com</a>
21.	Perpustakaan Desa Bukit Bertam Kampung Bukit Bertam 34500 Batu Kurau	05-8301016 <a href="mailto:pd_bktbertam@ppanpk.gov.my">pd_bktbertam@ppanpk.gov.my</a> <a href="http://pdbktbertam.multiply.com">http://pdbktbertam.multiply.com</a>
22.	Perpustakaan Desa Bukit Gantang Dewan Perpustakaan Awam Jalan Kuala Kangsar 34850 Changkat Jering	05-8553826 <a href="mailto:pd_bktgantang@ppanpk.gov.my">pd_bktgantang@ppanpk.gov.my</a> <a href="http://pdbktgantang.multiply.com">http://pdbktgantang.multiply.com</a>
<b>ZON 3 (DAERAH HILIR PERAK DAN BATANG PADANG)</b>		
23.	Perpustakaan Awam Teluk Intan Lot 853, Jalan Selat 36000 Teluk Intan Perak Darul Ridzuan	05-6222018 <a href="mailto:pa_telukintan@ppanpk.gov.my">pa_telukintan@ppanpk.gov.my</a> <a href="http://aishams78.multiply.com">http://aishams78.multiply.com</a>
24.	Perpustakaan Awam Tapah Jalan Bukit Baldwin 35000 Tapah Perak Darul Ridzuan	05-4014463 <a href="mailto:pa_tapah@ppanpk.gov.my">pa_tapah@ppanpk.gov.my</a> <a href="http://pactapah.multiply.com">http://pactapah.multiply.com</a>
25.	Perpustakaan Desa Gugusan Felda Trolak Felda Trolak Selatan 35600 Sungkai Perak Darul Ridzuan	017-4840011 <a href="mailto:pd_trolak@ppanpk.gov.my">pd_trolak@ppanpk.gov.my</a> <a href="http://trolak.mutiplay.com">http://trolak.mutiplay.com</a>
26.	Perpustakaan Desa Bagan Datoh RPA 2, Perumahan Awam Bagan Datoh 36100 Bagan Datoh Perak Darul Ridzuan	017-4840014 <a href="mailto:pd_bdatoh@ppanpk.gov.my">pd_bdatoh@ppanpk.gov.my</a> <a href="http://pdbdatoh.multiply.com">http://pdbdatoh.multiply.com</a>
27.	Perpustakaan Desa Felda Besout Felda Gunung Besout Satu 35600 Sungkai Perak Darul Ridzuan	017-4840012 <a href="mailto:pd_besout@ppanpk.gov.my">pd_besout@ppanpk.gov.my</a> <a href="http://pdbesout.multiply.com">http://pdbesout.multiply.com</a>

Figure 6: Zone 3 (Daerah Hilir Perak &amp; Batang Padang)

28.	Perpustakaan Desa Ldg. Kuala Perak Batu 21 36200 Selekoh Perak Darul Ridzuan	pd_kualaperak@ppanpk.gov.my <a href="http://pdlkp.multiply.com">http://pdlkp.multiply.com</a>
29.	Perpustakaan Desa Slim Village Balai Penghulu Slim Village 35800 Slim Village Perak Darul Ridzuan	05-4523100 pd_slim@ppanpk.gov.my <a href="http://slimvillage.multiply.com">http://slimvillage.multiply.com</a>
30.	Perpustakaan Desa Kg. Rungkup Kecil Rungkup Kecil 36100 Bagan Datoh Perak Darul Ridzuan	pd_rungkup@ppanpk.gov.my <a href="http://rungkup.multiply.com">http://rungkup.multiply.com</a>
31.	Perpustakaan Desa Siber Ilmu Sg. Sumun PT 7, Batu 12 Jalan Bagan Datoh 36300 Sg. Sumun Perak Darul Ridzuan	05-6486946 pd_ssumun@ppanpk.gov.my <a href="http://pdsigsumun.multiply.com">http://pdsigsumun.multiply.com</a>
32.	Perpustakaan Desa Siber Ilmu Kg. Chikus Balai Penghulu 36750 Chikus Perak Darul Ridzuan	017-4840013 pd_chikus@ppanpk.gov.my <a href="http://pdchikus.multiply.com">http://pdchikus.multiply.com</a>
33.	Perpustakaan Desa Kg. Cegar Bidor Jalan Sungkai 35500 Bidor Perak Darul Ridzuan	05-4347786 pd_cegarbidor@ppanpk.gov.my <a href="http://pdcegar.multiply.com">http://pdcegar.multiply.com</a>
<b>ZON 4 (DAERAH HULU PERAK DAN KUALA KANGSAR)</b>		
34.	Perpustakaan Awam Kuala Kangsar Jalan Istana 33000 Kuala Kangsar Perak Darul Ridzuan	05-7773986 pa_kk@ppanpk.gov.my <a href="http://packualakangsar.multiply.com">http://packualakangsar.multiply.com</a>
35.	Perpustakaan Awam Gerik Jalan Sultan Abdul Aziz 33300 Gerik Perak Darul Ridzuan	05-7912611 pa_gerik@ppanpk.gov.my <a href="http://pagerik.multiply.com">http://pagerik.multiply.com</a>
36.	Perpustakaan Awam Padang Rengas Padang Rengas 37000 Padang Rengas Perak Darul Ridzuan	05-7584655 pa_pdgrengas@ppanpk.gov.my <a href="http://papdgrengas.multiply.com">http://papdgrengas.multiply.com</a>
37.	Perpustakaan Desa Kuak Mukim Durian Pipit, Pekan Kuak 33030 Lenggong Perak Darul Ridzuan	05-7673100 pd_kuak@ppanpk.gov.my <a href="http://pdkuak.multiply.com">http://pdkuak.multiply.com</a>

Figure 7: Zone 4 (Daerah Hulu Perak &amp; Kuala Kangsar)

38.	Perpustakaan Desa Felda Lasah Felda Lasah 31120 Sg. Siput Perak Darul Ridzuan	017-4840000 pd_feldalasah@ppanpk.gov.my <a href="http://pdfeldalasah.multiply.com">http://pdfeldalasah.multiply.com</a>
39.	Perpustakaan Desa Felda Bersia Felda Bersia 33320 Gerik Perak Darul Ridzuan	017-4840003 pd_bersia@ppanpk.gov.my <a href="http://pdfeldabersia.multiply.com">http://pdfeldabersia.multiply.com</a>
40.	Perpustakaan Desa Kerunai Kampung Kerunai 33310 Gerik Perak Darul Ridzuan	05-3769100 pd_kerunai@ppanpk.gov.my <a href="http://pdkgkerunai.multiply.com">http://pdkgkerunai.multiply.com</a>
41.	Perpustakaan Desa Kg. Gelok Kampung Gelok 33400 Lenggong Perak Darul Ridzuan	05-7630004 pd_gelok@ppanpk.gov.my <a href="http://pdgelok.multiply.com">http://pdgelok.multiply.com</a>
42.	Perpustakaan Desa Karai Dewan Jalan Besar Kawasan Pekan 33600 Enggor Perak Darul Ridzuan	05-7578727 pd_karai@ppanpk.gov.my <a href="http://pdkarai.multiply.com">http://pdkarai.multiply.com</a>
43.	Perpustakaan Desa Siber Ilmu Kg. Kati 33020 Kuala Kangsar Perak Darul Ridzuan	05-7520163 pdsi_kati@ppanpk.gov.my <a href="http://pdsikati.multiply.com">http://pdsikati.multiply.com</a>
<b>ZON 5 (DAERAH PERAK TENGAH DAN MANJUNG)</b>		
44.	Perpustakaan Awam Seri Iskandar Bandar Seri Iskandar 32610 Bandar Seri Iskandar Perak Darul Ridzuan	05-3711445 pasi@ppanpk.gov.my <a href="http://pemantau.multiply.com">http://pemantau.multiply.com</a>
45.	Perpustakaan Awam Kg. Gajah Kampung Gajah 36800 Kg. Gajah Perak Darul Ridzuan	05-6312599 pd_kggajah@ppanpk.gov.my <a href="http://pdkggajah.multiply.com">http://pdkggajah.multiply.com</a>
46.	Perpustakaan Awam Pekan Pangkor Jalan Pasir Bogak 32300 Pulau Pangkor Perak Darul Ridzuan	05-6854062 pa_pangkor@ppanpk.gov.my <a href="http://pdpangkor.multiply.com">http://pdpangkor.multiply.com</a>
47.	Perpustakaan Awam Sitiawan Jalan Dato' Hj. Yunus 32000 Sitiawan Perak Darul Ridzuan	05-6912588 pa_sitiawan@ppanpk.gov.my <a href="http://pasitiawan.multiply.com">http://pasitiawan.multiply.com</a>

Figure 8: Zone 5 (Daerah Perak Tengah &amp; Manjung)

48.	Perpustakaan Desa Felcra Seb. Perak Bandar Baru Seberang Perak Seberang Perak, 36800 Kg. Gajah Perak Darul Ridzuan	017-4840017 pd_sbrperak@ppanpk.gov.my <a href="http://pdsbrperak.multiply.com">http://pdsbrperak.multiply.com</a>
49.	Perpustakaan Desa Lekir Batu 10, Lekir 32000 Sitiawan Perak Darul Ridzuan	05-6793524 pd_lekir@ppanpk.gov.my <a href="http://pdlekir.multiply.com">http://pdlekir.multiply.com</a>
50.	Perpustakaan Desa Bota Kanan (Bersebelahan Balai Penghulu) Bota Kanan, 32600 Bota Kanan Perak Darul Ridzuan	05-3765910 pd_botakanan@ppanpk.gov.my <a href="http://pdbota.multiply.com">http://pdbota.multiply.com</a>
51.	PD Siber Pasir Panjang Laut 32000 Sitiawan Perak Darul Ridzuan	05-6880100 pdsi_pplaut@ppanpk.gov.my <a href="http://pdsipplaut.multiply.com">http://pdsipplaut.multiply.com</a>
52.	Perpustakaan Desa Parit Jalan Hj Wahab 32800 Parit Perak Darul Ridzuan	05-3771711 pd_parit@ppanpk.gov.my <a href="http://parit01.multiply.com">http://parit01.multiply.com</a>
<b>ZON 6 (DAERAH KERIAN)</b>		
54.	Perpustakaan Awam Bagan Serai Jalan Raja Syed Tauphy 34300 Bagan Serai Perak Darul Ridzuan	05-7215514 pa_bgserai@ppanpk.gov.my <a href="http://pabgnserai.multiply.com">http://pabgnserai.multiply.com</a>
55.	Perpustakaan Awam Parit Buntar Jalan Pejabat 34200 Parit Buntar Perak Darul Ridzuan	05-7165364 pa_pbuntar@ppanpk.gov.my <a href="http://papbuntar.multiply.com">http://papbuntar.multiply.com</a>
56.	Perpustakaan Desa Bukit Merah Mukim Beriah 34300 Bagan Serai Perak Darul Ridzuan	05-8710009 pd_bmerah@ppanpk.gov.my <a href="http://pdbmerah.multiply.com">http://pdbmerah.multiply.com</a>
57.	Perp. Desa Siber Ilmu Kg. Raja Bashah No. 15703 Kampung Tersusun Raja Bashah 34350 Kuala Kurau Perak Darul Ridzuan	05-7277918 pd_rajabashah@ppanpk.gov.my <a href="http://pdrajabashah.multiply.com">http://pdrajabashah.multiply.com</a>

Figure 9: Zone 6 (Daerah Kerian)

### 2.3.1 PPANPK BUILDING & ADDRESS

The headquarter is stationed at address No. 17, Jalan Raja Di Hilir, 30350 Ipoh, Perak Darul Ridzuan. The building is apportioned into the main library building and the administration of office building. The main library is built for the purpose to serve the needs of a diverse service population and the local community which included consideration in design criteria to meet their target audience needs such as easy access into the building, adequate lighting, space for children and adults, etc. The administration office building is detached from the library building with an aim for administrative support spaces. The admin/office building incorporates several space types to meet the needs of staff and visitors of the library for administrative purposes.

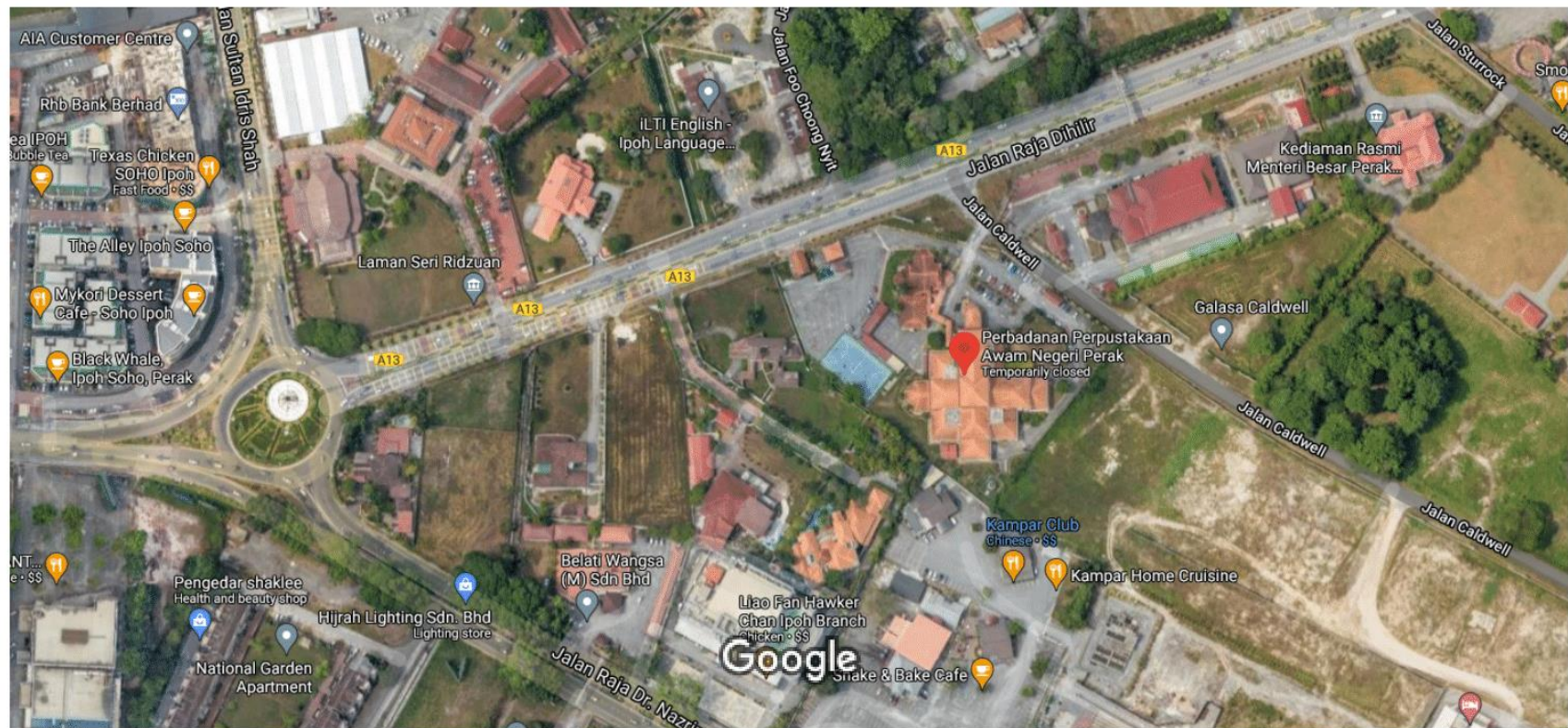


Figure 10: Main Entrance



Figure 11: PPANPk Main Library Building

## Google Maps Perbadanan Perpustakaan Awam Negeri Perak



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Figure 12: PPANPk Map Address

### 2.3.2 BUILDING ATTRIBUTES

#### A. Types of Spaces

##### *Main Library Building – 3 Floor Level*

1. Collection space (Bookshelves including other space for book storage)
2. Circulation Counter
3. Reference Counter
4. Children Space/Room
5. Koleksi Karyawan space
6. Computer Lab
7. Koleksi Khazanah Negeri Perak room
8. Nursing/Breastfeeding Room
9. User seating space/ Public Electronic Workstation Space
10. Staff workspace
  - a. Perkhidmatan Perpustakaan workspace
  - b. Rangkaian Perpustakaan workspace
  - c. Perkhidmatan Negeri workspace
  - d. Pendokumentasian dan Teknikal workspace
    - Cataloguing room/ Labelling room/ Distribution room
11. Meeting space (Discussion room, computer room, AV room)
12. Special use space (including canteen, restroom, surau, pantry, etc.)
13. Non-assignable space (including mechanical space, etc.)

##### *Administration Office Building*

1. Director's Office
2. VIP Room
3. Staff workspace
  - a. Administration workspace
  - b. Financial workspace
  - c. Development Library workspace
  - d. Assets and Vehicles workspace
  - e. UGL workspace
  - f. ICT workspace
4. Non-assignable space (including restroom, surau, pantry, mechanical space, etc.)

## B. Attributes/Features of Library Space Types

### 1. Accessible

As PPANPk serves the needs of a diverse service population, the physical building and accessible space types are built with the purpose to address the needs and based on how the public will use the spaces for those needs and demands. The ground/first floor of the main library building is the central focus of the social and public space to encourage patrons/users to make full use of the services and spaces. Accessible in this context is defined as easy-to-use and promotes independent space for traditional and electronic modes of delivery service. The design of the entrance is installed with a security detection system and meets the current legal requirements for access by those with disabilities.

Physical features include:

- a. Doorway openings and aisles remained wide and clear for library patrons including adults, children, disabilities such as wheelchair users. The entrance is also considered in minimizing any protruding objects for the safety of visually impaired users.
- b. Signages are provided to endorse safety and accessibility for library patrons such as directional signs to guide patrons to areas or services, identification signs to identify departments, or specific functions, information/instruction signs to explain facilities offered, and orientation signs which offer directories and maps within the building.



Figure 13: Signages

## 2. Functional / Operational

The spaces are functional, easy to use, and economical to operate as it emphasizes a 'people-centred approach. It response to the needs of the teaching, learning, and research community by offering workstation space, individual carrel, meeting room, nursing/breastfeeding room, children space/room, etc. Library patrons are allowed to use the spaces with permission from library staff. Technological needs such as audio-visual rooms are provided with anticipation of future digital needs.

## 3. Historic Preservation

PPANPk's third floor is designed for Koleksi Khazanah Negeri Perak collection. The design is coordinated with the requirements of the library's historic preservation in respect to the historic aspects of the collection. Facilities are coordinated according to the collection requirements, user changes need, and use patterns. Displays are provided along with the facilities and collection of Koleksi Khazanah Negeri Perak.



Figure 14: Information Koleksi Khazanah Negeri Perak

## 4. Sustainable

Sustainable library space types are focused on suitable environmental conditions, materials, operation, and others. The design considered the convenience and comfort of library patrons and efficient operation of computers and the preservation of library materials/collection. PPANPk takes advantage of natural daylighting and natural ventilation for lower utility costs. Air-conditioners are provided for the comfort of users and the ideal temperature and humidity of the building to protect the library materials.

## 2.4 SERVICES

### *Circulation Service*

#### A. Borrowing & Returning

PPANPk offers borrowing & returning service for library patrons. Open shelf collection can be borrowed by all registered members according to the policy. However, reference books/materials are not available for loan and cannot be charged out from the library for borrowing. The borrowing period for open shelves is 2 weeks per membership for 5 books at a time. To borrow a book, library patrons must register as members of the library at the Circulation counter.

#### B. Library Membership

PPANPk membership requirements (Adults, Adolescents, and Children):

- i. Malaysian citizens can apply the membership using MyKad.
- ii. Application by Army / Police Members, Children (not using MyKad) including other citizens is allowed to apply for membership using Smartcard.
- iii. Membership applications using MyKad will register RM1.00 (once every 3 years) and an annual membership fee of RM10.00 (adults/teenagers) and RM5.00 (children). Registration using Smartcard will be charged an additional RM5.00 in the first year.
- iv. Memberships that have expired for 1 year must renew their membership for a material loan.

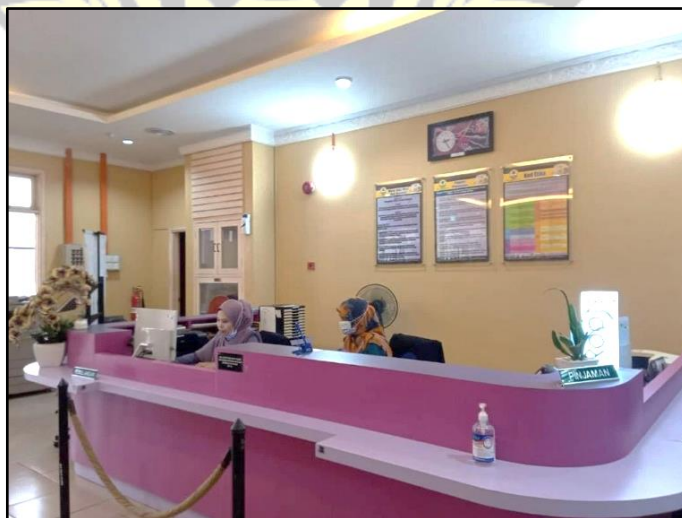


Figure 15: Circulation Service

### C. Book Exchange Service

The Book Exchange service or “Submit 1 Book Take 1 Book” aims to deliver platform for participants to share reading material with each other. This service has been operating in the library at Ipoh, Seri Iskandar, Kuala Kangsar, Taiping and Teluk Intan. Among the objectives of the service are to encourage the community to visit the libraries, knowledge centres, or resources as well as to foster reading culture in the community, providing diverse reading materials according to the preferences of the community, and participate in healthy and beneficial activities. The services are subjected to the rules and conditions of participation.

### D. Door-to-Door Service

Door To Door (DTD) service was instituted around 2019. This service involves the efforts of staff to carry out introductory services and provide facilities to the community to borrow library reading materials. This initiative is an alternative to ease the process for the community to make loans without having to visit physically to the library particularly for disabilities, rural areas and, etc.

### E. Skim Pinjaman Buku Berkelompok (SPBK)

The Skim Pinjaman Buku Berkelompok (SPBK) is a service that provides loans books to institutions that require reading materials such as Registered Youth Associations, Surau/Mosque Committee, social and welfare bodies. This service grants the agency to select many readings materials for a specified period.

The purpose of SPBK services is:

- i. Provide support and encouragement to government departments, private organizations, associations, clubs, and organizations committed to providing reading facilities to many people.
- ii. Help to diversify the collection of reading materials available in the reading room and for a small library that does not have enough materials.
- iii. One of the initiatives is to expand access to services and reading materials to rural communities far from the city centre to enjoy the convenience of free provided by PPANPk.
- iv. As one of the efforts to cultivate and increase interest in reading among society.

## F. Children's Library Service

The Children's Library Service is a specialized service provided for children's needs facilities and demands. Among the services provided are:

- i. Child Loan and Reference Collection
- ii. Kids Game Corner
- iii. Reading space and children's literacy movement activities



Figure 16: Children's Library Service

### G. Reference Service

The Reference Service is a section that houses special reference books on Level 1, PPANPk for library user reference purposes. Reference collections cannot be borrowed and taken out as reference material. Among the services provided in the materials, section reference is a reading room and reference counter, space rental facility room, ICT rooms, and seminar rooms for library use. Any inquiries and the material search will be assisted by staff at the reference counter whether inquiry regularly directly at the counter or in writing through email.



Figure 17: Reference Service

### H. Mobile Library Service

In 1983, the Mobile Library or Mobile Bus commenced operating and deposited under the state government, Perak Darul Ridzuan State Secretary's Office. In the year, two mobile buses have started services in Larut Matang dan Selama District. The mobile library featuring knowledge and technology has now been positioned in Headquarters, Main Library, Ipoh. The service was conducted for schools in rural area and cities as well are employed in library literacy activities. Five mobile libraries are assigned respectively at Ipoh, Taiping, Kuala Kangsar, Teluk Intan, and Parit Buntar.



Figure 18: Mobile Library Service

#### I. Multimedia Library Service

The Multimedia Library or Multimedia Bus service facility has begun operating officially on 17 March 2017 and is stationed in Kuala Kangsar, Taiping, and Parit Buntar. As a step to reform and starting a new approach in service, it meets the demand for modernization with the use of interactive technology and multimedia for enhancement of the response to the culture of reading in rural schools for library literacy activities.

#### J. Rental of space and equipment

##### a. *Rental of space*

Table 3: Rental of space

Bil.	Room	Floor Level
1.	Bilik Mawar	Level 2
2.	Bilik Dahlia	Level 2
3.	Bilik Cempaka (Package 1)	Level 2
4.	Bilik Cempaka (Package 2)	Level 2
5.	Bilik Cempaka (Package 3)	Level 2
6.	Bilik Anggerik	Level 2
7.	Bilik Seroja	Level 2

b. *Rental of equipment*

**Kadar Sewa Peralatan PPANPk**

Perbadanan Perpustakaan Awam Negeri Perak menyediakan sewaan peralatan seperti kerusi bankuet, meja bankuet beserta alas meja dan papan pameran (4' x 6')



**Meja bankuet  
beserta alas  
meja**

RM 10.00 sehari



**2 Kerusi bankuet**

RM 10.00 sehari



**2 Papan pameran  
(4' x 6')**

RM 20.00 sehari

Bil	Perkara	Bayaran (RM) Seunit
1	Meja Bankuet + Alas Meja	10.00 x 1
2	Kerusi Bankuet	10.00 x 2
3	Display Board (4' x 6')	20.00 x 2
<b>JUMLAH</b>		<b>70.00</b>

Untuk maklumat lanjut sila hubungi  
Perbadanan Perpustakaan Awam  
Negeri Perak  
05 – 2491888 / 76

Figure 19: Rental of equipment

## K. Lockers

Locker is available during the library's opening hours. The locker room is situated at the library's main entrance. Reservations for immediate use are subject to room availability with charges of RM2.00 per registered user. A deposit of RM1.00 will be collected at the Circulation counter before entering the library and the rest of the charges are collected in returning of locker key. For any damage or loss of locker keys, library patrons will be charged RM5.00 as a responsibility fine.

## L. Photocopy service

Photocopying facility/services are available in the library for authorized users at the Circulation counter, ground level of PPANPk. It is an available facility and service as part of the auxiliary services that are provided for library patron's usage as a means of managing resources and as a source of income. Patrons are allowed to photocopy in black, colour, text, graphics, and others.

## 2.5 FACILITIES

### A. Discussion & Meeting Room

PPANPk provides discussion room spaces for library patrons/users in need of private discussions with facilities suited for any meeting/social/academic space. Patrons may reserve a discussion room and use it on a library operation hours basis. Reservations for immediate use are subject to room availability. Discussion rooms are located at the 2<sup>nd</sup> level of the library.

Table 4: PPANPk Discussion & Meeting Room

Bil.	Room	Floor Level
1.	Bilik Mawar a. Meeting table U shape b. 16 seats c. Whiteboard d. Air condition	Level 2
2.	Bilik Dahlia a. Computer-24 unit b. LCD Projector 24 seats c. Air condition	Level 2
3.	Bilik Cempaka (Package 1) a. Rostrum b. Whiteboard c. Display board d. Banquet chair e. 70 seats f. PA system g. Air condition	Level 2
4.	Bilik Cempaka (Package 2) a. Rostrum b. Whiteboard c. Banquet table – 16 unit d. 32 seats e. PA system f. Air condition	Level 2
5.	Bilik Cempaka (Package 3) a. Rostrum b. Whiteboard c. Banquet table – 16 unit	Level 2

	d. 32 seats e. PA system f. LCD Projector & White g. Air condition	
6.	Bilik Anggerik a. Banquet table - 1 unit b. Kerusi Kuliah – 10 unit c. Air condition	Level 2
7.	Bilik Seroja a. Whiteboard b. Conference table c. 10 seats d. Air condition	Level 2

### B. Computers

Computers are provided at Bilik Dahlia with 24 units of computers available for 24 users per time. All computers are equipped with internet access which should be used for academic and research purposes only. The computer lab is mainly for user education classes conducted by the library such as staff training, and others due to the pandemic. Reservations for immediate use are subject to room availability for library patrons who requires permission from the library staff.



Figure 20: Computers

### C. Study Carrels/Individual Study Table

PPANPk provides only six carol tables on the ground floor, where users must register at the circulation counter. However, due to the SOP, all carol tables are moved to the second floor in addition to 24 carol tables for individual study. The study carrels are provided as an accommodation to help minimize visual distractions and for academic purposes. It is also equipped with electric outlets where library patrons can plug in laptops and other electronics.



Figure 21: Study Carrels/Individual Study Table

### D. Lockers

The locker room is located at the library's main entrance. Reservations for immediate use are subject to room availability with charges of RM2.00 per registered user.



Figure 22: Lockers

#### E. Wi-Fi access

PPANPk also is equipped with Wi-Fi signal access free of usage for library patrons. Access is also for users who bring laptops or tools that can be connected using Wi-Fi access. Each level is provided with internet access or Wi-Fi. To access the internet, a library patron can simply launch the web browser and begin surfing if users/library patrons are accessing within the library building.

#### F. Reading areas/space

PPANPk provides reading space at the ground/first level designated according to needs and level of age to ensure space fulfils the comfort of users and serves their level of convenience. Reading spaces for adults are equipped with sofa for newspaper reading, and children's spaces are equipped with children tables and chair which suited their appropriate age.

Table 5: PPANPk Reading areas/space

Reading space	Seating Capacity
1. Adult reading area	Adult: 12 (appx.)
2. Children reading area	Children: 15 (appx.)



Figure 23: Reading areas/space



Figure 24: Children reading areas/space

#### G. Leisure Corner

PPPANPk also provides a leisure corner at the ground/first level of the library. The space is equipped with a comfy area that simulates a home environment where users may relax and loosen up in this area on the floor. The area is filled with the magazine, light, and easy book reading. However, due to the pandemic, the library closed the leisure corner area to follow the SOP according to the regulations of 1-meter distance.



Figure 25: Leisure Corner

#### H. Terminal OPAC

PPANPk begins to provide terminal OPAC service for library patrons searching books and information on cataloguing systems and bookshelves by using the OPAC system. Standing computers with Internet connections are provided for use at the ground/first level near the circulation counter area. The facility offers an easy and convenient service of seeking books users needed and demand.

#### I. Nursing/Breastfeeding Room

The facility is provided to cater to the mother's need for a nursing/breastfeeding room. The room would give privacy to mothers and at the same time do not disturb other users/library patrons.



Figure 26: Nursing/Breastfeeding Room

#### J. Canteen

A library canteen has been operated since the establishment of the library. The canteen works directly under the library to serve the users/library patrons who seek or refreshment and a service to cater to their needs in the usage of the library for their convenience. The canteen serves diverse foods from breakfast and lunch according to the library operating hours. The library also utilizes the canteen service for any program, meetings, and activities for foods and resources needs.

#### K. Vending Machine

The library also provided a vending machine, an automated machine that provides drinks and beverages for the users/library patrons. The machine is located and place outside of the main library to ensure any food/drinks are not allowed inside of the library that may cause harm to the books and collection.



Figure 27: Vending Machine

#### L. Recycling Bin

In advocating the go green campaign and EKSA, the library provides a recycling bin to cater to conserving and protecting of ecosystem and environment. The bin is placed to advocate and provide awareness to the users/library patrons in reducing the amount of waste and organizing the refuse for easy disposal at the proper facility according to the right category of waste to ease the process.

## 2.6 COLLECTION

### A. Koleksi Khazanah Negeri Perak (KPk)

Perbadanan Perpustakaan Awam Negeri Perak (PPANPk) has established a Collection Service Khazanah Negeri Perak (KPk) which is a service that involves a process collect and compile the entire collection of Perak State treasures as follows:

1. Printed or non-printed materials related to the State of Perak Darul Ridzuan.
2. Printed or non-printed materials produced and written by natives Perak or published in the State of Perak Darul Ridzuan.

KPk function as a unit to develop and provide relevant reference sources State of Perak Darul Ridzuan in line with Article (d) 4/1977 of the Establishment Enactment Perak Darul Ridzuan State Public Library Corporation. There is over 1000 collection related to the State of Perak including other publications such as journals, reports, magazines, books, souvenirs, picture collections and more. All materials in this unit are closed access where they cannot be borrowed and taken out as reference material. Any business Material search will be assisted directly by the officer on duty.



Figure 28: Koleksi Khazanah Negeri Perak (KPk)

## B. Koleksi Karyawan Negeri Perak

The Perbadanan Perpustakaan Awam Negeri Perak (PPANPk) Koleksi Karyawan was launched on 23 March 2018 by YB Dato 'Nolee Ashilin Binti Dato' Mohammed Radzi. The purpose of the service is to gather information related to professional figures in the field of creative arts, performing arts, dance arts, singing arts, fine arts, painting, and the field of literature. There are 30 Perak artisan profile biodata has been collected and among those displayed along with the work figures are Muhammad bin Haji Salleh, Muhammad Daud bin Kilau, Azizah binti Mohamad Yusof, Mohamed Zain bin Shamsudin, Abdul Rahim bin Mohd Razali and others.



Figure 29: Koleksi Karyawan Negeri Perak

## C. Books, Printed Materials, etc.

Table 6: Category of books collection

Category	Genre	Language
<i>Adult</i>	Fiction	<i>Bahasa Melayu</i>
		<i>English</i>
	Non-Fiction	<i>Bahasa Melayu</i>
		<i>English</i>
<i>Children</i>	Fiction	<i>Bahasa Melayu</i>
		<i>English</i>
	Non-Fiction	<i>Bahasa Melayu</i>
		<i>English</i>

Physical books are the main priority of library materials which focused on the category, genre, and language as shown in the table above. The books collection is

developed by the acquisition committee to serve the need of every target audience of a public library. The books range from a different year, publisher, price, source, and other aspects of selection. The collection is often be acquired in Bahasa Melayu and English to serve the knowledgeable quality. The genre has diversity and is carefully chosen based on the fiction and non-fiction genre of books. Usually, the books are acquired through purchase from a list of publishers, however, there are circumstances where the library acquired the book through a donation from the users or agencies or purchased from book festivals, etc. In this case, the book is acquired individually and catalogued according to the requirement. The purchasing is convinced to be beneficial for the library collection development as well as attract the interest of users/library patrons.

The budgets allocated by the government as a non-profit organization are calculated and tally with the financial unit to ensure all budgets were fulfilled. The books will be handled and managed by checking the amount of the book arrives and tally with the information. The material should be examined for any physical defects such as (e.g., damaged covers or folded pages). If a book or other item purchased by the library is defective, it can usually be returned. However, it will not usually be accepted for return by the vendor if it has gone through the processing stage.



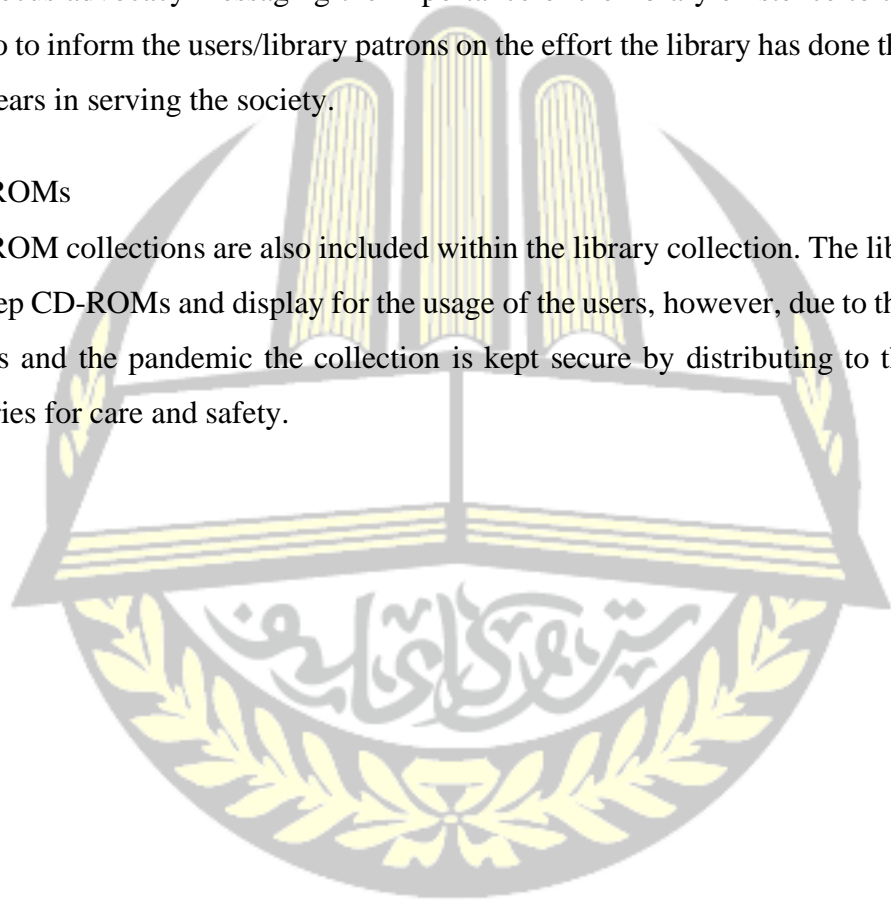
Figure 30: Books, Printed Materials

**D. Magazine/bulletin**

Magazine also is subscribed and included within the library collection development. 23 titles of the magazine from the different publishers are subscribed for one year. The magazines are acquired through purchase from a list of publishers and reviewed regularly. The procedure is to accept and check on the magazine arrival. Then, the information will be recorded in a magazine subscription sheet for receipt. The list of magazines ordered is sent to publishers which include the local and regional titles. PPANPk also produced a bulletin annually to record all the library activities. With key focus advocacy messaging the importance of the library existence to the public, it also to inform the users/library patrons on the effort the library has done throughout the years in serving the society.

**E. CD-ROMs**

CD-ROM collections are also included within the library collection. The library used to keep CD-ROMs and display for the usage of the users, however, due to the shifting trends and the pandemic the collection is kept secure by distributing to the branch libraries for care and safety.





## **CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES**

### 3.1 INDUSTRIAL TRAINING ACTIVITIES

#### 3.1.1 PROGRAM LET'S READ TOGETHER CAMPAIGN 2021



Figure 31: Let's Read Together Campaign 2021

#### *Summary*

Let's Read Together for 10 Minutes 2021 is a nationwide program initiated by Majlis Pengarah - Pengarah Perpustakaan Awam Se-Malaysia (MPAM) or the Directors of Malaysian Public Libraries Council which was held annually. To nurture a reading culture among Malaysians, the program slogan is – “Baca itu terapi” with the aspiration for Malaysians will read as a daily habit. The target audience range from the public which includes government and related agencies, corporate bodies and GLCs, private companies, members of associations, and NGOs.

#### *Before event*

A coordination meeting was held to ensure different aspects of the program are approved which ensures the big pieces of the event are discussed first, allowing to focus on tweaking, smaller event aspects, such as promotion, technical issue, guests, movement coordination, and person-in-charge towards the event. Various aspects of the program including all the details needed are discussed thoroughly. I was appointed within the PR committee for the program.

- **Video Promotion**

I was assigned to record for video promotion of the program specifically for Orang Asli/Asal Tapah. I went on-site visit to Kampung Orang Asli Chenderung Kelubi, Air Kuning to complete the task on weekend. 1-minute videos were recorded with different angles and language to ensure the task is appropriate for the montage.

**Promotion Let's Read Together 2021 – Orang Asli/Asal Semai, Kampung Chenderung Kelubi**



Figure 32: On-site visit - Video promotion

- Editing program book

I was assigned to edit the program book with provided references of the previous event. The book included details such as itinerary, collaboration agencies, mission, or vision, objectives, etc. The program book was edited using Photoshop and printed.

- Distribution of official letters

Physical letters are sent to various government and NGO agencies within Perak to promote the program. The process of preparing the official letters required and adheres to the formal structure of procedures and the list of government agencies provided.

- Registration form

The link of the form was created with the purpose to collect data on the attendance of users/participants of the program. Details such as name, agency, and telephone number were collected to be sent to PNM for data collection. The data will be used to track the participant of the program and determine the continuation of the next program. QR-Code were also created for the convenience of the participants' registration for both programs to show evidence to the attendees.

- Speech Text Mb Dato' Saarani

I was assigned to draft a speech script for Menteri Besar Dato' Saarani for Program Lets Read Together for 10 Minute 2021. The context of the text must relate to the program and include snippets and information from MB Executive Talk with additions from Perak State aspirations.

- Rehearsal

I assisted in preparing for the program to ensure the program runs smoothly according to the plan. All details are checked in terms of information, speech, pronunciation, and movement to ensure put the effective parts back together to create a total speech and practice before delivering it in front of the actual audience.

### ***During event***

The program begins with the preparation of Let's Read Together 2021 before the event. All designated locations and guest chairs are confirmed according to the formal arrangement. The list of guests is checked and confirmed. The program book is printed for users' reference. Gift for guests was verified and ready to give at the registration booth which is books. The registration QR-Code and MySejahtera code, program flyers were prepared at the registration booth. Each guest is given a book to read during the 10-minute session. ICT team is ready with the equipment and live session/stream connected to PNM for an official national inauguration.

Welcomes were given to The Honourable Dato 'Nolee Ashilin Dato' Muhammad Radzi, Tourism Exco, Local Government. The Honourable Puan Jamilah Zakaria, Chairman of the Board of Directors of the Perak State Public Library. Montages for the program were played with greetings and speeches from Dato' Saarani and other board of directors. Montages of promotion from the public are displayed as well. The program continued with an interview session handled by Puan Wirda Lisa as interviewer for a 10-minute reading session. Media and press sessions are continued with questions regarding the program. The program ended with close greetings from the MC and guests are given gifts from the program and the library. The event went successful.



Figure 33: Media/Press Interview



Figure 34: 10-minute reading session

### 3.1.2 PROGRAM WORLD #QURAN HOUR



Figure 35: Program World #Quran Hour

#### *Summary*

Program World #Quran Hour is a movement to build a value system through the Quran with solidarity implemented starting from Malaysia to the rest of the world. It is a high impact program with objectives to build up spiritual strength in individual and society, provide awareness and strengthen love towards Al-Quran, recitation of Surah Al-Mulk are served to the community as a solution for the ummah. The program carries 3 (three) main initiatives in the Interact with al-Quran Read, Understand, and Charity movement, namely Rumah Ngaji, #QuranHour, and Sahabah al-Quran. In collaboration, the movement is supported by the library as a platform for engaging with the wider public within the Perak state. The program will be conducted in a hybrid mode which combines physical and live streaming event which adheres to the SOP standard.

#### *Before event*

I was assigned to joined/ participate in a meeting for Program World Quran Hour which is held at Masjid Sultan Azlan Shah on 6 Mei 2021/ 24 Ramadhan 1442H. The meeting started from 10 AM till 12 PM, attended by many government agencies and NGOs in collaboration for the program. Various aspects of the program including all the details needed are discussed thoroughly. I was appointed as a committee for the program.

# MOTIVASI DIRI | SURAH AL-MULK (Kerajaan)

## 30 Ayat, Surah Ke-67, Makkiyah

### 6 PERTANYAAN

67:16

Apa berlaku jika Allah SWT menggagalkan bumi, menterbalikannya lalu membenamkan kita?

67:17-18

Allah SWT mengutus ribut, hujan batu terhadap umat terdahulu, adakah kita mengambil pengajaran?

67:19

Siapakah menahan burung yang sedang terbang di udara daripada terjatuh?

67:20

Siapakah akan menjadi tentera penyelamat menolong kita selain daripada Allah SWT?

67:21

Siapakah yang dapat memberi rezeki kepada kita jika Allah SWT menahan rezeki-Nya?

67:22

Siapakah yang boleh memberikan kita petunjuk atau disesatkan?

### 6 JAWAPAN

67:30

Sekecil-kecil benaman ialah lenyapnya air ditelan bumi, tiada siapa selain Allah SWT boleh mengembalikannya semula.

67:29

Allah Yang Maha Pemurah, kita beriman serta berserah diri kepada-Nya, sentiasa berdoa mohon petunjuk agar tidak diazab.

67:28

Allah SWT memberi rahmat kepada makhluk-Nya, juga orang beriman, lalu mengazab orang yang kafur.

67:26-27

Ilmu pengetahuan tentang kiamat dan segala sesuatu hanya di sisi Allah SWT, siapa yang terselamat atau binasa kelak.

67:24-25

Allah SWT yang mengembangkan zuriat dan rezeki untuk setiap makhluk di bumi, maka janganlah sombong.

67:23

Gunakanlah pendengaran, penglihatan serta hati untuk bersyukur, mencari petunjuk dan hidayah Allah SWT.

#### Motivasi 1 - Keberkatan



Memastikan keberkatan dalam amalan dan pekerjaan.

#### Motivasi 2 - Ingat Mati



Meningkatkan kualiti dan produktiviti dan doa bersedia untuk mati pada bila-bila masa.

#### Motivasi 3 - Ahsanu 'Amala



Menjadi mukmin profesional dengan cita-cita dan halatuju menjadi lebih baik setiap hari.

PENAUNG: PENGANJUR:



UMMAHIKHLASH



MEDIA RASMI:



RAKAN MEDIA:



- Materials Program World #Quran Hour

I was assigned to manage and handle materials for the program Al-Quran which was sent by a package from Karangraf to PPANPk. The Quran should be counted and stamped with PPANPk's logo for donations purposes. The Al-Quran was unpackaged and prepared for the Program World #Quran Hour. 18 boxes with 180 Quran were prepared and stamped. I assisted in the review and coordinate the inventory adjustments for the materials. 387 Al-Quran were prepared and stamped in a total of new and previous Quran for the program to be distributed at Masjid Sultan Azlan Shah for the program's purposes to the public.

- Registration form

The link of the form was created with the purpose to collect data on the attendance of users/participants of the program. Details such as name, agency, and telephone number were collected to be sent to collaboration agencies for data collection. QR-Code was also created for the convenience of the participants' registration for both programs to show evidence to the attendees.

- Distribution of official letters

Physical letters are sent to various government and NGO agencies within Perak to promote the program. The process of preparing the official letters required and adheres to the formal structure of procedures and the list of government agencies provided.

***During event***



Figure 36: Program World #Quran Hour

Due to the SOP and urgency of the pandemic, the program is not allowed to be attended physically by all staff of the library. With a limitation of only 30 people within a space, the program was held physically at Masjid Jamek Kampung Sungai Tinggi, Trong, Perak Darul Ridzuan. Live streaming was conducted on all platforms of social media across the libraries under Perak state. The registration QR-Code and MySejahtera code, program flyers card were prepared at the registration booth. Each participant is given Al-Quran for the recitation of Surah Al-Mulk.

*Masjid Jamek Kampung Sungai Tinggi, Trong, Perak Darul Ridzuan*

Reading led by:

1. Mr. Hj Abdul Ghani b Hashim
2. Mr. Hj Mohd Rozi b Hj Termizi
3. Mr. Mohammed Sobri b Hj Termizi

Translation by: Ustaz Mohd Jamaee bin Haji Idris



Figure 37: Program World #Quran Hour

### 3.1.3 PROGRAM TADDABUR AL-QURAN



Figure 38: Program Taddabur Al-Quran

#### *Summary*

Program Taddabur Quran “Ehya Ramadhan”

- 7 April 2021
- Ruang Serbaguna, Perkhidmatan Perpustakaan PPANPk
- FB Live PPANPk
- Panel: S.F. Tuan Haji Abd Farid bin Haji Salleh (Imam Besar Masjid Sultan Idris Shah)



Figure 39: Participants of the program

The objective of the program is to celebrate the month of Ramadhan, particularly for Muslims. The content of the program is related to a religious theoretical and practical way of Islam during the month of Ramadhan. The scholar explains religious observance and its spiritual significance. By fasting over an extended period, practicing Muslims aim to foster certain attitudes and values that Muslims would be able to cultivate for an entire year. The program started at 10 AM and ended at 11 am for a 1-hour lecture including the question and answer (q&a) session.

### ***During event***

I assisted in the program for the preparation before the event. All designated locations and guest chairs are confirmed according to the formal arrangement and SOP. The list of guests is checked and confirmed. The program book is printed for users' reference. ICT team is ready with the equipment and live session/stream connected to the social media for live streaming. Welcomes were given to S.F. Tuan Haji Abd Farid bin Haji Salleh for the religious lecture.



Figure 40: Program Taddabur Al-Quran

### 3.1.4 CATALOGUING: RDA TRAINING

#### RESOURCE DESCRIPTION & ACCESS (RDA) TRAINING



Figure 41: RDA training

#### *Summary*

RDA training aim is to execute the implementation of RDA international cataloguing standard in Perbadanan Perpustakaan Awam Negeri Perak to align and streamlining with Katalog Induk Kebangsaan from Perpustakaan Negara Malaysia (PNM). It places a stronger emphasis on helping PPANPk's users to seek the information they need from the library. More training is needed on other standards as well to enhance the searching web for the convenience of users.

The program details as follows:

- 25 March 2021 – 26 March 2021
- 8.30 AM – 4 PM
- Bilik Dahlia, Aras 1, PPANPk
- Puan Fadliah Binti Darini

#### *During event*

- RDA Training Day 1

The training started with Puan Fadliah Binti Darini from UNISEL, Kampus Bestari Jaya. I receive the detailed background of Puan Fadliah and proceed to accompany the lecturer to prepare for the event in terms of slides and technical setup. The slide is organized and presented. The program started with an introduction and the training begin.

According to the introduction given by Puan Junaimi, I assisted to provide hands-on exercises for RDA training. The training and lecture session goes on for 2 hours with exercises to enhance the skills and understanding of the PPANPk staff on cataloguing by adding new elements of RDA tagging.

○ RDA Training Day 2

RDA training day 2 begins at 8.30 am with a breakfast session. I proceed to accompanied Puan Fadliah to the training room after the breakfast session. The lecture session continued for 3 hours, and I assisted Puan Fadliah to guide other staff in cataloguing with RDA practices. The program ended at noon with a closing ceremony, souvenirs are given by Puan Suraya to Puan Fadliah for remembrance of the event. The training ceremony ended with a photography session. I proceed to guide Puan Fadliah for the lunch session and assisted according to her needs.



Figure 42: RDA training- Day 2

### 3.1.5 KUIZ PANGKALAN DATA DIGITAL SIRI 3/2021



Figure 43: Kuiz Pangkalan Data Siri 3/2021

I was assigned to create/construct questions for Kuiz Pangkalan Data Siri 3/2021 Perbadanan Perpustakaan Awam Negeri Perak. 30 questions were constructed within Google Form regarding online databases subscribed by PPANPk readily available for users by accessing to U-Pustaka. The quiz consisted of different levels of difficulty which open to public prizes are provided for the winner of the quiz. An analysis of the information on online databases which are constructed. The objective of the quiz is to attract the attention of the public to online databases available resources that are readily accessible.

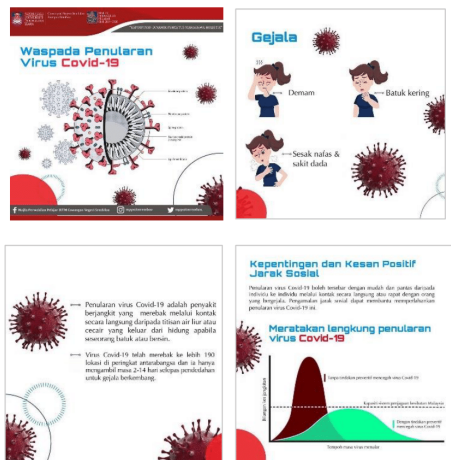
Comprehensive multiple-choice questions are constructed to test the knowledge of the public and PPANPk audience. The quiz can be used as a brief assessment of skills, education, and similar fields to measure growth in knowledge, abilities, of the public towards the library. The aim is to engage the audience in a unique and fun way and connect the public to the library. The quiz was posted, and posters are uploaded to announce the quiz series has started and encourage the public to join the quiz. The prizes are stated in the posters, winners with the most correct answers and the fastest time to submit their answers. Data Siri 3/2021. The winner is selected based on the total amount of correct and accurate answers.

### 3.1.6 STRATEGIC SOCIAL MEDIA BRANDING

Strategic social media branding was assigned for brainstorming and providing ideas for the library's social media. Research and data collection was made from the famous library and any cultural institutions from all over the world. Activities and content were gathered, and the document was prepared for guidance and approval. Five core ideas of content are planned for suggestion and emailed/uploaded in Google Drive for Unit Perpustakaan Awam Negeri. The content considered the suitability and resources of the library. The step to running a successful Instagram account is to plan content because Instagram is a visual platform, start by defining the look and feel of the library profile. The planning vision is for current and 5 years ahead of content Instagram planning.

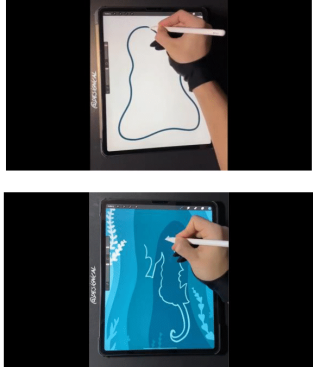
Seven ideas/activities were suggested which is:

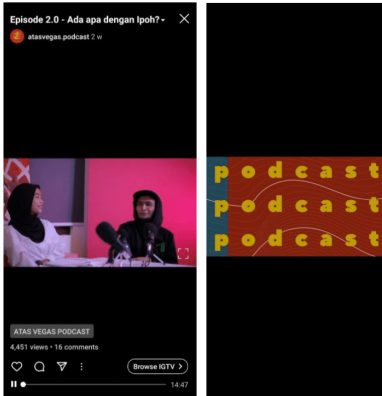

1. Information Package Series
2. Inspiration Books
3. Tutorials
4. FAQs
5. Podcast
6. History
7. Diary: Behind the scenes

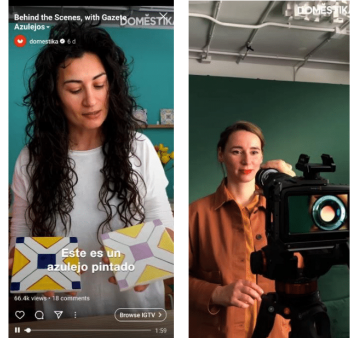
CADANGAN CONTENT INSTAGRAM (2021- 2025)			
Visi – Current and 5 years ahead content instagram			
Bil.	Perkara	Dekripsi	Contoh Konsep
1.	Information Package Series	<p>Information Package Series adalah posting infografik mengikut kepada topik yang bersesuaian;</p> <p><b>a. Penjelasan</b> Topik dijelaskan dengan graphics dan informasi mudah</p> <p><b>b. Padat</b> Informasi harus padat dan ringkas</p> <p><b>c. Mudah</b> Informasi dan grafik harus mudah difahami</p> <p>2 -3 postings berkenaan topik disyorkan.</p>	<p><b>1) Isu Semasa</b></p>  <p><b>* Isu topik – for further discussion</b></p>

			<p><b>2) Sejarah (Negeri Perak)</b></p> <div data-bbox="896 309 1129 539"> <p>HAPPY INDEPENDENCE DAY <b>MALAYSIA</b> 31st August "A country is not just a piece of land but a home to many people who deserve freedom and independence."</p> </div> <div data-bbox="1145 309 1378 539"> <p>KHMER NEW YEAR <b>CAMBODIA</b> 17th August "The new year has its own promise of fresh joy, forgiveness and success. Happy new year to all Cambodians around the world!"</p> </div> <p><i>*Penambahan gambar asal daripada mana-mana projek perpustakaan. Cth; Perak Mepersona adalah disyorkan.</i></p> <p><b>3) Tokoh Karyawan</b></p> <div data-bbox="914 674 1129 891"> <p>"Innovation distinguishes between a leader and a follower." Steve Jobs</p> </div> <div data-bbox="1153 674 1378 891"> <p>"Success is not a destination, it is a journey. It is not about how much you have achieved, but how much you have grown. Happy New Year!" Maya Angelou</p> </div> <p><i>*Info daripada Koleksi Karyawan Negeri Perak dan mana-mana sumber yang sesuai dan berkaitan.</i></p>
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			<p><b>4) Leisure</b></p> <div data-bbox="914 1160 1145 1384"> <p>Why you should read 'Reflecting on the Names of Allah'</p> </div> <div data-bbox="1161 1160 1393 1384"> </div> <p><i>* Leisure topik - berkenaan arts, agama, budaya, music, gaya hidup dll.</i></p>
2.	Buku Inspirasi	Buku Inspirasi adalah siri galakan membaca kepada masyarakat dengan inisiatif mengesyorkan buku-buku yang boleh memberi inspirasi kepada pengguna.	<div data-bbox="970 1458 1169 1760"> <p>120 Books to Spark Your Creativity</p> </div> <div data-bbox="1185 1458 1385 1760"> <p>7 books that will inspire your next writing project</p> </div> <p><i>*Buku boleh dipilih mengikut kesesuaian tema weekly/monthly</i></p>

3.	Tutorials	Tutorials adalah video pendek atau grafik mengenai seni, musik, gaya hidup, kreativiti, dll.	
4.	FAQs	FAQs adalah segmen kuiz digital melalui ciri instagram 'questions' 'poll' 'quiz'. Sebarang soalan akan berkaitan dengan perpustakaan, negeri perak dan program yang dijalankan.	

5.	Podcast	Podcast adalah audio/video perbualan atau perbincangan mengenai topik buku tertentu atau peristiwa semasa. Pautan dan nota pertunjukan, biografi tetamu, transkrip, sumber tambahan, komen, dan forum komuniti yang didedikasikan untuk membincangkan kandungan podcast.	
6.	History	History adalah segmen yang menjelaskan sejarah perkara am – Cth; sejarah Flower, The first astronaut: Neil Armstrong, Planet, Pendita Za'ba, Merdeka, P.Ramlee, Madona, Michael Jackson dll.	

7.	Diary: Behind The scenes	Diary adalah segmen yang menjelaskan vlog kehidupan belakang tabir. Cfh; Artist Grafik (Musical Rhythms), Batik (First-Hand Experience), Author (Penulis Buku – Proses penulisan), Publishers (Proses penerbitan – proses buku), PPNPk (Library View)	
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Cadangan:  
1) Set the theme and colours.

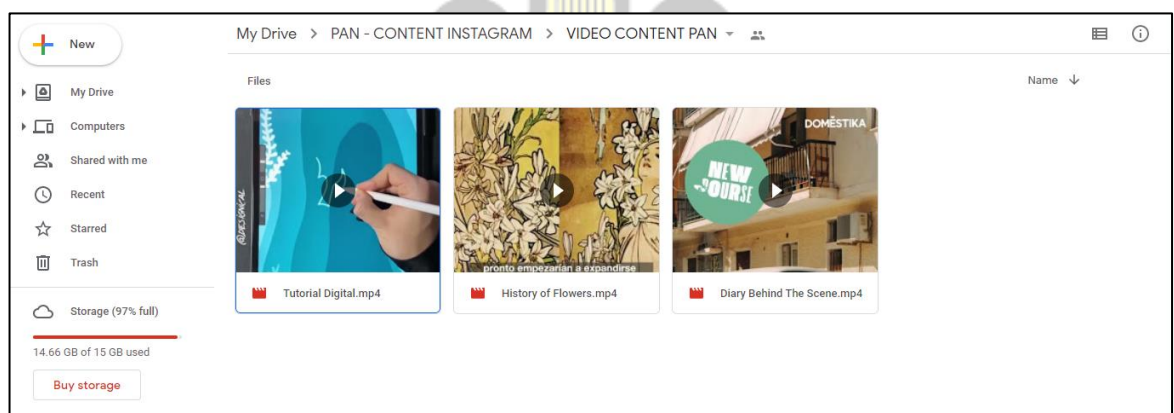


Figure 44: Content Social Media Ideas Planning Proposal

## MANUAL INSTAGRAM – GUIDANCE FOR PAN STAFF

I prepared a manual document for Instagram intending to guide step-by-step PAN staff in creating content on social media to spark creativity and attract a new audience to the platform. The module consists of Instagram features to utilize when posting feed posts and stories with creative elements.

The manual provides step-by-step guidance on:

1. Canvas Sizing
2. Sources for Template Wallpaper
3. Instagram design feature
4. Picture in picture / multiple images
5. IGTV
6. Reels

The features give users an easier way to share and consume helpful recommendations and tips in an easy-to-digest format. The guides are a brand-new way to share and consume content on Instagram. Consideration to employ past performance as guidance, and then review the preference availability of users on an online platform as a second opinion was included within the manual. It also introduces various elements of the Instagram feature such as swipe-uplink for the official page of the library. It included pictures and a guide. Every marque caters to a unique audience, with unique patterns on social media. However, there are certain best practices PAN staff can follow that tend to yield great results across the board.

The manual includes strategies of posting and elements to attract the audience. Consideration is also provided by review the library's top-performing posts aiming for brand awareness or engagement and impressions based on views and likes. Monitoring and adjusting to the trend are helpful for any insights that will help to rework the strategy or posting cadence.

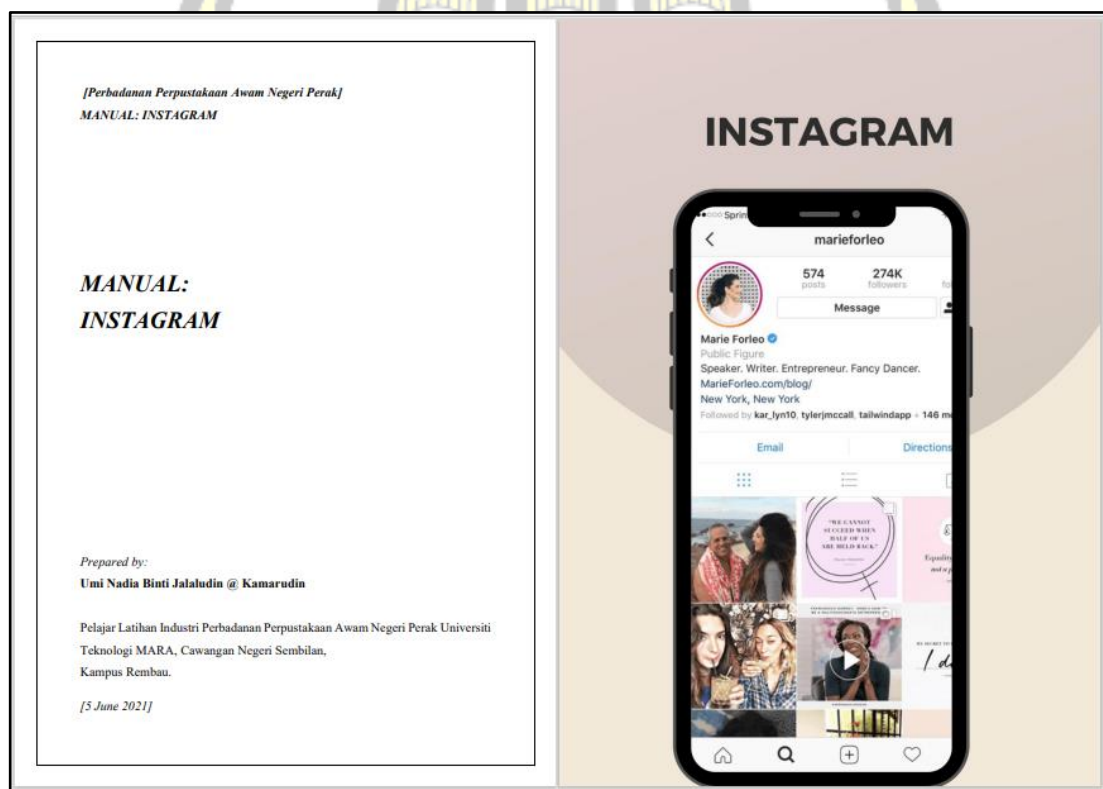


Figure 45: Manual: Instagram

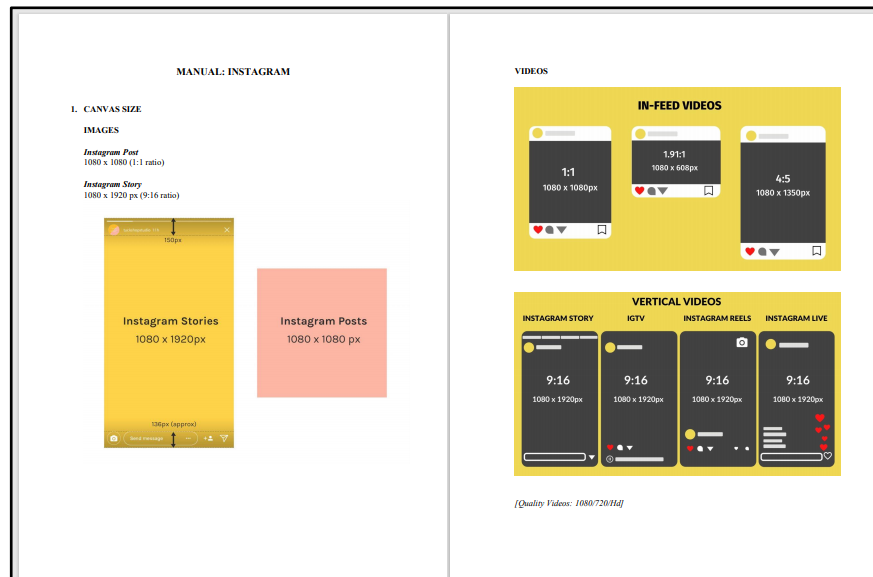
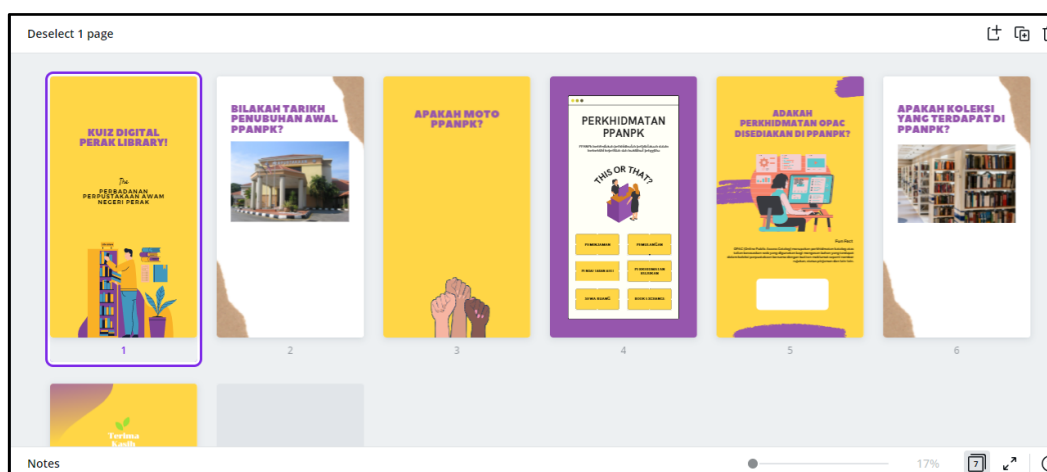
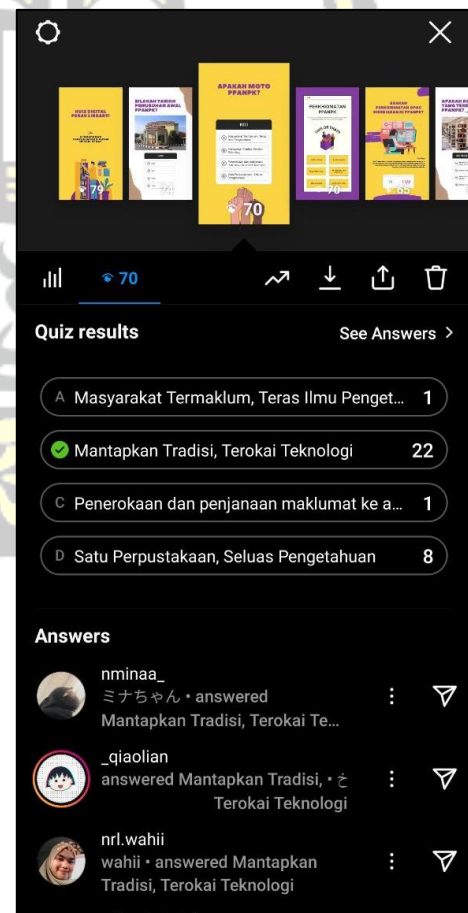
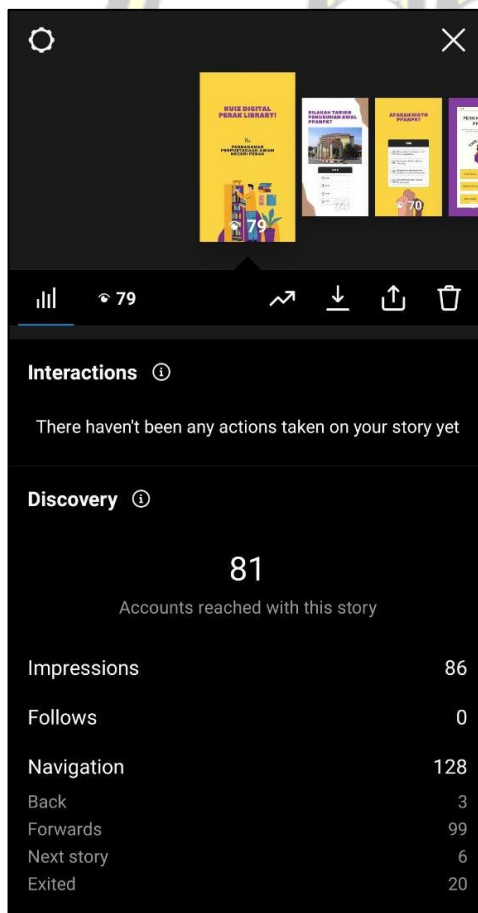


Figure 46: Manual Instagram: Canvas Sizing

## CONTENT INSTAGRAM – PERAK LIBRARY KUIZ DIGITAL

The content chosen is Perak Library Quiz as it is related to the library's core business as well as to introduce and provide awareness to the follower and new audience on the information regarding the library and its resources. Question and answer were prepared and ready for the uploading processes. Templates and sources were designed to be uploaded for the interesting background of the story. Five-story were uploaded along with the application Instagram question, poll, and other interesting features are utilized for the digital quiz. A pilot test of the task was tested on another account and was approved by Puan Wirda. As soon as the permission was granted, the quiz was uploaded on the platform. The quiz received attention and have high numbers of views and the questions are answered by followers and most of the posts received a new audience. The feedback received from the audience was good.





### 3.1.7 BOOK REVIEW SERIES

A Book Review Series task was assigned which required conducting a recording of the review to foster a culture of reading among youth Malaysian. A few books were borrowed for reading in preparation for the review. The information book was listed for reference. I proceed with the preparation of scriptwriting for the book review task. The script was completed for a 5-minute recording.

#### BOOK REVIEW SERIES 1:

#### BUSY: HOW TO THRIVE IN A WORLD OF TOO MUCH

*Help me to choose!*  
Which one of the books would you like for me to do a book review?  
#aminadia

**THE LAKE EFFECT**  
Sometimes the current takes you places you never thought you'd go

**the book of children**  
supporting the freedom and intelligence of a new generation  
OSHO

**How to thrive in a world of too much busy**  
TONY CRABBE

**Permission to Parent**  
HOW TO RAISE YOUR CHILD WITH LOVE AND LIMITS  
ROBIN BERMAN, MD

**CHOOSE** ↓

**BUSY** | **PERMISSION TO PARENTS**

**CHOOSE** ↓

**THE LAKE EFFECT** | **THE BOOK OF CHILDREN**

A task for me to conduct a book review. I need public opinion to conduct the task, help me choose and later I'll share the link to view the result 🍌

Busy: How to Thrive in A World of Too Much written by Tony Crabbe was chosen for the first book review. The book provides advice for increasing productivity and efficiency, it sets out four key strategies (corresponding to sections of the book) for thriving despite the overload of too much. Busyness is a choice, and it is not the only response. The author provides a new fresh approach to save you from drowning in the abundance of work. The review video was posted in IGTV Instagram tagged in series for the reference of users/audience.

Elements included in the script:

- a. Introduction
- b. A concise plot
- c. Favourite quote
- d. Conclusion – closing



### **BOOK REVIEW SERIES:**

### **THE SECRETS OF DIVINE LOVE**

The Book the Secrets of Divine Love written by A.Helwa was chosen for the next book review series. The book review video is a short promotional video distributed across multiple platforms to help the library increase its online presence and reach a wider audience. It also gives readers a unique way to be introduced to books and marketing messages, other than a traditional book summary or review. The review video was posted in IGTV Instagram tagged in series for the reference of users/audience.

Elements included in the script is:

- a. Introduction
- b. First impression + Recommendation
- c. Favourite quote/section/part of the book
- d. Conclusion – closing

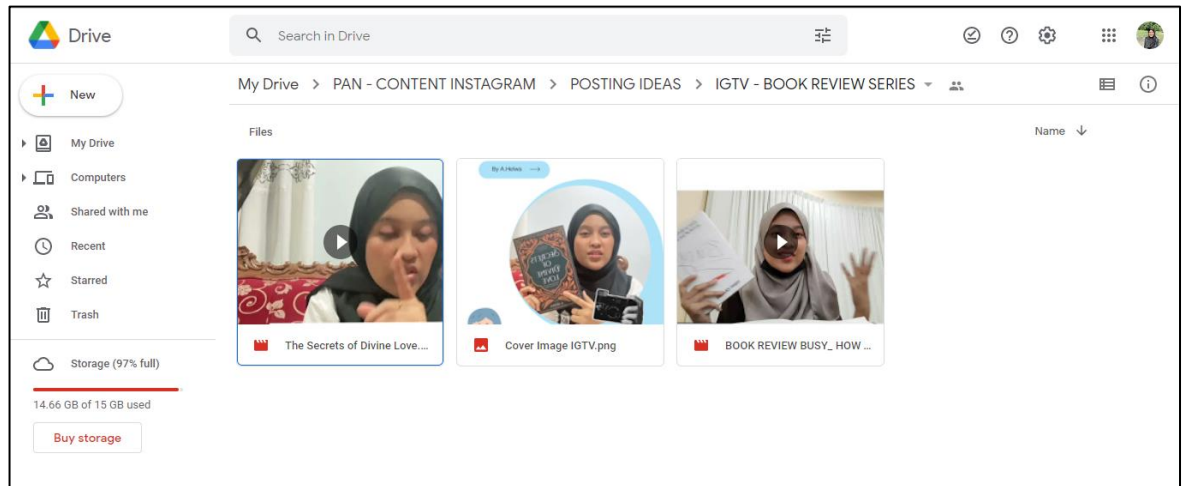


Figure 47: Book Review Series

### 3.1.8 LIVESTREAM SERIES

#### LIVE STREAMING OKU: JANGAN PANDANG SEBELAH MATA

I was asked as a committee in a live program conducted by PPANPk entitled OKU: Jangan Pandang Sebelah Mata live on Facebook. I observed the process of preparing for the program and helped with script checking for the moderator. I assisted the moderator with the pronunciation included in the script.

The program details are as follows;

Moderator: Puan Haslina Hassan (OKU Fizikal)  
Penolong Pustakawan PPANPk

Panel: Dr. Aizan Sofian Amin  
Pensyarah Kanan UKM  
Penerima Tokoh Pekerja Negara (OKU)  
Kementerian Sumber Manusia



The program aimed to inspire OKU groups in Malaysia and brings awareness to reveal the secret of the success and spirit of the OKU group. I assisted with the questions from the FB live audience regarding the topic of the program. The program Membawang @ Perpustakaan OKU: Jangan Pandang Sebelah Mata was broadcasted for 1 hour 30 minutes. I referred to Encik Zakaria for the ICT technical process and practices for various events in terms of software and equipment. Problems and occurrences of technical errors were noted.

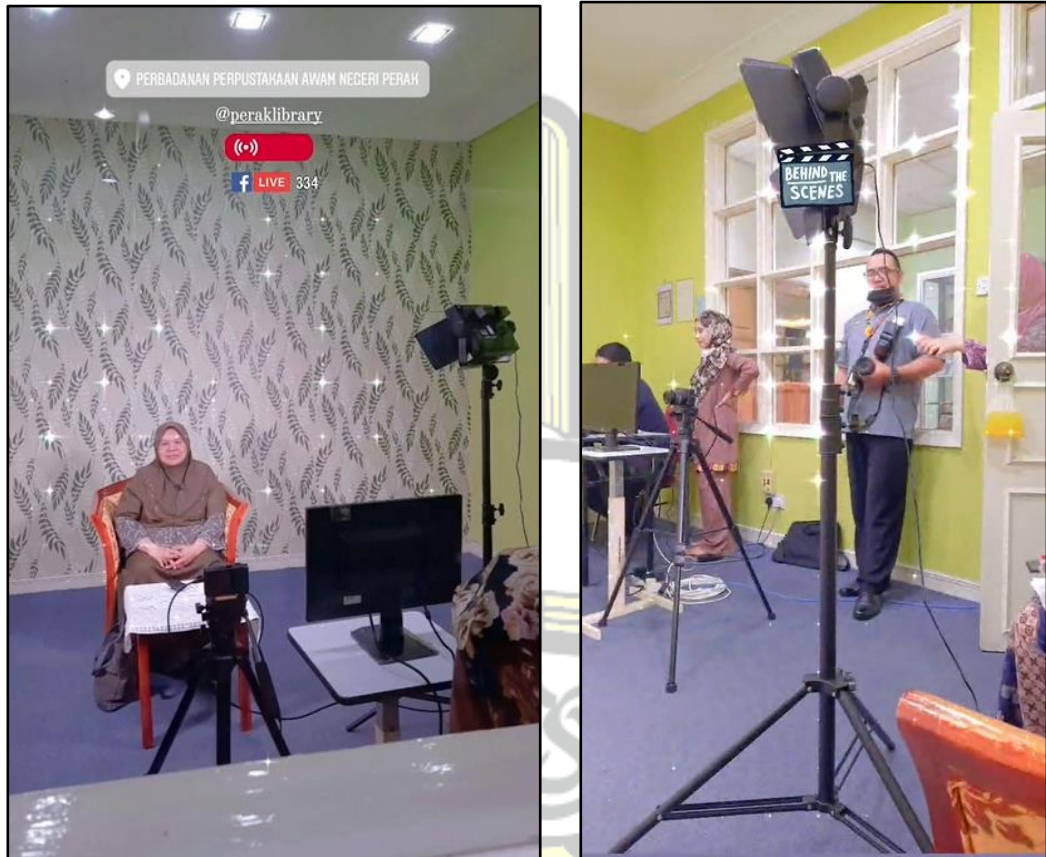


Figure 48: Livestream OKU: Jangan Pandang Sebelah Mata

## **LIVE STREAMING APA KATA DEME**

Live Streaming Apa Kata Deme? the objective of the program is to discuss career-wise as a DJ Radio Perak FM. Encik Shaiful Nawab Bin Sabran (DJ Radio, Perak FM) was invited as a guest for the event.

- 2/4/2021
- 11 AM -1 PM
- FB Live PPANPk
- Moderator: Puan Suraya Binti Haji Ariffin (Pustakwan)
- Panel: Encik Shaiful Nawab Bin Sabran (DJ Radio, Perak FM)

The radio personality/presenter/jockey career in broadcast live was discussed thoroughly in terms of skills, creativity, experience, history, opportunity, etc. I assisted in the live streaming for preparation of the program such as essential good studio, set and good lighting, etc.

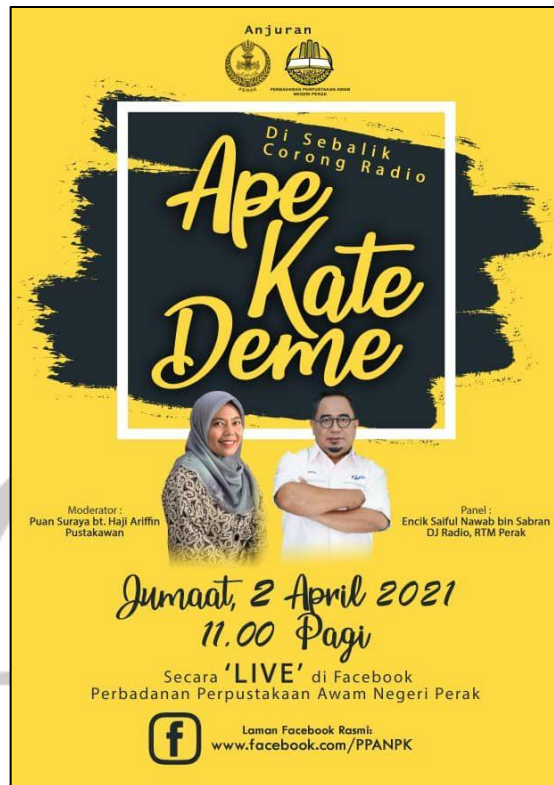


Figure 49: Live Streaming Apa Kata Deme?

### 3.1.9 INFOGRAPHIC COVID-19 SERIES

Infographic COVID-19 Series project was assigned to design a poster on topics of the COVID-19 pandemic. The examples were given with instructions to ensure accurate information was inserted within the poster. The information and sources were taken from credible and authoritative sources such as the Ministry of Health Malaysia (MOH), World Health Organization (WHO), National Pharmaceutical Regulatory Agency (NPRA), etc. which taken from the official website such as Jawatankausa Khas Jaminan Akses Bekalan Vaksin COVID-19 (JKJAV), Bernama, and others.

Two posters were assigned to be designed and required to be completed for approval by top management. The initiative was led with the purpose of online alternatives activities of the library during MCO by utilizing the social media platform. The poster is required to be uploaded on a certain period before the scheduled time. The poster was completed and uploaded on the Google Drive link and for approval. Puan Suraya commented on the poster, and I immediately revised the poster according to the instruction given led by Puan Asiah.

#### DESIGN POSTER COVID-19

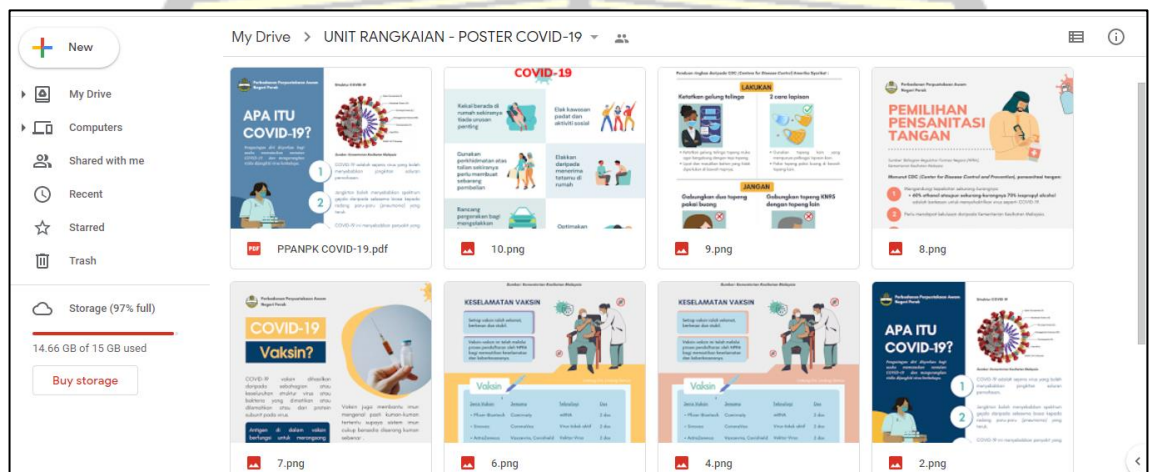


Figure 50: Design Poster COVID-19

**Perbadanan Perpustakaan Awam Negeri Perak**

## APA ITU COVID-19?

Pengasingan diri disyorkan bagi usaha memutuskan rantaian COVID-19 dan mengurangkan risiko dijangkiti virus berbahaya.



- 1
- 2
- 3
- 4
- 5

**PUTUSKAN RANTAIAN COVID-19**

Lindungi Diri, Lindungi Semua

Sumber: Kementerian Kesihatan Malaysia

COVID-19 adalah sejenis virus yang boleh menyebabkan jangkitan saluran pernafasan.

Jangkitan boleh menyebabkan spektrum gejala daripada selesema biasa kepada radang paru-paru (pneumonia) yang teruk.

COVID-19 ini menyebabkan penyakit yang teruk dan kematian, terutamanya dalam kalangan orang tua dan orang yang mempunyai masalah kesihatan atau sistem imun yang rendah.

Pemakaian *double masking* & penutup mulut dan hidung *surgical* adalah disyorkan kerana ia membantu mengurangkan penyebaran virus dan lebih praktikal.

Dalam menangani kluster atau wabak jangkitan COVID-19, pematuhan kepada SOP dan prinsip kesihatan awam yang ketat amatlah disarankan untuk memutuskan rantaian COVID-19.

#perakmembaca  
#kitajagakita  
#bacaterapiminda

www.ppanpk.gov.my 05-2491888 peraklibrary www.facebook.com/PPANPK

**Perbadanan Perpustakaan Awam Negeri Perak**


## JENIS-JENIS VAKSIN COVID-19

Sumber: Kementerian Kesihatan Malaysia

### KESELAMATAN VAKSIN

Setiap vaksin adalah selamat, berkesan dan stabil.

Vaksin-vaksin ini telah melalui proses pendaftaran oleh NPRA bagi memastikan keselamatan dan keberkesanannya.



Lindungi Diri, Lindungi Semua

### Vaksin

Jenis Vaksin	Jenama	Teknologi	Dos
• Pfizer-Biontech	Comirnaty	mRNA	2 dos
• Sinovac	CoronaVac	Virus tidak aktif	2 dos
• AstraZeneca	Vaxzevria, Covishield	Vektor Virus	2 dos

Tanpa Kesan Sampingan → 7 hari selepas pengambilan vaksin

Dengan Kesan Sampingan → 7 hari selepas sembuh sepenuhnya dari segala gejala

Untuk maklumat lebih lanjut, layari [www.vaksinCovid.gov.my](http://www.vaksinCovid.gov.my)

#perakmembaca  
#kitajagakita  
#bacaterapiminda


www.ppanpk.gov.my 05-2491888 peraklibrary www.facebook.com/PPANPK

**Perbadanan Perpustakaan Awam Negeri Perak**

## COVID-19 Vaksin?

COVID-19 vaksin dihasilkan daripada sebahagian atau keseluruhan struktur virus atau bakteria yang dimatikan atau dilemahkan atau dari protein subunit pada virus.

Antigen di dalam vaksin berfungsi untuk merangsang sistem imuniti tubuh badan.



Vaksin juga membantu imun mengenal pasti kuman-kuman tertentu supaya sistem imun cukup bersedia diserang kuman sebenar.

Bakteria dan virus penyebab sesuatu wabak sukar untuk merebak sekiranya sebahagian besar masyarakat dilindungi dengan vaksin. Inilah dinamakan **imuniti berkelompok**.

Sumber: Kementerian Kesihatan Malaysia

Untuk maklumat lebih lanjut, layari [www.vaksinCovid.gov.my](http://www.vaksinCovid.gov.my)

#perakmembaca  
#kitajagakita  
#bacaterapiminda

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**Perbadanan Perpustakaan Awam Negeri Perak**

## PEMILIHAN PENSANITASI TANGAN

Sumber: Bahagian Regulatori Farmasi Negara (NPRA), Kementerian Kesihatan Malaysia

Menurut CDC (Center for Disease Control and Prevention), pensanitasi tangan:


- 1 Mengandungi kepekatan sekurang-kurangnya:
  - 60% ethanol ataupun sekurang-kurangnya 70% isopropil alcohol adalah berkesan untuk menyahaktifkan virus seperti COVID-19.
- 2 Perlu mendapat kelulusan daripada Kementerian Kesihatan Malaysia.
- 3 Perlu berdaftar dengan pihak Bahagian Regulatori Farmasi Negara (NPRA).
- 4 Semakan status notifikasi/pendaftaran produk boleh dibuat pada portal rasmi NPRA [www.npra.gov.my](http://www.npra.gov.my) atau melalui aplikasi NPRA Product Search.

### INFORMASI TAMBAHAN

- Pensanitasi tangan dinasihatkan untuk digunakan **hanya apabila tiada sabun dan air**.

Lindungi Diri, Lindungi Semua.

Untuk maklumat lebih lanjut, layari [www.npra.gov.my](http://www.npra.gov.my)



#perakmembaca  
#kitajagakita  
#bacaterapiminda

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Figure 51: Design Poster COVID-19

## INFOGRAPHIC COVID-19



Figure 52: Infographic COVID-19



Perbadanan Perpustakaan Awam  
Negeri Perak

## Membeli Belah Barang Runcit

Sekiranya membeli-belah dalam talian bukan pilihan,  
inilah adalah cara yang selamat.

### Kurangkan risiko

*Membeli-belah di luar waktu puncak beli belah*



Elakkan 3S dan 3C, iaitu jauhi kawasan yang sesak (crowded place), elakkan kawasan yang sempit (confined space) dan elak sembang atau bertutur dengan jarak yang dekat (close conversation).

— Ketua Pengarah Kesihatan, Datuk Dr Noor Hisham Abdullah

### Sebelum anda keluar

Sentiasa periksa peraturan tempatan (SOP).

Bawa hand sanitizer dan pakai topeng (double masking).

Sekiranya anda berada dalam kumpulan berisiko tinggi, pakai topeng perubatan KN95 dan lindung diri anda dengan melakukan tindakan pencegahan setiap hari.



### Ketika di dalam kedai

Pendekkan masa membeli-belah anda dan buat senarai barang runcit yang hendak dibeli.

Jauhkan sekurang-kurangnya 1 meter jarak dari orang lain.



Sumber: World Health Organization

## Lindung Diri, Lindung Semua

#perakmembaca #kitabagakita #bacaterapiminda




[www.ppanpk.gov.my](http://www.ppanpk.gov.my)

05-2491888

peraklibrary

[www.facebook.com/PPANPK](https://www.facebook.com/PPANPK)

Figure 53: Infographic COVID-19

### **3.1.10 EXHIBITION: MALAYSIA INDEPENDENCE DAY**

An Exhibition: Malaysia Independence Day project was assigned by Encik Salehuddin regarding the task of researching information and sources for the Merdeka exhibition for Malaysia Independence Day. The information must consist of the history and transformation of the nation during its pre-and post-independence period of the 1950s and 1960s/ during Malaysia's independence period. The exhibition is prepared according to the planning of the library activities. To edify the spirit of independence and love for the country to share information, provide an opportunity for staff to deepen their knowledge, and will cultivate the reading habit in the community regardless of age. After the briefing, I immediately, research credible sources such as Arkib Negara Malaysia, Jabatan Muzium Negara, Kementerian Pendidikan Malaysia, and others to ensure records and information are included from appropriate sources.

History research involves developing an understanding of the past through the examination and interpretation of evidence. Evidence may exist in the form of texts, physical remains of historic sites, recorded in data, pictures. The topic was listed to ensure the information are recorded according to chronological events and history. Each picture and event were provided with sources along with details.

The topics are as follows:

- a. Pengertian Kemerdekaan
- b. Kronologi Usaha Mencapai Kemerdekaan (1955-1957)
- c. Perjanjian Kemerdekaan Tanah Melayu - 8 Februari 1956
- d. Detik Pemasyuran Kemerdekaan Negara – 30 Ogos 1957
- e. Pengisytiharan Tarikh Kemerdekaan Malaysia – 31 Ogos 1957
- f. Kronologi Kemerdekaan Negeri Perak
- g. Penentangan Malayan Union: Pemaisuri Perak Memimpin Gerakan Menentang Malayan Union
- h. Penentangan Malayan Union: Rapat Umum, Tapah Perak
- i. Tokoh Pahlawan Tanah Air – Negeri Perak Peristiwa Pembunuhan Residen Negeri Perak - Dato' Maharaja Lela

## EXHIBITION: KEMERDEKAAN (INDEPENDENCE DAY)

### SEJARAH: KRONOLOGI USAHA MENCAPAI KEMERDEKAAN (1955-1957)

Pilihan Raya Majlis Perundangan Persekutuan 1955



[Sumber: Portal Parlimen Malaysia]

Kabinet Pertama Persekutuan Tanah Melayu (4 Ogos 1955)



[Sumber: Arkib Negara Malaysia]

Rombongan Kemerdekaan ke London (18 Januari – 6 Februari 1956)



[Sumber: Arkib Negara Malaysia]

Perjanjian Kemerdekaan Tanah Melayu (8 Februari 1956)



[Sumber: Arkib Negara Malaysia]

Perlembagaan Persekutuan Tanah Melayu berkuat kuasa secara rasmi (31 Ogos 1957)



[Sumber: Arkib Negara Malaysia]

Draf Perlembagaan Persekutuan Tanah Melayu (9 Mei 1957 – 27 Ogos 1957)



[Sumber: Arkib Negara Malaysia]

Pembentukan Suruhanjaya Perlembagaan Persekutuan Tanah Melayu/ Suruhanjaya Reid (8 Mac 1956 – Jun 1956)



[Sumber: Arkib Negara Malaysia]

Pengumuman Tarikh Kemerdekaan di Melaka (20 Februari 1956)



[Sumber: Jabatan Muzium Malaysia]

Detik Pemasyhuran Kemerdekaan Negara – 12 Malam (30 Ogos 1957)



[Sumber: Arkib Negara Malaysia]

Pengisytiharan Kemerdekaan di Stadium Merdeka (31 Ogos 1957)



[Sumber: Arkib Negara Malaysia]

Malaysia mencapai kemerdekaan

### SEJARAH: KRONOLOGI KEMERDEKAAN NEGERI PERAK

Kekayaan Bumi – Penemuan Biji Timah di Larut pada tahun 1848 oleh Cik Long Jaafar & Penanaman Getah



Dengan penemuan ini ekonomi Negeri Perak berkembang dengan pesat dan lebih banyak kawasan perlombongan dibuka.

Campur Tangan - Perjanjian Pangkor 1874



Sistem pentadbiran Residen telah diperkenalkan dengan J.W.W.Birch sebagai Residen Perak pertamanya.. Telah berlaku penentangan yang diketuai oleh Datuk Maharaja Lela. Akibatnya J.W.W.Birch dibunuh pada tahun 1875.

Pendudukan Jepun di Tanah Melayu 1941



Negeri Perak mengalami kepahitan semasa pendudukan Jepun hingga tahun 1945. Keganasan banyak berlaku di Negeri Perak yang mana Parti Komunis Malaya bertanggung jawab mengenainya.

Malayan Union pada tahun 1946



Rakyat jelata mengembeling tenaga bersama-sama dengan pembesar-pembesar negeri telah menentang habis-habisan semua sistem Inggeris. Sehingga Inggeris mengisytiharkan kemerdekaan ke atas Tanah Melayu pada tahun 1957.

Pengisytiharan Kemerdekaan Tanah Melayu, 1957



Kemerdekaan Tanah Melayu, bererti kebebasan negeri-negeri gabungannya dan Negeri Perak adalah salah satu dari negeri-negeri tersebut.

Mengenang Jasa Pahlawan Tanah Air



Demi mengenang jasa pejuang-pejuang kebangsaan Negeri Perak samada baginda Sultan sendiri mahu pun pengikut-pengikutnya, maka makam-makamnya telah dipulih dan diabadikan serta diisytiharkan sebagai pahlawan tanah air.

[Sumber: Kerajaan Negeri Perak. Sejarah. Retrieved from <https://www.perak.gov.my/index.php/en/kerajaan-negeri/info-umum/sejarah-ringkas>]

Figure 54: Exhibition: Malaysia Independence Day

## EXHIBITION: MASJID LAMA NEGERI PERAK

### MASJID LAMA BANDAR TAIPING



*[Sumber: Masjid Lama Bandar Taiping, Masjid Paling Tua Di Taiping]*

### SEJARAH

Masjid Lama Bandar Taiping ini dibina pada tahun 1893 oleh keluarga Ngah Ibrahim. Ia merupakan masjid yang pertama dibina daripada batu bata pada waktu itu dan masjid inilah juga merupakan sebuah masjid yang paling tua di bandar Taiping. Masjid ini juga telah digazetkan sebagai bangunan warisan di Taiping. Selain itu, masjid juga dikelilingi dengan banyak makam-makam yang ditanam dibelakangnya sejak lebih 120 tahun dulu lagi. Kesemua makam terpelihara dan dijaga dengan baik sehingga ke hari ini. Kebanyakan makam disana adalah makam tokoh-tokoh insan yang hebat dan terkenal di negeri Perak dan serata Tanah Melayu. Selain menjadi masjid tertua di Taiping, tanah perkeuburan di luar masjid ini adalah antara yang paling awal dalam sejarah.

### TUJUAN

Masjid ini telah dibina untuk menggantikan bangunan asal yang merupakan sebuah madrasah yang berdindingkan kayu.

### TAHUN

1893

### LOKASI


Jalan Kota, Kampung Jambu di bandar tengah Taiping

### 3.2 SPECIAL PROJECT

#### RDA MERGING/CONVERSION RECORD

7/2/2021

Gmail - KERTAS KERJA RDA MERGING RECORD



Mazita Zainuddin <mazitalibrary@gmail.com>

---

**KERTAS KERJA RDA MERGING RECORD**

1 message

---

**Umi Nadia** <umienadia98@gmail.com>

Wed, Jun 23, 2021 at 12:52 PM

To: mazitalibrary@gmail.com

Assalamualaikum,  
Selamat Sejahtera.

Berikut merupakan lampiran dokumen kertas kerja bagi projek latihan industri: RDA Merging Records. Projek ini adalah inisiatif kesinambungan bagi pelaksanaan RDA di Perbadanan Perpustakaan Awam Negeri Perak. Projek ini diselia di bawah Puan Haslina Hassan dan Puan Suraya Haji Ariffin sebagai penyelia industri.


Mohon jasa baik dan diharapkan pihak pengurusan dapat mempertimbangkan dan meluluskan inisiatif ini dalam masa yang terdekat. Sebarang pertanyaan boleh hubungi Umi Nadia Binti Jalaludin @ Kamarudin di talian 013-6762368 atau umienadia98@gmail.com.


Segala perhatian dan kerjasama yang diberikan amat dihargai dan didahulukan dengan ucapan terima kasih.

Terima kasih.

Umi Nadia  
Pelajar Latihan Industri PPANPK

**2 attachments**

 **RDA MERGING RECORD PROPOSAL.pdf**  
491K

 **RDA MODULE.pdf**  
16519K

① Permohonan ini diluluskan.

② Sila bincang perkara ini dengan Pn. Jurnani utk tindakan seterusnya. Beliau akan menyetujui projek ini.

*Umi A*  
2/7/2021

<https://mail.google.com/mail/u/0?ik=1a97d80828&view=pt&search=all&permthid=thread-f...> 1/1

Figure 55: Approval of the project



**PERBADANAN PERPUSTAKAAN AWAM  
NEGERI PERAK**

**[Bahagian Pendokumentasian & Teknikal]**

***RDA: Resource Description & Access***

**Proposal RDA Merging Records**



Prepared by:

**Umi Nadia Binti Jalaludin @ Kamarudin**

Pelajar Latihan Industri Perbadanan Perpustakaan Awam Negeri Perak

Universiti Teknologi MARA, Cawangan Negeri Sembilan,

Kampus Rembau

23 June 2021

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## **1.0 Introduction and Background**

The initiative is prepared to present a comprehensive view of RDA: Resource Description & Access and execute the implementation of RDA international cataloging standard in Perbadanan Perpustakaan Awam Negeri Perak to align and streamlining with Katalog Induk Kebangsaan from Perpustakaan Negara Malaysia (PNM) in sharing of high-quality catalog which complies to international standard and establishing a centralized database for facilitating to information resources. It is also aimed to simplify cooperation in cataloging process with KIK and establish a centralized database for facilitating access to information resources and identify the location. PPANPk team has already received training on the RDA instructions in 2 days of classroom training included exercises and practices in creating RDA records.

## **2.0 The Scope**

Provide a comprehensive planning in execution and implementation of RDA cataloging standard within PPANPk with leadership from Bahagian Pendokumentasian dan Teknikal and streamlining with expertise from Unit Teknologi, Maklumat dan Komunikasi. The paperwork also includes providing guidelines in learning the instruction of RDA which concentrates to develop cataloger judgements necessary to evaluate the records and is capable to distinguish the key differences or changes from AACR2 to RDA. The document is supported with examples from PNM's RDA records to present a view of understanding which to compendium cataloging committee to ascertain if the practices convene the Perpustakaan Negara Malaysia's standards for acceptable records and which records ought to be amended.

## **3.0 The Objectives**

The objectives are as follows:

- a. To execute the implementation RDA cataloging standard in Perbadanan Perpustakaan Awam Negeri Perak.
- b. To ensure PPANPk's cataloging records are aligned and streamlining with Katalog Induk Kebangsaan from Perpustakaan Negara Malaysia (PNM) in sharing of high-quality catalog which complies with international standards.
- c. To enable the achievement of a more meaningful display of data for users by recording bibliographic records with system support and ease the cataloging process and procedure within PPANPk.

#### 4.0 Pros and Cons Implementation of RDA in PPANPk

##### *Pros/Benefit implementation of RDA in PPANPk*

1. Designed for web environment – enable to support all types of resources including printed and digital resources with multiple characteristics and will provide more guidance on the creation of authority headings.
2. Streamlining with Katalog Induk Kebangsaan from Perpustakaan Negara Malaysia (PNM) – sharing of high-quality catalog which complies to international standard and establishing a centralized database for facilitating to information resources.
3. Compatible with internationally established principles, models, and standards – flexible with the range of principles e.g., International Cataloging Principles, international cataloging standard, e.g., AACR2, encoding schemas, such as MODS, Dublin Core, ONIX, and MARC which allow library bibliographic records to be integrated with those produced by other metadata communities, and to move into the digital environment beyond library catalogs.
4. Designed for User Search/Task – enable to achieve a more meaningful display of data for users by recording bibliographic records with system support.
5. Ease the process of cataloging – support cataloging process which involve accepting as much as possible, limiting changes to the adjustment or correction. RDA emphasizes the concept of recording representation of resources and cataloger judgement.

##### *Con's implementation of RDA in PPANPk*

1. Staff resources – Cataloging and technical department although not explicitly stated, this support extends to the professionals who do the technical work.
2. More training – The staff needed more training in enhancing the skills of the RDA technique to ensure a smooth transition to RDA during its initial implementation phase, the most critical question may be how practicing catalogers and paraprofessionals could best receive up-to-date training.

## 5.0 Organization Chart – Unit Involved

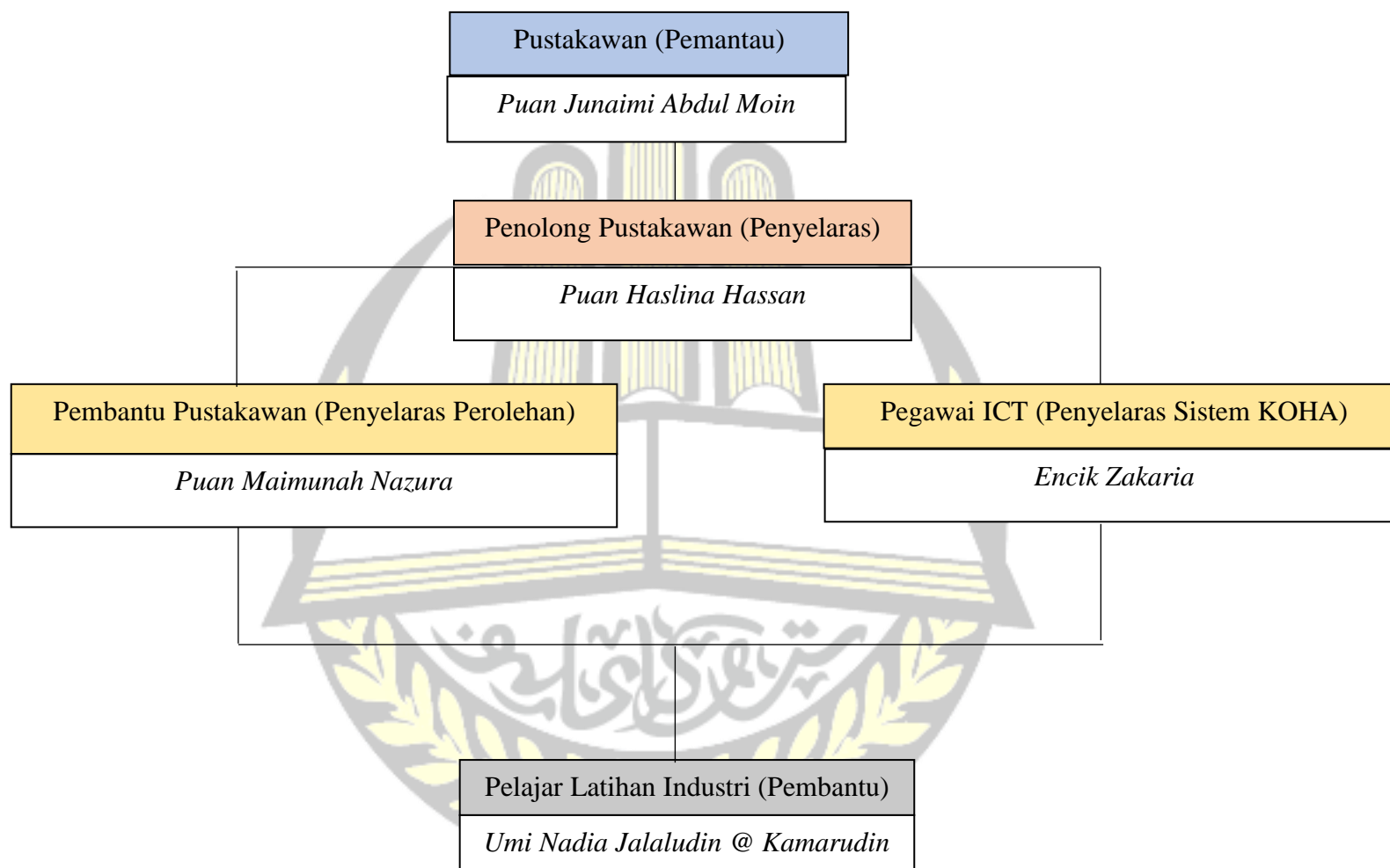


Figure 56: Organization Chart – Unit Involved

*\*Changes are prior to future discussion*

## 6.0 Proposed of RDA Implementation in PPANPK

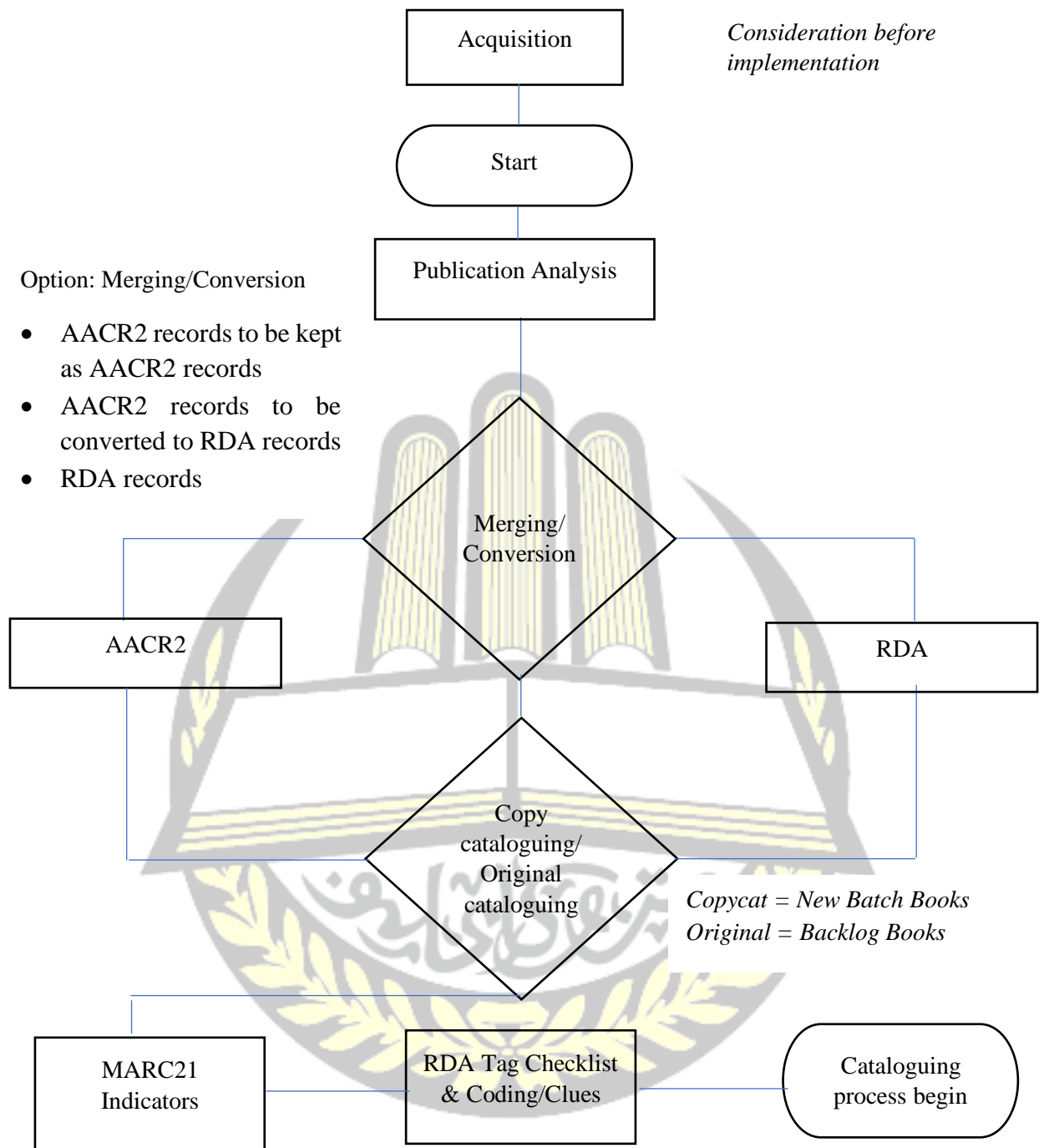
It is suggested for cataloging committee of PPANPk to determine **6 main stages of implementation:**

1. Determining the types of records, practices, and policies eligible for cataloging that meet the Perpustakaan Negara Malaysia and Katalog Induk Kebangsaan standard of RDA records.

*Options:*

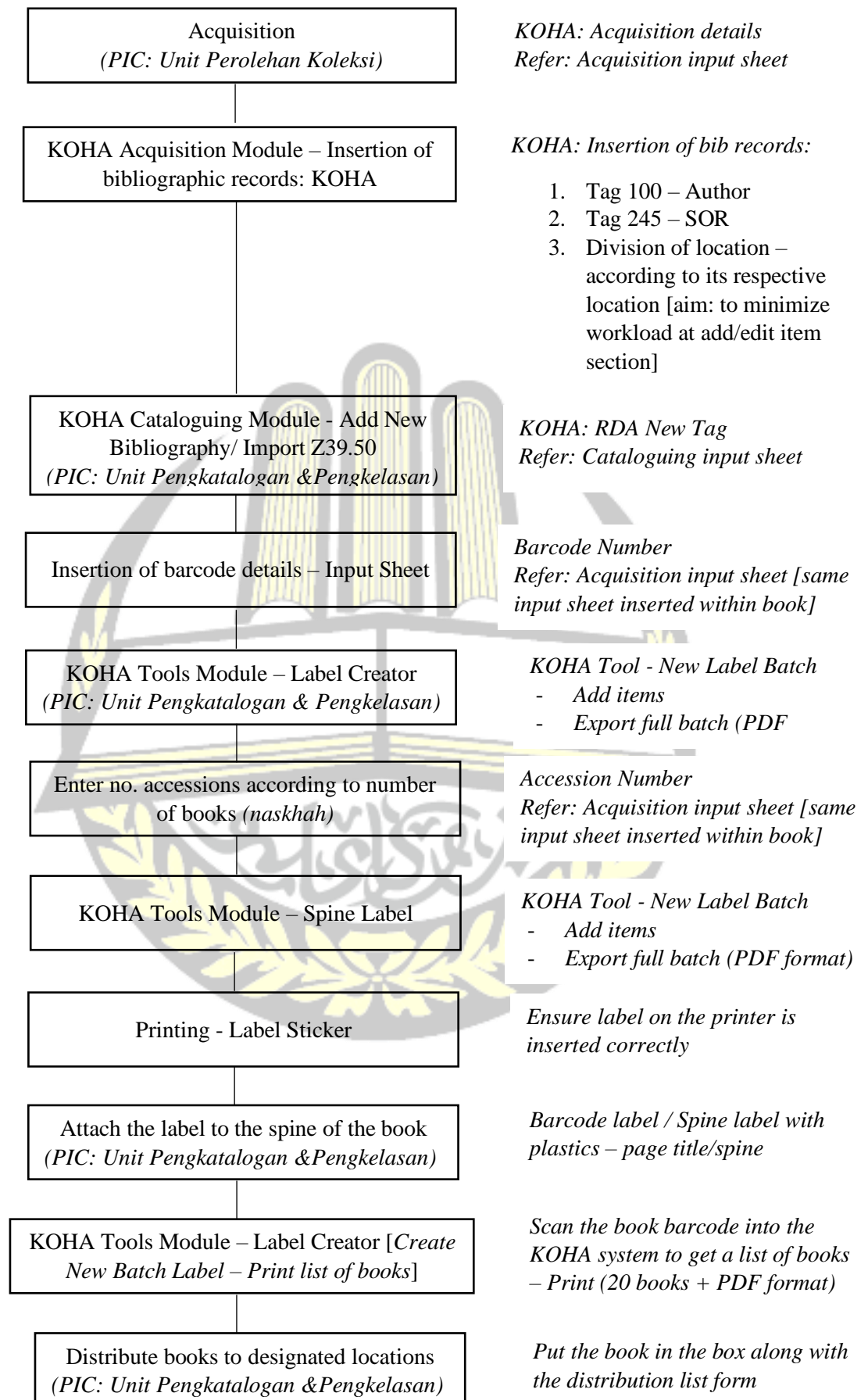
- AACR2 records to be kept as AACR2 records
  - AACR2 records to be converted to RDA records
  - RDA records
2. Determine the fixed unit/department involved with the initiatives and the training needed for each staff for the earlier phase of implementation. Cataloging and technical department although not explicitly stated, this support extends to the professionals who do the technical cataloging work. The most critical question may be how practicing catalogers and paraprofessionals could best receive up-to-date training.
  3. Cataloger professionals are recommended to master the module RDA: Resource Description and Access to ensure a comprehensive view of the initiatives which concentrates to develop cataloger judgements necessary to evaluate the records and is capable to distinguish the key differences or changes from AACR2 to RDA.
  4. Standardization in cataloging policies in terms of workflows, cataloging standards for the collection, period needed to catalog in a timely and accurate manner, library's subscription online databases, copy cataloging, and original cataloging practices.
  5. Ascertain the guidance on the creation of authority headings for authorized and variant access points for personal, family, corporate, conference, place names, pseudonyms, relationship designators, qualifiers, etc.
  6. Adhere to manual in addition of tag invisible during the process of cataloging in the KOHA system. The module provides guidance step-by-step on solving the problem of tags that do not appear during cataloging bibliographic records process.

## 7.0 Planning of Cataloging Flow Chart

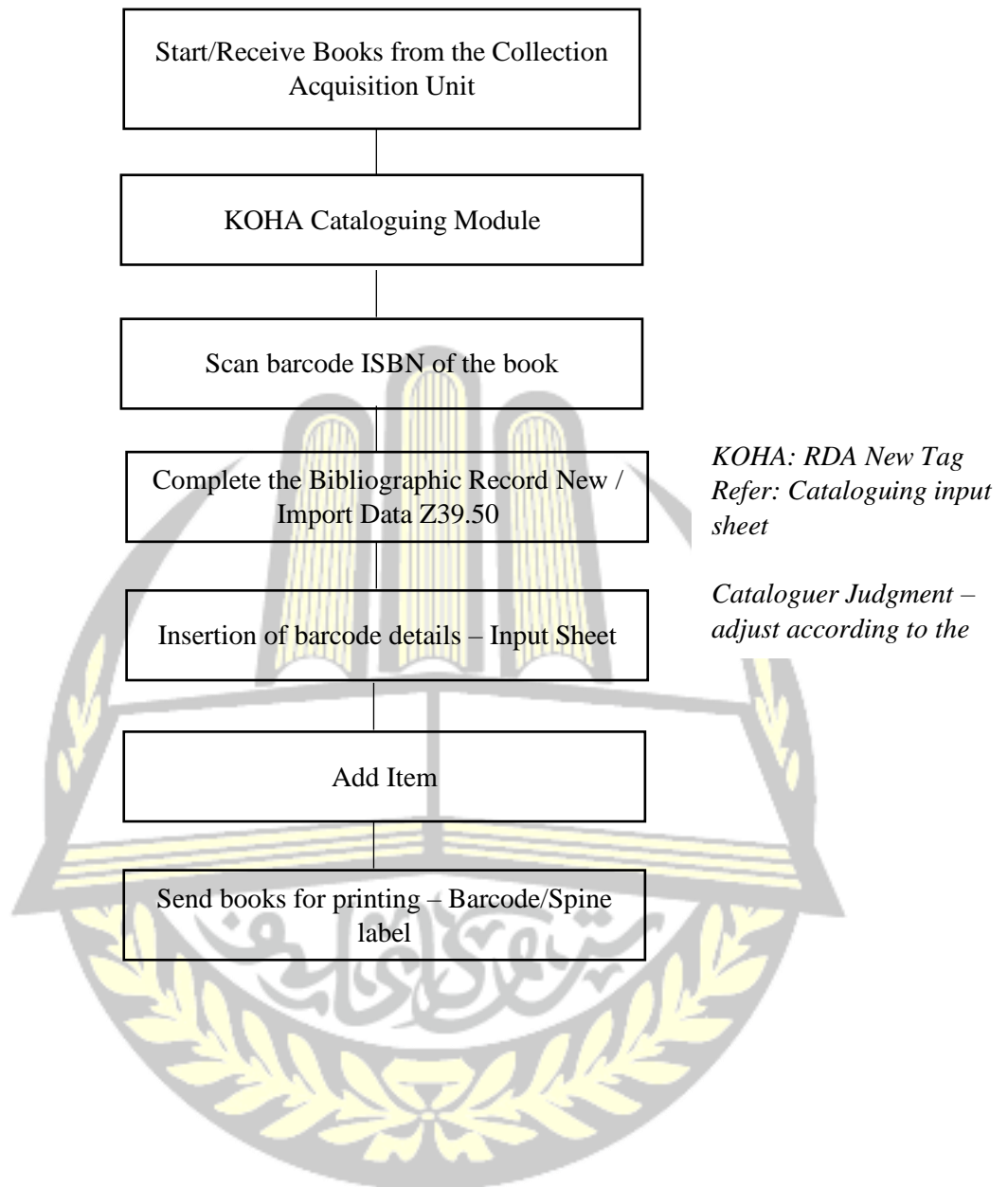


*\*Changes are prior to future discussion/meeting*

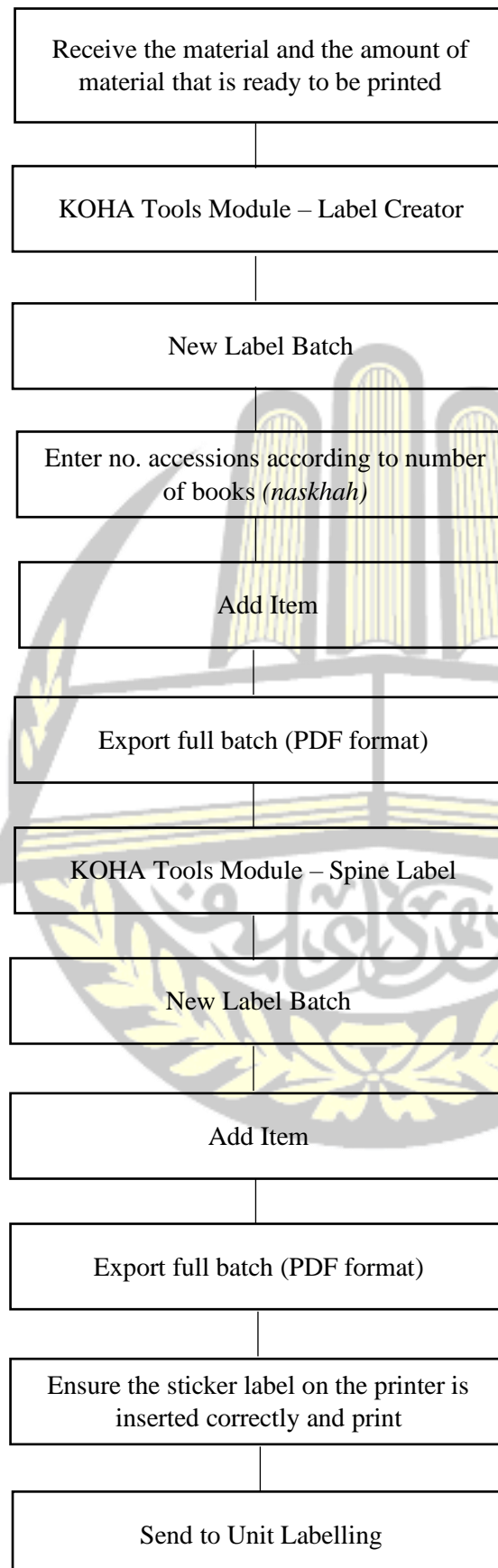
## CATALOGING PROCESS FLOW CHART



## ADDING NEW BIBLIOGRAPHIC RECORD/ IMPORT Z39.50 FLOW CHART

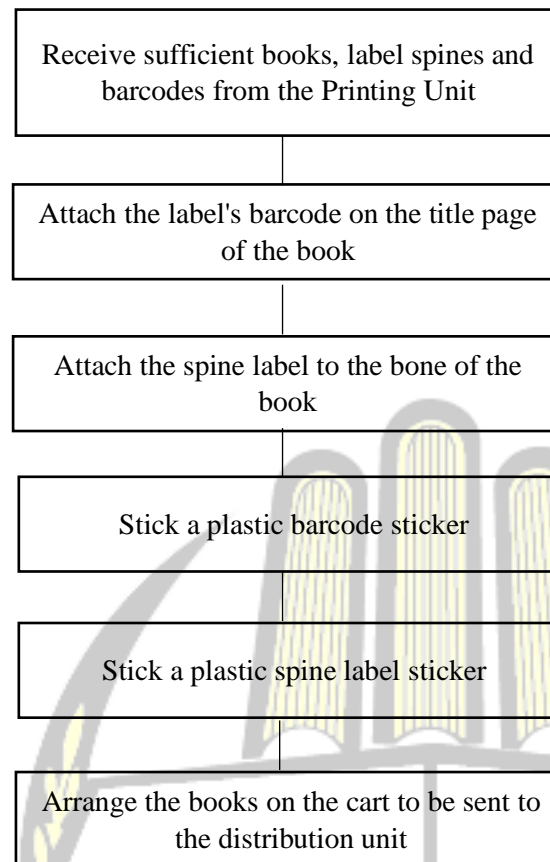


## PRINTING FLOW CHART



*Accession Number  
Refer: Acquisition input  
sheet [same input sheet  
inserted within book]*

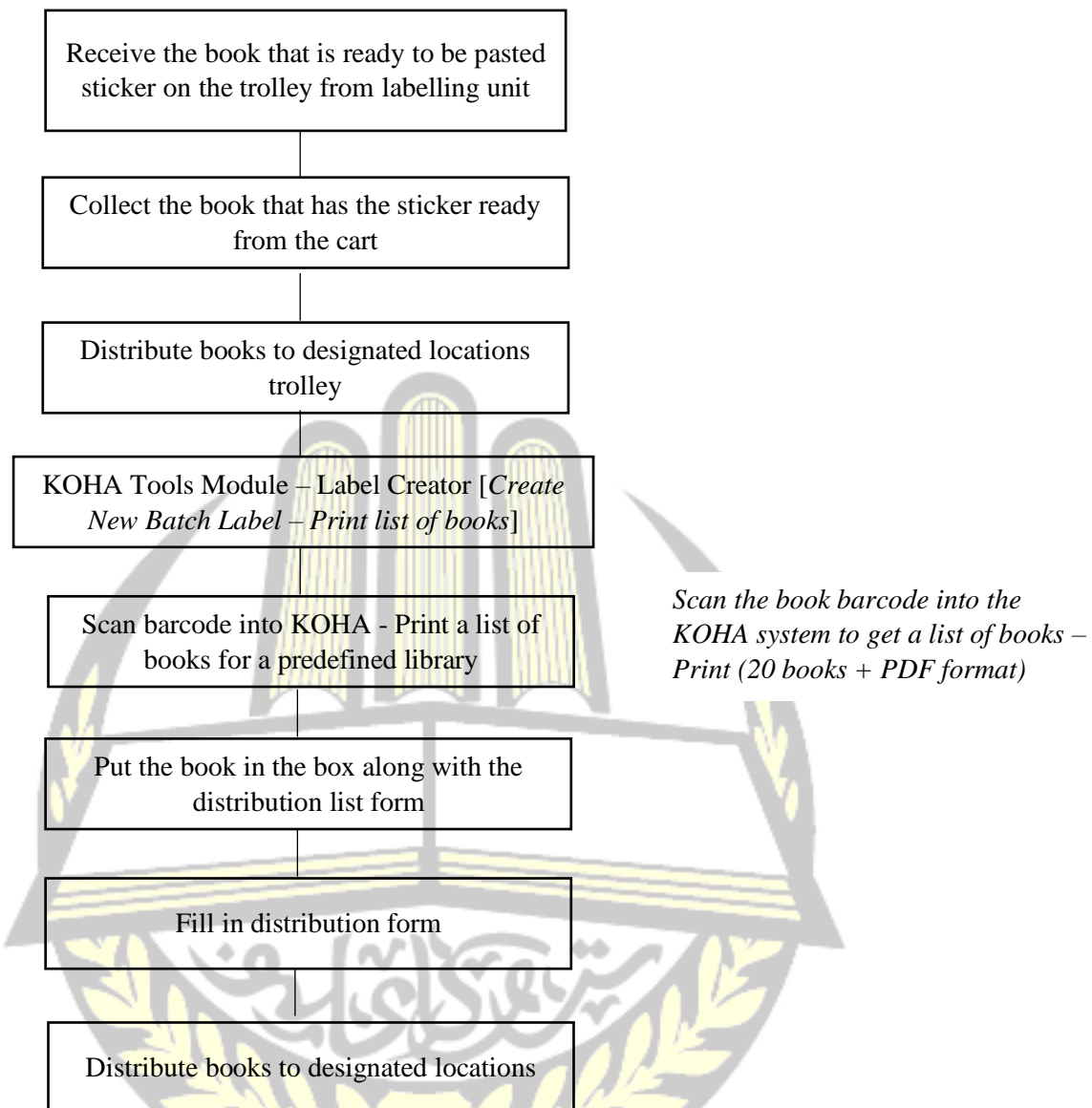
## **LABELLING FLOW CHART**



*Ensure label on the printer is inserted correctly*

*Barcode label / Spine label with plastics – page title/spine*

## DISTRIBUTION FLOW CHART



## **8.0 Outsourced agencies**

It is recommended to continue outsourcing the service with the existing system service. As RDA does not require a new system for the implementation, data is readily adaptable to new and emerging database structures. Changing of practices standardization is needed in terms of the cataloging process. Maintenance of the system is similar as before with a little attention to detail.

### **Expertise outsources**

*Suggestion:*

#### **1. Puan Fadliah Binti Darini (UNISEL)**

*Justification:* PPANPk team has already received training on the RDA instructions in 2 days of classroom training included exercises and practices in creating RDA records from Puan Fadliah Binti Darini. With the help from expertise, Puan Fadliah could help to coordinate the project as well.

## 9.0 Gantt Chart – Project Planning

Table 7: Gantt Chart – Project planning

Phase	Monthly Project	Tasks	May				June				July			
			1	2	3	4	1	2	3	4	1	2	3	4
1	Project Concept & Planning	Proposal Paper												
		Consultation - Faculty & Industry Supervisor												
		Plan Review												
2	Project Execution	Information & data investigation												
		Gathering of resources												
		Consultation												
		Module Construction												
		Data Collection												
		Industry Consultation												
		Plan Review												
3		Consultation – Cataloguer												
		Module Revision												
		Completion Paper												
4	Project Performance & Control	Execution– Meeting Coordination												
		RDA Implementation												
		Performance & Control												
		Assessment												
5	Close	Submission												
		Project Punch list												
		Presentation												

## 10.0 Board Meeting Agenda & Schedule

Platform: Zoom Meeting

*\*Time/date/agenda changes are prior to future discussion*

Date	Time	Agenda / Discussion Points
5 July 2021	11 AM	Meeting – Project Introduction/ Coordination - KOHA system – Administration - RDA Resources – Module/Printed Materials
9 July 2021	2 PM	Meeting – RDA Implementation [Books & Printed Materials]
12 July 2021	2 PM	Meeting – RDA Implementation [Fiction Books]
16 July 2021	2 PM	Meeting – RDA Implementation [Non-Fiction Books]
19 July 2021	2 PM	Meeting – RDA Implementation [Foreign Books]
23 July 2021	2 PM	Meeting – RDA Implementation [Magazine/Bulletin]

Table 8: Board Meeting Agenda & Schedule

### ***Agenda / Discussion point***

Agenda / Discussion point can be sorted out according to:

1. Type of material/publication – e.g., Books, Magazine
2. DDC – 000, 100, 200, 300

## 11.0 Sample form – MARC21 Cataloging Input Sheet

<b>Perbadanan Perpustakaan Awam Negeri Perak</b> <b>Cataloging Input Sheet</b>	 <b>Control No.:</b>
---	--

<b>Instruction:</b>		<b>Date Cataloged:</b>		<b>Initial:</b>	
		<b>Date Checked:</b>		<b>Initial:</b>	
<b>Item Type:</b>		<b>Date Input:</b>		<b>Total:</b>	

FIELD	TAG	Ind1	Ind2	DATA
<b>Fixed-Length Data Element</b>	008			\$a
ISBN	020	0	0	\$a
<b>Cataloguing Source</b>	040			\$a
DDC Number	082			\$a
Local Call No.	090	0	0	\$a
<b>Main Entry - Personal Name</b>	100		#	\$a
Main Entry - Corporate Name	110		#	\$a
Main Entry – Meeting	111		#	\$a
Uniform Title	240			\$a
<b>Title and Statement of Responsibility</b>	245			\$a
Variant Form of Titles	246			\$a

<b>Edition Area</b>	250	#	#	\$a
Publication and Distribution Area	260	#	#	\$a
<b>Production, Publication, Distribution, Manufacture, and Copyright Notice</b>	264			
<b>Physical Description Area</b>	300	#	#	\$a
Series Statement	490			\$a
Notes Area	500			\$a
<b>FIELD</b>	<b>TAG</b>	<b>Id1</b>	<b>Id2</b>	<b>DATA</b>
<b>Bibliographic Notes</b>	504			\$a
Summary Notes	520			\$a
Personal Subject Heading	600		0	\$a
Topical Subject Heading	650		0	\$a

Geographical Heading	651		0	\$a
<b>Added Entry - Personal Name</b>	700		#	\$a
Added Entry - Corporate Name	710		#	\$a
Added Entry - UniformTitle	730		#	\$a
<b>Tag 336 - Content</b>	336	#	#	\$a
<b>Tag 337 - Media</b>	337	#	#	\$a
<b>Tag 338 - Carrier</b>	338	#	#	\$a

- ✓ Tag highlighted with red is the tag that needs to be checked and pay attention
- ✓ **Suggestion:** 1. To assign staff to coordinate and ensure tag RDA are correctly recorded

## Perbadanan Perpustakaan Awam Negeri Perak



## Cataloging Input Sheet

Control No.:

<b>Instruction:</b>		<b>Date Cataloged:</b>		<b>Initial:</b>	
		<b>Date Checked:</b>		<b>Initial:</b>	
<b>Item Type:</b>		<b>Date Input:</b>		<b>Total:</b>	

NO.	ACQUISITIONS DETAILS	DATA	PIC ( ) ( )
1.	Location		
2.	Item Category		
3.	Condition		
4.	SMD		
5.	Order Date		
6.	Currency Code		
7.	Vendor		
8.	Invoice No.		
9.	Price		
10.	Accession Date		

NO.	BO	DATA	PIC ( ) ( )
1.	Barcode number		
2.	Total Amount ( <i>Books</i> )		

NO.	PRINTING	DATA	PIC ( ) ( )
1.	Total Amount ( <i>Books</i> )		

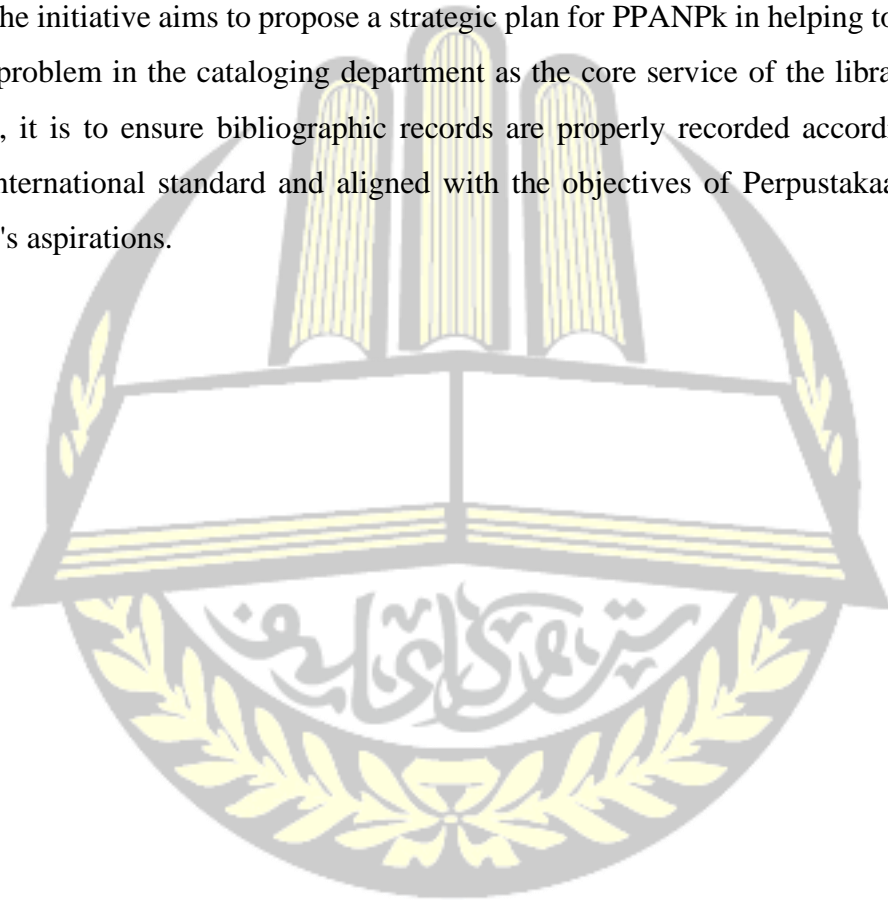
NO.	LABELLING	DATA	PIC ( ) ( )
1.	Total Amount ( <i>Books</i> )		

NO.	DISTRIBUTION	DATA	PIC ( ) ( )
1.	Total Amount ( <i>Books</i> )		

## **12.0 Conclusion**

The initiative results from discussions with the professional cataloger from PPANPk to enhance rich access of information for user's user tasks of retrieval and access in online library catalogs and bibliographic databases. The document is reviewed and discussed with PPANPK professional catalogers over weeks, without whom the guide would not have been possible. Prior to the proposed plan in implementation of RDA to builds on the strengths with new features which helps in recording resource description as a cataloging code for the modern libraries operating in a digital environment.

The initiative aims to propose a strategic plan for PPANPk in helping to solve the existing problem in the cataloging department as the core service of the library. Along with this, it is to ensure bibliographic records are properly recorded according to the newest international standard and aligned with the objectives of Perpustakaan Negara Malaysia's aspirations.



### 3.2.1 RDA MODULE

*Refer to Appendix 1 – RDA Module*

### 3.2.2 IMPLEMENTATION OF PROJECT

#### First Meeting – Introduction of Project

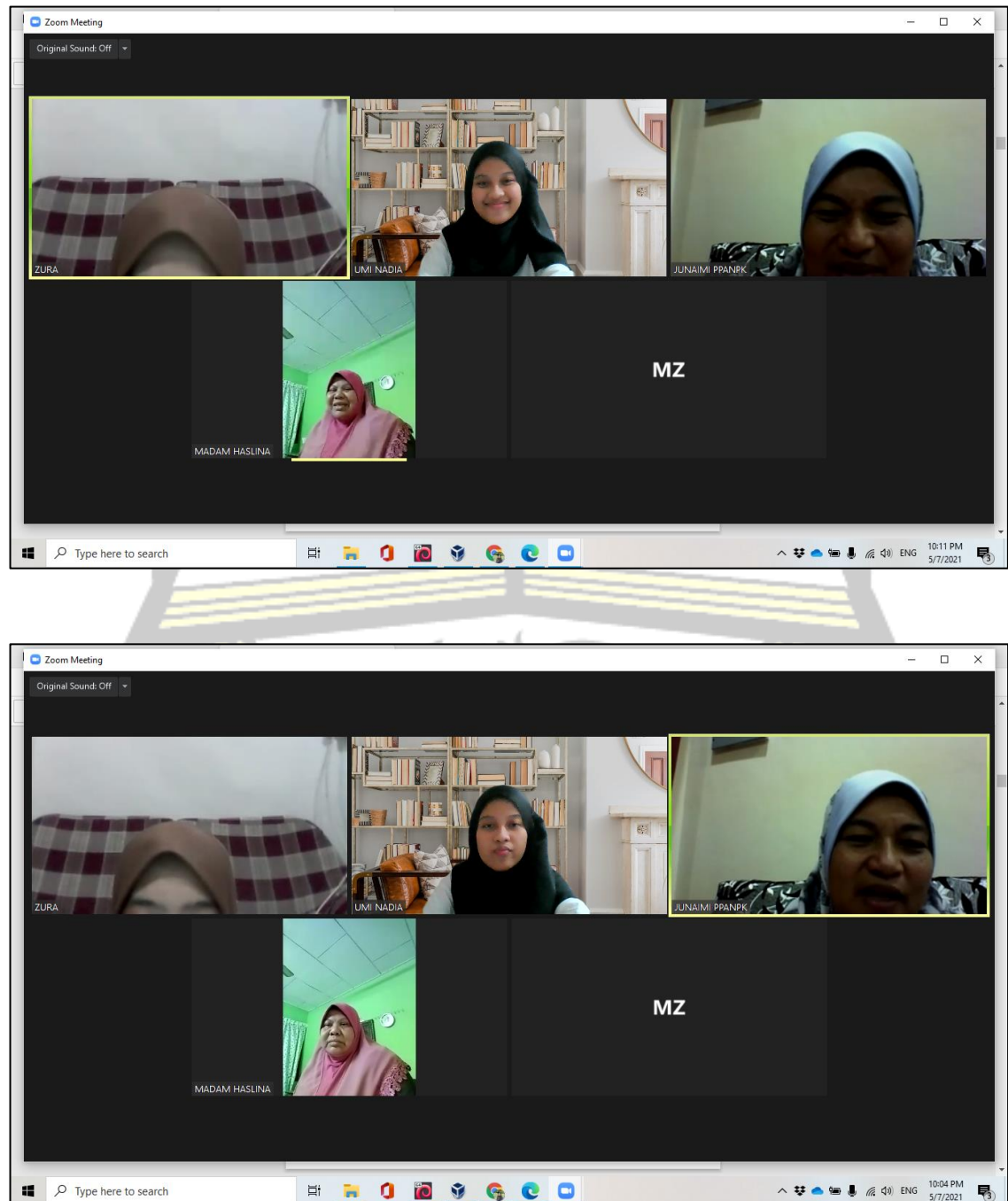


Figure 57: First Meeting - Project Introduction

## Summary of the meeting

### 1. Project Introduction



2. Creation of authority files
3. Review of catalogue/bibliography records
4. KOHA Administration Module
  - a. Creation/Addition of RDA tag
  - b. Visibility of subfields/tag
5. KOHA Cataloguing Module
  - a. Review of tag/subfields
  - b. Discussion on type and number of collections for RDA implementation
6. Implementation of RDA in system
  - a. Examining tag and subfields in default framework to be altered into a new framework.

## DECISION/DISCUSSION OF THE MEETING

**Minit Mesyuarat RDA Merging Record**  
Perbadanan Perpustakaan Awam Negeri Perak  
Tarikh: 5 Julai 2021  
Masa: 9 Malam  
Platform: Zoom Meeting

### HADIR

1. Puan Junaimi Binti Abdul Moin (Pengerusi)  
Bahagian Pendokumentasian dan Teknikal
2. Puan Haslina Binti Hassan  
Unit Pengkatalogan dan Pengkelasan
3. Encik Mohamad Zakarian Bin Abdul Rahman Adas  
Unit Teknologi, Maklumat dan Komunikasi
4. Puan Maimunah Nazura  
Unit Pembangunan Koleksi
5. Umi Nadia Binti Jalaludin @ Kamarudin  
Pelajar Latihan Industri Perbadanan Perpustakaan Awam Negeri Perak

### 1.0 PENDAHULUAN

Pengerusi memulakan mesyuarat dengan kata-kata aluan kepada jawatankuasa RDA Merging Record bagi kakitangan Perbadanan Perpustakaan Awam Negeri Perak. Pengerusi juga menyatakan ucapan terima kasih kepada semua kakitangan yang hadir bagi Mesyuarat RDA Merging Record.

### 2.0 KERTAS KERJA RDA MERGING RECORD

Pengerusi, Puan Junaimi memulakan agenda pertama dengan pemakluman kertas kerja yang diterima oleh Bahagian Pendokumentasian dan Teknikal. Pengerusi seterusnya merujuk kepada butiran khusus kertas kerja iaitu:-

#### **RDA Merging Record**

- Pengenalan, Skop, Objektif
- Cadangan Pelaksanaan di PPANPk
- Perancangan Carta Alir Projek
- Agensi sumber luar

- Carta Perbatuan
- Agenda dan Jadual Mesyuarat

### 3.0 AUTORITI FAIL

Puan Haslina selaku ketua Unit Pengkatalogan dan Pengkelasan memberi cadangan bagi pembentukan autoriti fail bagi penyelarasan perbendaharaan kata yang konsisten untuk titik akses semasa proses pengkatalogan dan pengkelasan. Fail autoriti mengandungi nama dan subjek yang dapat ditambahkan ke rekod katalog untuk mempermudah pencarian terma yang sesuai, selaras dan konsisten. Skop khusus dapat membantu Unit Pengkatalogan untuk mencari fail kuasa yang sesuai bagi pemilihan sumber untuk nama orang dan juga sumber bagi subjek topikal dan istilah berbentuk genre. Puan Haslina juga mencadangkan penyelarasan bagi tag RDA 040 Cataloging Source, peraturan penggunaan huruf semasa proses pengkatalogan.

Semua kakitangan akan hal ini dan tiada tambahan selanjutnya daripada pengerusi.

### 4.0 SEMAKAN REKOD KATALOG

Seterusnya, agenda diteruskan dengan semakan bagi rekod katalog di perpustakaan bagi penyelarasan rekod lengkap atau tidak lengkap. Pengerusi memberi arahan agar semakan rekod dilakukan sebelum inisiatif bermula dan dilaksanakan. Ketua Unit Teknologi, Maklumat dan Komunikasi dan Ketua Unit Pengkatalogan dan Pengkelasan mengambil maklum perkara tersebut.

### 5.0 KOHA ADMINISTRATION MODULE

Pengerusi meneruskan mesyuarat dengan semakan bagi RDA Module yang disediakan oleh Umi Nadia, Pelajar Latihan Industri PPAHP. Fokus diberikan terhadap solusi yang dicadangkan bagi masalah tag yang tidak kelihatan semasa proses pengkatalogan.

Umi Nadia meneruskan dengan menunjukkan contoh kaedah bagi penyelesaian langkah demi langkah seperti yang dicadangkan dan dinyatakan di dalam modul yang disediakan bagi Bahagian Pendokumenasian dan Teknikal. Dengan menggunakan *localhost* KOHA, Umi Nadia menunjukkan contoh bagi dua perkara berbangkit:

1. Penambahan tag RDA baharu

## 2. Pengaktifan *subfield* yang tidak kelihatan

### KOHA CATALOGING MODULE

Mesyuarat juga membincangkan mengenai kerangka bibliografi (*MARC Bibliographic Framework*) yang akan dimasukkan dan digunakan bagi PPANPk dalam pelaksanaan RDA. *Code* dan *Bibliography Framework* bagi setiap kategori dan jenis bahan yang dibeli dan diperoleh oleh perpustakaan bagi tempoh semasa dan akan datang juga dibincangkan. Perbincangan mengenai penyelesaian bagi masalah semasa proses pengkatalogan dinyatakan dan perkara-perkara berbangkit akan dibincangkan pada mesyuarat seterusnya.

Semua cakna akan hal ini dan tiada tambahan selanjutnya daripada jawatankuasa yang lain.

### 6.0 PELAKSANAAN TAG RDA DI KOHA SISTEM

Pengerusi memberi arahan agar Encik Zakaria selaku Unit Teknologi, Maklumat dan Komunikasi, untuk melaksanakan perkara yang dibincangkan pada KOHA Administration Module dan tempoh diberikan selama seminggu sebelum mesyuarat seterusnya.

Pengerusi juga mencadangkan agar Umi Nadia menyediakan senarai *subfield* yang diperlukan bagi membantu Encik Zakaria melengkapkan penambahan kerangka RDA. Umi Nadia menjelaskan bagi rujukan terhadap RDA Modul yang telah disediakan.

### 7.0 PENUTUP

Pengerusi mengucapkan terima kasih atas kehadiran semua barisan kakitangan dan mesyuarat ditangguhkan pada pukul 10.30 malam. Semua ahli jawatankuasa bersurai dan tarikh mesyuarat ditentukan pada hari Isnin iaitu 11 Julai 2021.

Disediakan oleh:

**UMI NADIA**

Pelajar Latihan Industri

Perbadanan Perpustakaan Awam Negeri Perak

Tarikh: 8 Julai 2021

Figure 58: Minute Meeting of the 1st Meeting

## Second Meeting – Pilot Bibliographic Framework: TEST RDA

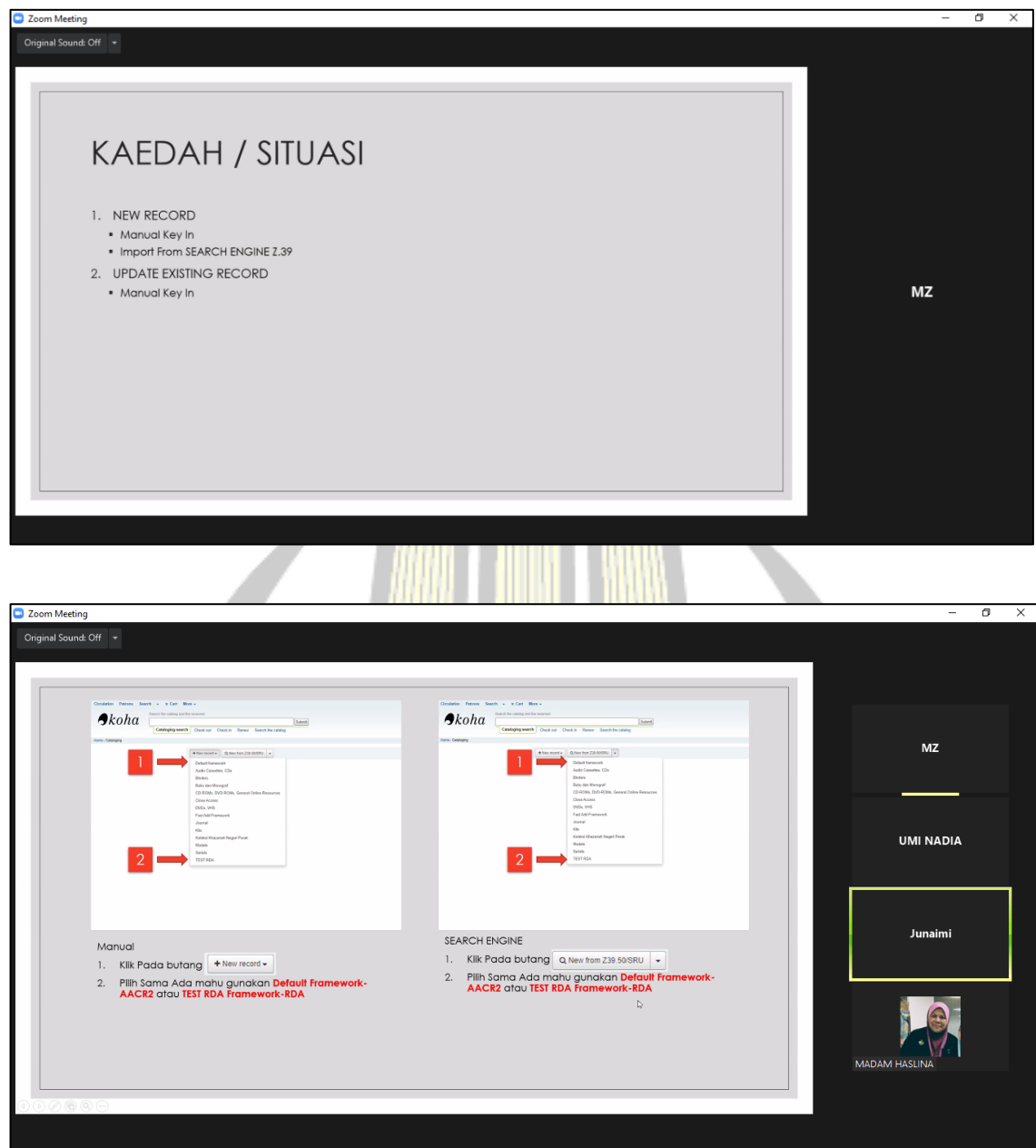


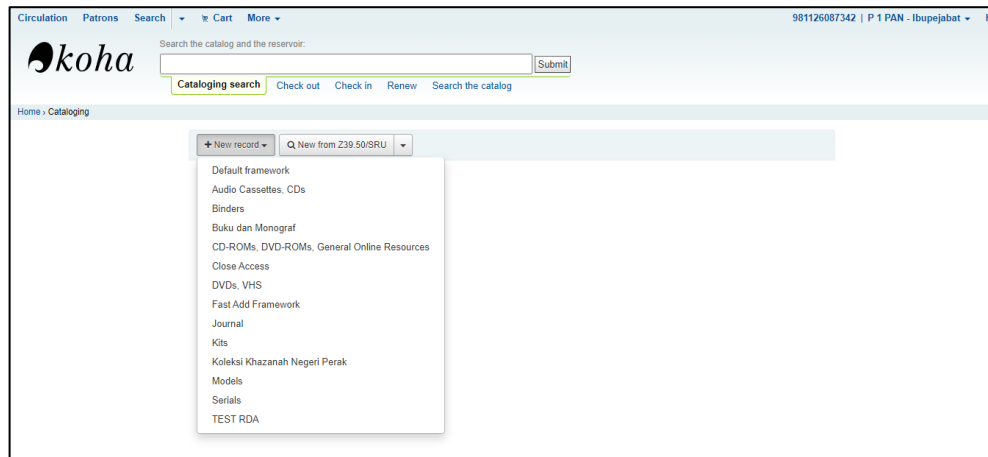
Figure 59: Pilot Bibliographic Framework

## Summary of the meeting

### 1. Pilot bibliographic framework

Pilot RDA bibliographic frameworks are created and entitled as TEST RDA for the usage of project implementation.

*Refer to Appendix 2 for TEST RDA Bibliographic framework*



### 2. Type of framework – existing/addition

Discussion on type of framework for existing MARC bibliographic framework and a new addition of RDA bibliographic framework into the KOHA system.



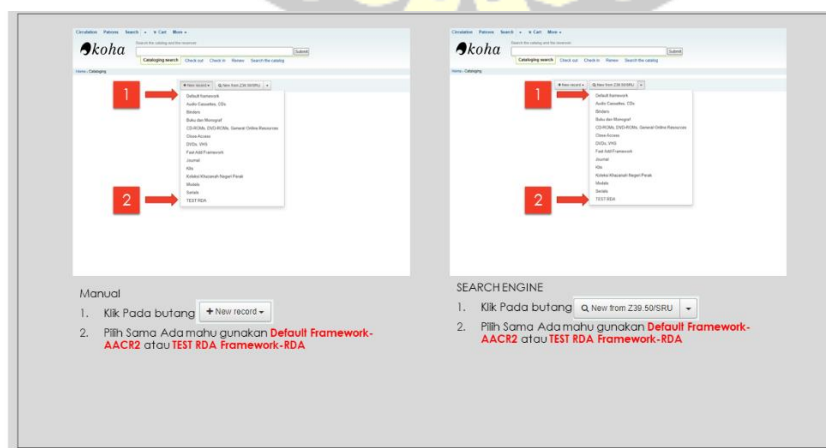
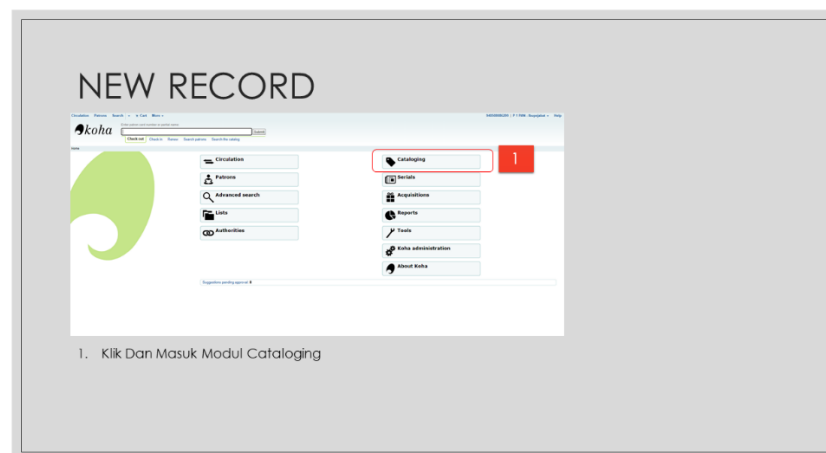
### 3. Cataloguing Method/Situation

Cataloguing method and situation were explained to both professional cataloguers for action in cataloguing process during the implementation.



#### a. New Record

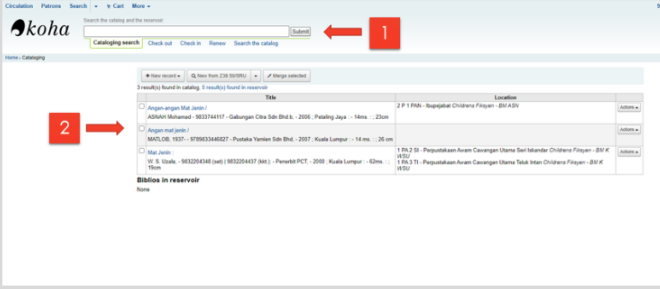
Step-by-step guidance on recording bibliographic elements into RDA framework considering the original and copy cataloguing method/approach.



### b. Update Existing Record

Step-by-step guidance on updating existing bibliographic elements into RDA framework considering the original and copy cataloguing method/approach.

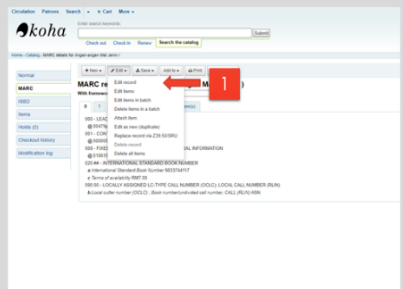
# UPDATE EXISTING RECORD



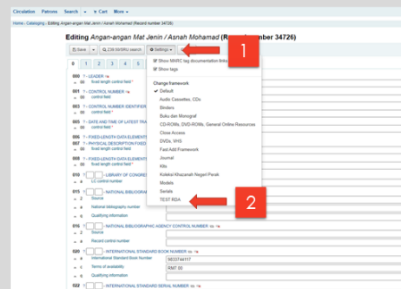
1

2

- Buat Carian buku
  - Boleh Type atau menggunakan Barcode Scanner
- Klik Pada tajuk buku



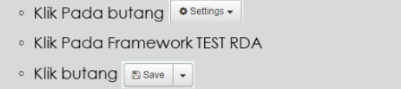
1



1

2

- Klik Pada edit Record



• Klik Pada butang **Settings**

• Klik Pada Framework **TEST RDA**

• Klik butang **Save**

Figure 60: Pilot Bibliographic Framework

## DECISION/DISCUSSION OF THE MEETING - Pilot Bibliographic Framework

### Minit Mesyuarat RDA Merging Record Kali-2

Perbadanan Perpustakaan Awam Negeri Perak

Tarikh: 10 Julai 2021

Masa: 3 Petang

Platform: Zoom Meeting

### PPANPk RDA CONVERSION

#### HADIR

1. Puan Junaimi Binti Abdul Moin (Pengerusi)  
Bahagian Pendokumentasian dan Teknikal
2. Puan Haslina Binti Hassan  
Unit Pengkatalogan dan Pengkelasan
3. Encik Mohamad Zakarian Bin Abdul Rahman Adas  
Unit Teknologi, Maklumat dan Komunikasi
4. Umi Nadia Binti Jalaludin @ Kamarudin  
Pelajar Latihan Industri Perbadanan Perpustakaan Awam Negeri Perak

#### TIDAK HADIR

1. Puan Maimunah Nazura  
Unit Pembangunan Koleksi

#### 1.0 PENDAHULUAN

Pengerusi memulakan mesyuarat dengan kata-kata aluan kepada jawatankuasa RDA Merging Record Kali-2 bagi kakitangan Perbadanan Perpustakaan Awam Negeri Perak. Pengerusi juga menyatakan ucapan terima kasih kepada semua kakitangan yang hadir bagi Mesyuarat RDA Merging Record. Puan Maimunah Nazura tidak dapat hadir mesyuarat kerana hal peribadi bersama keluarga. Ketidakhadiran telah dimaklumkan di dalam platform *Whatsapp group*.

#### 2.0 PPANPk RDA CONVERSION

Encik Zakaria selaku penyelaras sistem KOHA, memulakan agenda pertama dengan perkongsian slaid PPANPk RDA Conversion bagi *Pilot Bibliographic Framework: TEST RDA* penerangan kepada jawatankuasa RDA terutamanya kataloger perpustakaan iaitu Puan Haslina dan Puan Junaimi.

### 3.0 JENIS-JENIS FRAMEWORK

Encik Zakaria menerangkan mengenai jenis-jenis *framework* pada sistem KOHA iaitu AACR2 dan TEST RDA. AACR2 *bibliographic framework* adalah *framework* sedia ada seperti buku, CD-ROM dan bahan lain-lain. TEST RDA adalah *framework* baharu yang dicipta bagi pelaksanaan projek RDA di PPANPk.

Menurut Encik Zakaria, TEST RDA adalah templat yang dikongsikan oleh Perbadanan Perpustakaan Awam Negeri Kedah. Selepas perbincangan bersama pakar teknologi daripada Perbadanan Perpustakaan Awam Negeri Kedah, TEST RDA dilancarkan bagi kegunaan kataloger sebagai *pilot bibliographic framework*.

Semua kakitangan akan hal ini dan tiada tambahan selanjutnya daripada pengerusi.

### 4.0 KAEDAH / SITUASI

Seterusnya, agenda diteruskan dengan kaedah dan situasi bagi penggunaan *TEST RDA Bibliographic Framework*. Encik Zakaria menerangkan terdapat dua situasi dan kaedah iaitu rekod baharu dan kemas kini rekod sedia ada. Bagi situasi rekod baharu bahan boleh di katalog dan direkod melalui pengisian secara manual (*original cataloguing*) atau import rekod dari *Search Engine Z.39*. Bagi situasi kemaskini rekod sedia ada, rekod perlu melalui pengisian secara manual.

### 5.0 REKOD BAHARU

Encik Zakaria meneruskan dengan penjelasan terhadap rekod baharu iaitu pengisian secara manual (*original cataloguing*) atau import rekod dari *Search Engine Z.39*. Kaedah bagi pengisian secara manual adalah:

- 1) Klik butang *New Record*
- 2) Pilih sama ada mahu gunakan Default Framework-AACR2 atau TEST RDA Framework RDA pada bahagian rekod baharu.

Kaedah bagi import rekod dari *Search Engine Z.39* pula,

- 1) Klik butang *New from Z39.50/SRU*
- 2) Pilih sama ada mahu gunakan Default Framework-AACR2 atau TEST RDA Framework-RDA.

#### **6.0 KEMASKINI REKOD SEDIA ADA**

Agenda seterusnya adalah bagi kemaskini rekod sedia ada, Encik Zakaria menjelaskan bagi kemas kini rekod boleh dilakukan melalui pencarian buku:

- 1) Buat Carian buku - Boleh taip atau menggunakan *Barcode Scanner* atau
- 2) Klik Pada tajuk buku.

Seterusnya bagi proses pengeditan bibliografi rekod ialah:

- 1) Klik pada *Edit Record*
- 2) Klik pada butang *Settings*
- 3) Klik pada Framework TEST RDA
- 4) Klik butang *Save*

#### **7.0 PENUTUP**

Pengerusi mengucapkan terima kasih atas kehadiran semua barisan kakitangan dan mesyuarat ditangguhkan pada pukul 4.30 petang. Semua ahli jawatankuasa bersurai dan tarikh mesyuarat ditentukan pada hari Khamis iaitu 15 Julai 2021.

Disediakan oleh:

**UMI NADIA**

Pelajar Latihan Industri

Perbadanan Perpustakaan Awam Negeri Perak

Tarikh: 11 Julai 2021

Figure 61: Minute Meeting of the 2nd Meeting

### Third Meeting – RDA Pilot Cataloging (Session 1)

**Angan-angan Mat Jenin / by A SNAH Muhammad**

Barcode: 9000674632

Item information (see item)

Home library: P 1 P08 - Bopiglat  
Item type: Junior books  
Item callnumber: A36  
Replacement price: 0.00

Statuses

Current location: P 1 P08 - Bopiglat  
Checked status: [dropdown]  
Last status: [dropdown]  
Damaged status: [dropdown]  
Withdrawal status: [dropdown]

History

Accession date: 21/08/2014  
Total checked: 1 (see item checked history)  
Last seen: 12/02/2017  
Last borrowed: 26/11/2017  
Public note: [text area]  
Non public note: [text area]

**Classification number** 600 WAN  
**Edition number** 23

**100 0# - MAIN ENTRY--PERSONAL NAME**  
Personal name Waridah Muing,  
Dates associated with a name 1980-  
Relator term author.

**245 10 - TITLE STATEMENT**  
Title KEJURUTERAAN ROBOTIK (AI) /  
Statement of responsibility, etc. Waridah Muing

**260 ## - PUBLICATION, DISTRIBUTION, ETC.**  
Place of publication, distribution, etc. :  
Name of publisher, distributor, etc. ,  
Date of publication, distribution, etc. -

**263 ## - PROJECTED PUBLICATION DATE**  
Projected publication date 201911

**264 #1 - PRODUCTION, PUBLICATION, DISTRIBUTION, MANUFACTURE, AND COPYRIGHT NOTICE**  
Place of production, publication, distribution, manufacture Sungai Petani, Kedah :  
Name of producer, publisher, distributor, manufacturer WBM Resources,  
Date of production, publication, distribution, manufacture, or copyright notice 2019

**300 ## - PHYSICAL DESCRIPTION**  
Extent 40 pages :  
Other physical details illustration color ;  
Dimensions 26cm.

**336 ## - CONTENT TYPE**

BIL	ISBN	BO RDA	EDIT ITEM	CHECK RDA TAG
1	9789672390046	/		260 - padam punctuation
2	9789672390077	/		260 - padam punctuation, 300 - tiada nilai physical description
3	9789672390084	/		260 - padam punctuation, 300 - tiada nilai physical description
4	9789672390039	/		260 - padam punctuation, 300 - tiada nilai physical description
5	9789672390060	/		260 - padam punctuation
6	9789672390053	/		039 - tukar nama level description, 040 - Sc transcribing agency = PPANPK
7	9789832423881	/		040 - Sb Language of cataloging = eng, Se = rda
8	9789671789209	/		039 - tukar nama level description, 260 - padam punctuation
9	9789814841511	/		260 - padam punctuation
10	9789671551233	/		039 - tukar nama level description, 260 - padam punctuation

Figure 62: RDA Pilot Cataloging

## **Summary of the meeting**

1. Discussion for each available tagging
  - a. 039 [Level of Bibliographic Control and Coding Detail [obsolete]
  - b. The addition/editing of the tag is to record names and statements of responsibility during the cataloguing process
2. Discussion on differences between Tag 082 & 090
  - a. 082 [Dewey Decimal Classification Number]
  - b. 090 [Local Call Numbers]
  - c. Recommendations for the use of both DDC and local numbers and local definitions in KOHA system under bibliographic framework TEST RDA
3. RDA Pilot Cataloguing
  - a. The process of cataloguing started with surplus books for 2020 using the TEST RDA framework on the KOHA system to update existing records (new book records but already on record for the beginning by Puan Maimunah Nazura).
  - b. Puan Haslina attached excel documents for 10 books of library materials that have been recorded using the TEST RDA framework for the review of instructions to Umi Nadia and Encik Zakaria.

## DECISION/DISCUSSION OF THE MEETING - *RDA Pilot Cataloging*

### **Minit Mesyuarat RDA Merging Record Kali-3**

Perbadanan Perpustakaan Awam Negeri Perak

Tarikh: 12 Julai 2021

Masa: 9.30 Pagi

Platform: WhatsApp Call

### **RDA Pilot Cataloguing**

#### **HADIR**

1. Puan Junaimi Binti Abdul Moin (Pengerusi)  
Bahagian Pendokumentasian dan Teknikal
2. Puan Haslina Binti Hassan  
Unit Pengkatalogan dan Pengkelasan
3. Encik Mohamad Zakarian Bin Abdul Rahman Adas  
Unit Teknologi, Maklumat dan Komunikasi
4. Umi Nadia Binti Jalaludin @ Kamarudin  
Pelajar Latihan Industri Perbadanan Perpustakaan Awam Negeri Perak

#### **TIDAK HADIR**

1. Puan Maimunah Nazura  
Unit Pembangunan Koleksi

#### **1.0 PENAMBAHAN TAG 039**

Puan Haslina memulakan mesyuarat dengan pertanyaan kepada Encik Zakaria mengenai ketiadaan tag yang beliau perlukan semasa proses pengkatalogan bahan. Tag tersebut adalah Tag 039 [Level of Bibliographic Control and Coding Detail [obsolete], dengan tujuan bagi merekod nama dan pernyataan tanggungjawab semasa proses pengkatalogan. Puan Haslina dan Junaimi menerangkan kepentingan tag tersebut kepada Encik Zakaria.

#### **2.0 DISKUSI PERBEZAAN TAG 082 & 090**

Puan Haslina dan Puan Junaimi membuat perbincangan mengenai kepentingan dan perbezaan tag 082 [Dewey Decimal Classification Number] & 090 [Local Call Numbers] bagi nombor pengkelasan bahan perpustakaan. Kepentingan kepada tag 090

[Local Call Numbers] diberi perhatian dengan cadangan bagi penggunaan nombor panggilan tempatan dan definisi tempatan.

Praktis pengkatalogan sebelum ini tidak meletakkan nombor pengkelasan pada tag 090 [Local Call Numbers] tetapi hanya pada tag 082 [Dewey Decimal Classification Number] sahaja. Keputusan kepada perbincangan adalah untuk meletakkan nombor pengkelasan kepada kedua tag iaitu 082 [Dewey Decimal Classification Number] dan 090 [Local Call Numbers].

Semua kakitangan akan hal ini dan tiada tambahan selanjutnya daripada pengerusi.

### **3.0 RDA PILOT CATALOGING**

Keputusan mesyuarat adalah RDA Pilot Cataloging akan dilaksanakan pada bahan buku lebihan perolehan 2020 dan akan bermula secara tetap bagi bahan perolehan buku pada tahun 2021.

Puan Haslina memulakan proses pengkatalogan terhadap buku lebihan tahun 2020 menggunakan framework TEST RDA pada sistem KOHA bagi kemas kini rekod sedia ada (rekod buku baharu tetapi sudah di rekod permulaan oleh Puan Maimunah Nazura). Puan Haslina melampirkan dokumen *excel* terhadap 10 bahan perpustakaan yang telah direkod menggunakan framework TEST RDA bagi semakan arahan kepada Umi Nadia dan Encik Zakaria.

### **4.0 PENUTUP**

Pengerusi mengucapkan terima kasih atas kehadiran semua barisan kakitangan dan mesyuarat ditangguhkan pada pukul 10.30 pagi. Semua ahli jawatankuasa bersurai dan tarikh mesyuarat ditentukan pada hari Khamis iaitu 15 Julai 2021.

Disediakan oleh:

**UMI NADIA**

Pelajar Latihan Industri  
Perbadanan Perpustakaan Awam Negeri Perak

Tarikh: 14 Julai 2021

Figure 63: Minute Meeting of the 3rd Meeting

## Forth Meeting – RDA Pilot Cataloging (Session 2)

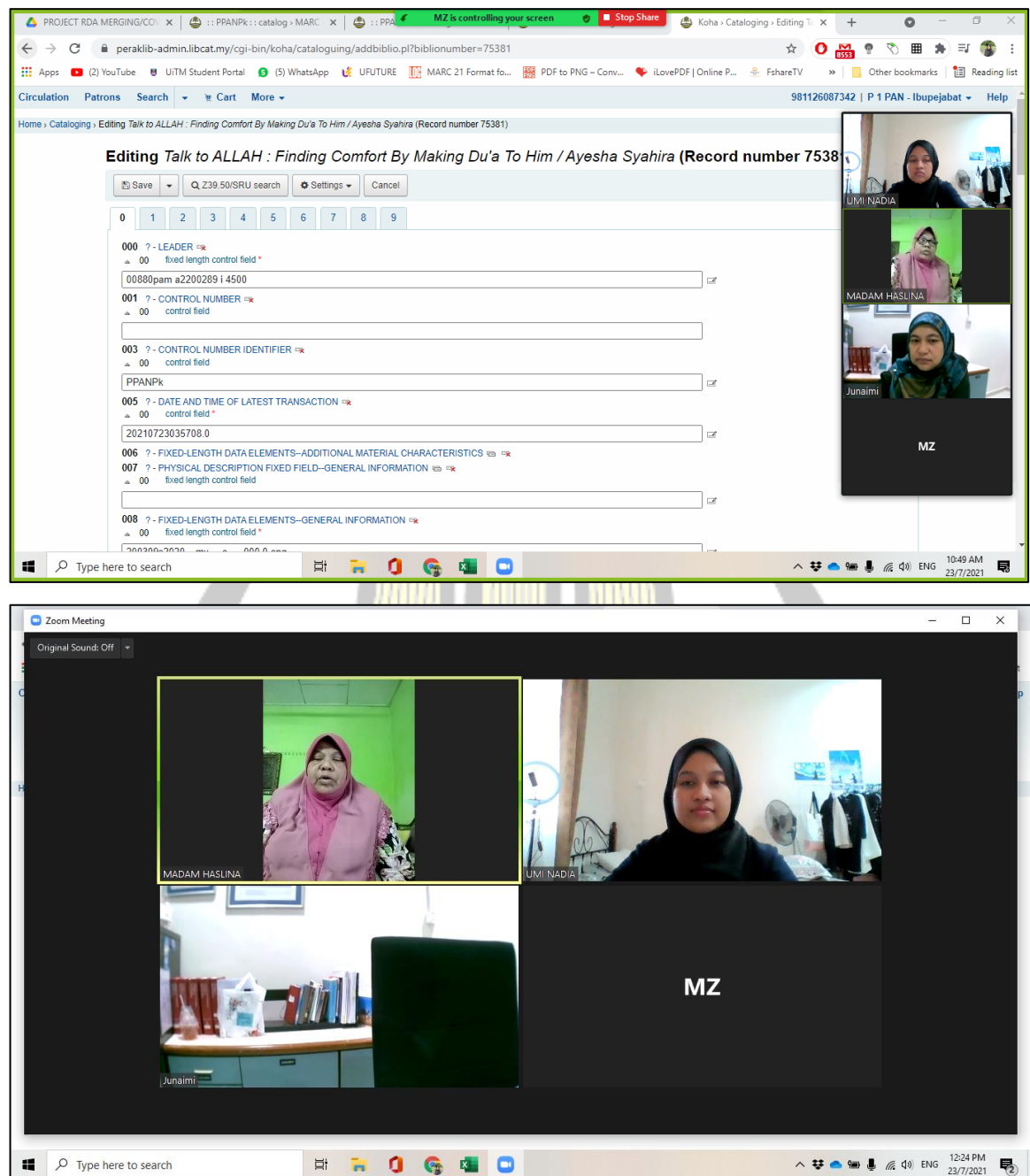


Figure 64: RDA Pilot Cataloging (Session 2)

## Summary of the meeting

1. Discussion for tag 000-008
  - a. 001 - Control Number
  - b. 003 - Control Number Identifier
  - c. 005 - Date and Time of Latest Transaction
  - d. 008 - Fixed-Length Data Elements
2. Discussion for tag 020
  - a. \$c - Terms of availability (NR)
  - b. Price or a brief statement of availability and any parenthetical qualifying information about availability
3. Discussion for tag 040
  - a. \$a - Original cataloguing agency (NR)  
The decision to maintain the default value – PNM
  - b. \$b - Language of cataloguing (NR)  
The decision English is the language of cataloguing
  - c. \$c - Transcribing agency (NR)  
The decision to maintain the default value – PPANPk
  - d. \$d - Modifying agency (R)  
The decision to maintain the default value – PPANPk
  - e. \$e - Description conventions (R)  
The decision to maintain the default value – rda
4. Discussion for tag 260
  - a. Discussion on the deletion of the existing default value of punctuation in the system. Explanation of data import impact towards the recording of bibliographic records.
5. Discussion for tag 952
  - a. Discussion on repeatable tag appeared at OPAC which is available for user view. For standardization, the field is kept in view for programmer adjustment.

## DECISION/DISCUSSION OF THE MEETING - *RDA Pilot Cataloging*

### **Minit Mesyuarat RDA Merging Record Kali-4**

Perbadanan Perpustakaan Awam Negeri Perak

Tarikh: 23 Julai 2021

Masa: 10.30 Pagi

Platform: Zoom Meeting

### **RDA Pilot Cataloguing**

#### **HADIR**

1. Puan Junaimi Binti Abdul Moin (Pengerusi)  
Bahagian Pendokumentasian dan Teknikal
2. Puan Haslina Binti Hassan  
Unit Pengkatalogan dan Pengkelasan
3. Encik Mohamad Zakarian Bin Abdul Rahman Adas  
Unit Teknologi, Maklumat dan Komunikasi
4. Puan Maimunah Nazura  
Unit Pembangunan Koleksi
5. Umi Nadia Binti Jalaludin @ Kamarudin  
Pelajar Latihan Industri Perbadanan Perpustakaan Awam Negeri Perak

#### **1.0 DISKUSI BAGI TAG 000-008**

Puan Haslina memulakan mesyuarat dengan diskusi mengenai kepentingan tag 000 sehingga 008 yang terdiri daripada;

1. 001 - Control Number

Cadangan diberikan untuk meletakkan *record number* di bahagian *default value* tag 001 Control Number dengan tujuan bagi menyelaraskan dengan nombor kawalan PPANPk. Diskusi dibuat mengenai kaedah bagi perletakkan nilai di bahagian tag 001 selepas mengambil kira pelbagai pertimbangan, keputusan dibuat agar tag dikosongkan bagi sementara waktu. Keputusan tetap akan dilakukan setelah mendapat maklum balas daripada PNM.

2. 003 - Control Number Identifier

Cadangan untuk meletakkan *default value* = PPANPk bagi setiap proses pengkatalogan.

### 3. 005 - Date and Time of Latest Transaction

Keputusan dibuat untuk meletakkan tarikh dan masa terkini bagi setiap transaksi proses pengkatalogan iaitu di bawah pengelolaan Puan Haslina.

### 4. 008 - Fixed-Length Data Elements

Tag 008 adalah *system generated* dimana merujuk kepada bahan perpustakaan yang direkodkan mengikut kepada elemen data. Keputusan tetap akan dilakukan setelah mendapat maklum balas daripada PNM.

## 2.0 DISKUSI BAGI TAG 020

Diskusi dilakukan terhadap tag 020 iaitu *International Standard Book Number* (ISBN). Perhatian diberikan terhadap *subfield* \$c Terms of availability (NR) terutamanya harga atau pernyataan ketersediaan ringkas dan maklumat kelayakan kurungan mengenai ketersediaan bahan. Seperti sedia maklum, proses pembelian buku terlibat dengan proses pemberian diskaun secara pukal bagi harga yang berpatutan. Diskusi dibuat terhadap sama ada untuk meletakkan harga buku asal atau harga buku setelah mendapat diskaun. Keputusan dibuat bagi meletakkan harga asal bagi paparan OPAC pengguna dan harga diskaun dibuat pada proses *Edit Item* oleh Puan Maimunah Nazura.

Semua kakitangan cakra akan hal ini dan tiada tambahan selanjutnya daripada pengerusi.

## 3.0 DISKUSI BAGI TAG 040

Diskusi bagi *tag* dan *subfield* 040 Cataloging Source adalah seperti berikut;

### 1. \$a Original cataloguing agency

Keputusan untuk mengekalkan *default value* – PNM

### 2. \$b Language of cataloguing

Keputusan Bahasa Inggeris adalah bahasa pengkatalogan

3. \$c Transcribing agency

Keputusan untuk mengekalkan *default value* – PPANPk

4. \$d - Modifying agency

Keputusan untuk mengekalkan *default value* – PPANPk

5. \$e - Description conventions

Keputusan untuk mengekalkan *default value* – rda

#### 4.0 DISKUSI BAGI TAG 260

Perbincangan mengenai penghapusan nilai tanda baca yang sedia ada pada tag 260 dalam sistem semasa proses pengkatalogan. Umi Nadia dan Encik Zakaria menjelaskan agar kataloger hanya perlu memadam tanda baca yang sedia ada semasa proses pengkatalogan dan tidak perlu buang tag sedia ada. Justifikasi terhadap kewujudan tag 264 sudah mencukupi bagi merekod *Production, Publication, Distribution, Manufacture, and Copyright Notice*. Cadangan tersebut dilihat kepada sudut kekemasan rekod bibliografi pada paparan OPAC pengguna. Penjelasan kesan import data terhadap rakaman rekod bibliografi dibincangkan. Sebarang perubahan akan dimaklumkan kemudian.

#### 5.0 DISKUSI BAGI TAG 952

Diskusi bagi tag 952 iaitu Location and item information (KOHA) yang dilihat berulang pada paparan OPAC pengguna bagi bahan-bahan tertentu. Encik Zakaria akan maklumkan sebarang perubahan pada mesyuarat akan datang.

#### 6.0 PENGHANTARAN *SAMPLE* REKOD RDA KEPADA PNM KIK BAGI SEMAKAN

Pengerusi, Puan Junaimi mencadangkan bagi penghantaran *sample* rekod rda yang telah dilaksanakan kepada pihak Perpustakaan Negara Malaysia, Katalog Induk Kebangsaan bagi semakan kepada keperluan penambahan atau pembuangan, revisi dan penambahbaikan terhadap praktis pengkatalogan. Sebarang komen dan perubahan akan dimaklumkan kepada semua ahli jawatankuasa projek.

## **7.0 PENUTUP**

Puan Haslina mengucapkan terima kasih atas kehadiran semua barisan kakitangan dan mesyuarat ditangguhkan pada pukul 12.15 tengahari. Semua ahli jawatankuasa bersurai dan tarikh mesyuarat ditentukan kemudian.

Disediakan oleh:

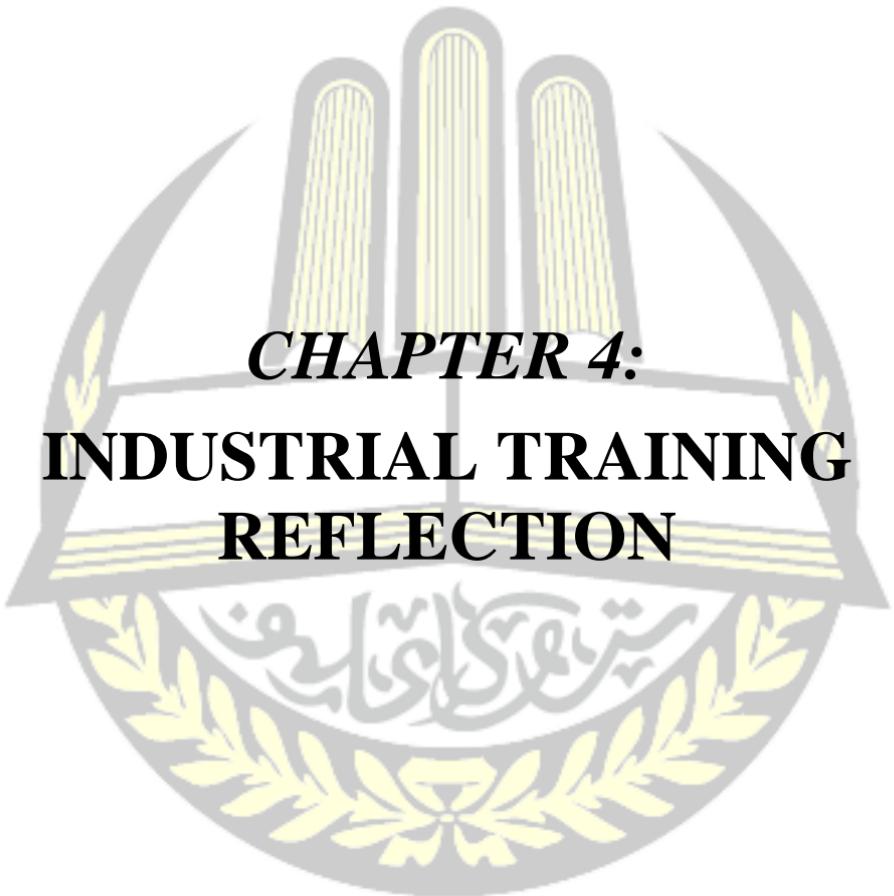
**UMI NADIA**

Pelajar Latihan Industri

Perbadanan Perpustakaan Awam Negeri Perak

Tarikh: 24 Julai 2021

Figure 65: Minute Meeting of the 4th Meeting



***CHAPTER 4:***  
**INDUSTRIAL TRAINING  
REFLECTION**

#### **4.1 APPLICATION OF KNOWLEDGE, SKILLS, AND EXPERIENCE IN UNDERTAKING THE TASK (KNOWLEDGE GAINED)**

##### **Experience-based Learning**

At the commencement of the internship training, I formulated individual learning goals and a vision for the application of knowledge, skills, and experience in Perbadanan Perpustakaan Awam Negeri Perak training. Consultation with industry experts aid in the foundation of learning goals, vision, and expectations borne within the organization.

##### ***Vision***

To comprehend librarianship studies to integrate theory and practice of information science in real-life experience

##### ***Learning goals***

1. To discover library management on the functioning and working conditions of a government organization/non-profit organization
2. To employ work ethics and professionalism critical in a real organisational setting
3. To enhance professional proficiency necessary for job success
4. To augment communication and critical thinking skills by analysing underlying issues to challenges offering opportunities
5. To cultivate independent learning skills in the job description by displaying a positive outlook
6. To build networking and social connection within the industry

The reflection consisted of contributions of achievement during the period of training intern experience according to the learning goals. The outcomes are from an individual experience following a section of description for outcomes on experience-based learning.

##### **a. Leadership & Library automation**

The productive and proactive capability of leadership and library automation within Perbadanan Perpustakaan Awam Negeri Perak is demonstrated significantly during the absence of an official director of the library. The library was led by Puan Suraya Binti Haji Ariffin as a regent during the time being. All decrees and instructions are provided based on the requirement and needs of the

library which emphasizes quality development towards achieving engagement of the community in employing the public services and amenities offered. The library consisted of 12 units to be granted direction and control particularly for the period of the pandemic surge which urgently applied to learn on the strategic planning of direction to the shifting needs on working from home (WFH). Experience to be in the lead for a special project under the appropriate and precise guidance of the officer assist in the application of knowledge, skills, and experience in leadership direction and undertaking the task. Shifting tasks between 8 unit, I learnt on the library integrated system to automate the typical procedure and in-house functions.

**b. Cataloguing & Classification**

Cataloguing is incorporated within the technical skills course which requires consideration although not explicitly stated, this support extends to the professionals who do the technical work. Throughout the theories learned from Diploma and Degree studies for 5 years full extensive learning on cataloguing and its theories, it aids in the understanding of the interest field with subjunction of a practice-oriented and hands-on working experience in the real world or industry, and critically enhance the learning experience. Power to demonstrate the application of knowledge and skillsets acquired from the course and workplace in the assigned technical cataloguing work help to view problems and opportunity for improvement.

For exemplar, the ability to provide comprehensive planning in the execution and implementation of RDA, an industry international cataloguing standard utilized by a countless excellent cultural organization. The initiative objective is an effort to streamlining with KIK and leadership from several PPANPk units. Capability to apply theories and balancing with real-life experience facilitates in undertaking the tasks and comprehend the discipline and field of librarianship entrenched in the enlightenment of skills. Advanced proficiency in KOHA helps in cataloguing materials during the internship period.

**c. Technology Proficient & Computation thinking**

As required, shifting to needs and demands for technological skills are expected. The library is the major source of information for Perak society, and they serve as guardians of the public's access to information. The advance of

digital skills and revolutionized era has altered the application of skills and knowledge within the library when undertaken the task. For instance, I was assigned to brainstorm ideas on contemporary multimedia design, adhere to the system of the library, and assisting in any program which involves technical and technological assistance. The knowledge gained from the university is used proficiently for the completion and sharing of knowledge with the PPANPk staff for improved performance. The ability to interact and complete tasks using computer-based technologies and other associated technologies are applied such as social media savviness, project planning, subject matter expert skills, and others. Cataloguing skills enhanced with technical skills in using the KOHA system helps in undertaking the tasks given by the library.

d. Community Service Engagement

As I completed my internship at a public library, I believe community service engagement skills and knowledge are reflected while communicating and serving the users/patrons during work shifts. Although the library is facing challenging choices around which services to offer and how, ranging from minimal restrictions to full closure owing to the COVID-19 pandemic, the library is managing different approaches to the restrictions. The library had provided guidance ranging from age and standard of procedure adheres to the decision taken following an assessment of the relative risks. Eventually, during *Perintah Kawalan Pergerakan Bersyarat (PKPB)*, the library is receiving users/patrons while after the SOP. Due to this, community service and engagement experience are gained, and I deal with different types of people and personalities.

As the primary purpose of the public library is to make available resources and services in an assortment of media to meet the needs of individuals and groups, it undeniably cultivates a richer perspective of the world as an essential part to yield accountability as an open-minded, principled librarian in a universal community to oblige the knowledgeable society. Skills are accomplished as I get a hold to intermingle with people who have vastly distinct backgrounds and learn patience and empathy in developing a global perspective. As the saying goes, “all experience is an arch wherethrough gleams that untravelled world whose margin fades for ever and for ever when I move”, it is very clear that having the experience first-hand is the key resource in the application of theories and skills

undertaking the task. It also offers opportunities to explore academic interests through a real-world lens. For instance, working in Unit Perkhidmatan Perpustakaan Negeri advantages in the realization of real-time problems dealing with users/patrons for direct librarian assistance and provide valuable equal access opportunities. It has a critical role in the advancement and maintenance of a civilization by offering the individual access to a wide and diverse range of knowledge, ideas, and opinions. It also supports the library users/patrons to utilize these learning resources essentially as well as offering amenities. The power to access information and make effective use of it is vital to successful community service engagement.

e. Data analysis & visualization

Developing professional skills particularly specific skill-building is very crucial during the internship period. As skills can expand, professional competency such as natural abilities, personal qualities, and technical skills which allow to perform and progress in a job. Transferable and hybrid skills which are beneficial for any job in commerce such as adaptability, conflict resolution, decision making, communication, graphic design, information technology, and other skills are applied and gained when undertaken the task specified for every rotation of unit within the library. The science of investigating a set of data with the aids of skills to draw conclusions are applied thoroughly.

For example, data analysis and visualization which detailed to excellence to bring order and structure to collected data in the special project helps inform analysis and interpretation for efficient progress of work. Working with the skills, decision-making in leading a special internship project. It involves deciding upon project strategy, methods, and acceptable actions for the classical approach by using a logical and rational process to ensure the project runs effortlessly and in accordance with the actual planning. Utilizing all available resources and pursuing opportunities while planning for the project help to build specific skills building. Planning for an adequate time of project execution such as period devoted to researching and evaluating a wide variety of alternatives. It enhances for a coherent and proven decision strategy which would be employed to identify the great quality of all available options to minimize risk and failure while maximizing the probability of triumph of the project.

Capability to exercise and make enhancement in data analysis particularly with abundance of data collection which mostly involves dealing with officers and workforce by notifying the decision and follow-up the progress of a job and task undertaken. Receiving and giving information for any instructions is essential for responsiveness to perform a task. The tendency on accepting critical feedback and provide constructive input to others such as meeting questions, offer solutions or help reinforce the project is the knowledge and skills gained during specific skills building during 5 months of training.

f. **Public Relation**

Upon training, I learn and employ public relations knowledge in influencing, engaging, and building a relationship with library users/patrons. It involves a two-way communication which includes a strategic communication process that builds mutually beneficial relationships between the library and their target audience particularly Perak community. Learning theoretically on public relations subject knowledge and being able to practice the skills in real-life experience helps to enhance the results which including traditional media, social media, and in-person engagements.

For exemplar, building positive engagement with the public on library activities and project initiatives. The promotion for the program is initiated with an aim for an effective opportunity in reaching public awareness towards the program. Let's Read Together 2021 promotion. The promotion was made towards different levels and categories of public audiences such as leaders, government officials, children, students, delivery and courier, aboriginal villages communities, and others.

## **4.2 PERSONAL THOUGHTS AND OPINION**

I believe Perbadanan Perpustakaan Awam Negeri Perak is a decent non-profit organization for conducting internship training in terms of gaining experience and application of knowledge. As a public/state library, PPANPk is an organization held responsible for district and branch libraries around Negeri Perak. PPANPk had a centralized workflow as a headquarter for the 64 libraries. The workflow applied is meant that all decision is supported through centralized decision leaders at PPANPk and institutional management. It is a decent place to learn on library management that focuses

on specific issues encountered by libraries and library management professionals which encompasses normal managerial tasks, as well as intellectual freedom and fundraising responsibilities. The library provides learning opportunities and experience in managing the process of library management through hands-on tasks and observation of the working environment.

With the alteration of shifting working units, the advantage I obtained is learning about the vast resources and expertise within the library organization. Access and inclusion towards the resources are convenient and go hand in hand. The library is improving by accepting and responding to change for evolving in ensuring that community members have the resources they need and want. The core value and library mission of the library are reflected, as the pandemic is reached, the library realizes the importance of digital resources and providing those resources on an online platform. Overcoming the technological and monetary barriers provision of information is preserved and strengthened. For example, library activities through live streams, video recordings, online exhibitions, digital posters, and information are provided through the library social media platform. The library also accepting the change on the technical part of the cataloguing in merging and conversion to international standard after convincing with evidence and sources needed. Proposal for a special project is accepted and implementation is made immediately as soon as confirmation of workflow and direction are provided. Industry experts are consulted regarding the library cataloguers. This demonstrates the library is making improvement and require time to change.

To add, the training also concentrates on practice-oriented based tasks, the officer gives tasks that concerned with the actual task performance rather than the output or product of an activity. It allows to acquire necessary professional skills and contributes to better apprehension of academic subjects learned in university. From my thoughts and opinion, the training at PPANPk is equivalent and decent to achieve learning outcomes and discover potential which suited to the strength and vulnerability myself. This experience helps for future competitive on the job market and skilled enough to meet job requirements in a different industry.

On the contrary, PPANPk organizational culture leadership has a corporate culture of any government organization which has the reputation of being susceptible to complacency and mediocrity. The library attempts to maintain their status quo as government agencies and change sticks only when it becomes, 'the way we do things

around here,' when it seeps into the very bloodstream of the work unit. The hierarchical culture is rooted in social norms of the work unit which decisions are purely based on the head officers of the unit. Despite this, the library is striving to find avenues in which to make enhancements to the culture and reflect decision based on the performance. To streamlining with the national library and Perak State Government aspirations and KPI, the library is trying its best to reach the expectations and long-term goals. From my perspective, the values, expectations, and practices that steer and enlighten the actions of all team members of the organization should be reflected for productivity and empowering all levels of the workforce. Enhancement of the employee's engagement in a positive manner, professional proficiency, and staff-based culture should be prioritized.

At the commencement of the internship training and during the training period, goals and expectations are formulated personally on receiving comprehensive training from the library. As I mentioned in the earlier section, PPANPk has the reputation of being susceptible to complacency and mediocrity as a government agency. Despite this, I believe intern students should be given more opportunities in being responsible for an actual position within any library program and activities. From my experience, the management is hesitant to put trust in intern students as being inexperienced in the working industry which the allegation is purely based on the experience with past intern students from other campuses and batches. After trial and effort in convincing the officer with skills, knowledge, and abilities, I was given a task for an actual position that requires performance and quality. From this, I deem the expectations are set from the beginning due to the experience, however, by being proactive and professional, I managed to change the perspectives and adhere to the organization culture. With the goals and vision formulated, the growth mindset to shifting needs and demands of the organization are altered according to the situation and circumstances.

#### **4.3 LESSON LEARNT**

The lesson learned is from personal experience by conducting special projects and training at PPANPk. The lesson learned is as follows:

- a. Carry out a thorough training needs analysis

The lesson learned from the training period is to carry out a thorough training needs analysis. I was given minimal supervision during the training period. With this

position, I deem to analyze and act by being proactive and professional for every unit shift during the 5 months. Every shifting of the unit, I prepared a schedule of a task for the period within the unit to ensure tasks are given every day without fail. The schedule is emailed and sent through the head of officers for them to fulfil the space and schedule the planning of training. It is a platform/planning to safeguard I fulfilled the requirement of the training and receiving feedback from every unit. All tasks are noted with completed every day and at the end of the training for the unit, the schedule will be informed together with the logbook. This reveals intern students necessary to read and take fast action to the situation if there is minimal supervision and an exhaustive training schedule.

b. Align learning outcomes with on-job tasks training

To engage in training, I often focus on making the training fun and interactive, however during the process I also often forget about the essence of the training. Aligning training with learning goals and outcomes with on-job training is significant to help stay on the right track. Identifying and supporting desired learning outcomes and being committed to the alignment of the strategy will support just-in-time learning interactions and support adoption and learner proficiency. With the right framework of outcomes and metrics, I remain on the right track and improving each task. The process answers the following key questions: 1) What skills to master to demonstrate the outcomes 2) What ability should master during training and whether it will impact the organization's outcomes 3) What issues to resolve to demonstrate the learning outcomes. Enabling faster and smarter decisions could define the achievement of learning outcomes and at the same time reduced cycle time, increased volume, and productivity.

c. Draw upon the prior knowledge to create associations

Majoring in Library Science and Information Management, I was equipped with library knowledge gained from university courses which include an extensive range of pre-existing knowledge, skills, principles, and views. It also influences approaches to concentrate, interpret and organize incoming information and overall training. With associations, it was convenient to understand, discover similarities and comprehend new knowledge/concepts. By discovering the pattern and connecting the dots, I managed to apprehend with the organization practice and understand the pre-existing issues revolving around each department. With this knowledge, I brainstorm ideas

and provide the solution to the problem according to the needs and demands. Endeavouring the situation of the library, the existence of the problem, each decision, and action made towards the library are learned during the training process.

d. Provide action plans to retain and improve motivation

As the pandemic 3<sup>rd</sup> phase peak again, the training is affected in terms of visiting the library physically. The library is closed and required the employees to work from home (WFH). Considering the situation, I act plan in initiating the meeting through an online platform to ensure move the projects forward and communicate information. A realistic plan was made in an attempt to fulfil the gaps in the inability to meet face-to-face in consulting and deciding on the project. Motivation is built consistently during the training to ensure the training is conducted despite the pandemic and emergency orders of closing. It also shows the library is responding to change and re-examining the opportunity for organizations to elevate their corporate culture and enhance efficiency even in the pandemic.

#### 4.4 LIMITATION AND RECOMMENDATION

The limitation and recommendations are as follows:

*Limitation*

a. Pandemic and COVID-19 crisis

The limitation encountered during the training is pandemic and COVID-19 crisis. The justification is the pandemic hindered from experiencing full training which involves a limitation in enrolling in the program physically. I was informed the library had better opportunities in terms of conducting the library activities with a broader public audience before the pandemic. Most of the activities and programs are conducted physically with a real audience in a face-to-face setting. Minimal service and restrictions in closure affected in experiencing full training. However, this is an approach to protect the public and the employees of the library as well. Any decision to restrict services or close a library is challenging and needs to be taken following an appraisal of the comparative risks. Another limitation is the Conditional Movement Control Order (CMCO) of the district, which restricted the movement to visit certain districts which increase the difficulties to conduct research specifically collecting data and information from all district libraries under PPANPk. In consonance with this,

the site-visit in requirement of the training tasks is cancelled until further notice for control and prevention of the spreading of virus between employees.

### *Recommendation*

It is recommended to review the course requirement for internship/industrial training during the pandemic. In line with the urgency of the situation, it is highly recommended to ease the process and provide a short guide to online or work from a home internship. The resource guide should be intended for students, career services professionals, faculty, and employers who were in the progress of engaging in traditional face-to-face internships or virtual internships during a pandemic or state emergency.

With mandatory closures of organizations, social distancing requirements, and work from home orders due to the COVID-19 pandemic, it is very likely and proven that many interns lost direction and were not able to carry out their internships in full experience on-site as planned. It is indisputable the primary benefit is interns can develop technical skills by completing professional assignments on behalf of a professional organization by receiving online tasks. However, depending on the quality and character of the experience, for these benefits to be executed in an online setting, either third-party organizations, employers, or faculty instructors need to carefully design an experience that is more than a mere short-term project outsourced to interns. Without active progression in an effort of being in line with the effective virtual internship experience requirement, the benefits could not be applied.

### *Limitation*

#### b. Period of training is protracted

In my opinion, five months of industrial/internship training period is longer than expected. Having experience in fulfilling the responsibility to complete the training particularly during the pandemic, there are days pointless without any productive action of receiving tasks from the officer and others. The period of training was protracted with simple tasks or having no tasks at all for working days.

### *Recommendation*

I believe the industrial training period should be shortened and filled with directional guidance in providing training to interns. Requirements of action-packed tasks/training related to the librarianship main field should be in consideration to

ensure interns are informed and have orchestration in the coordination of the training elements to produce the desired effect in producing first-class postgraduate quality. Three or four months for training is adequate with terms and conditions of consideration towards the excellent design an experience that is more than a mere short-term project outsourced to interns.

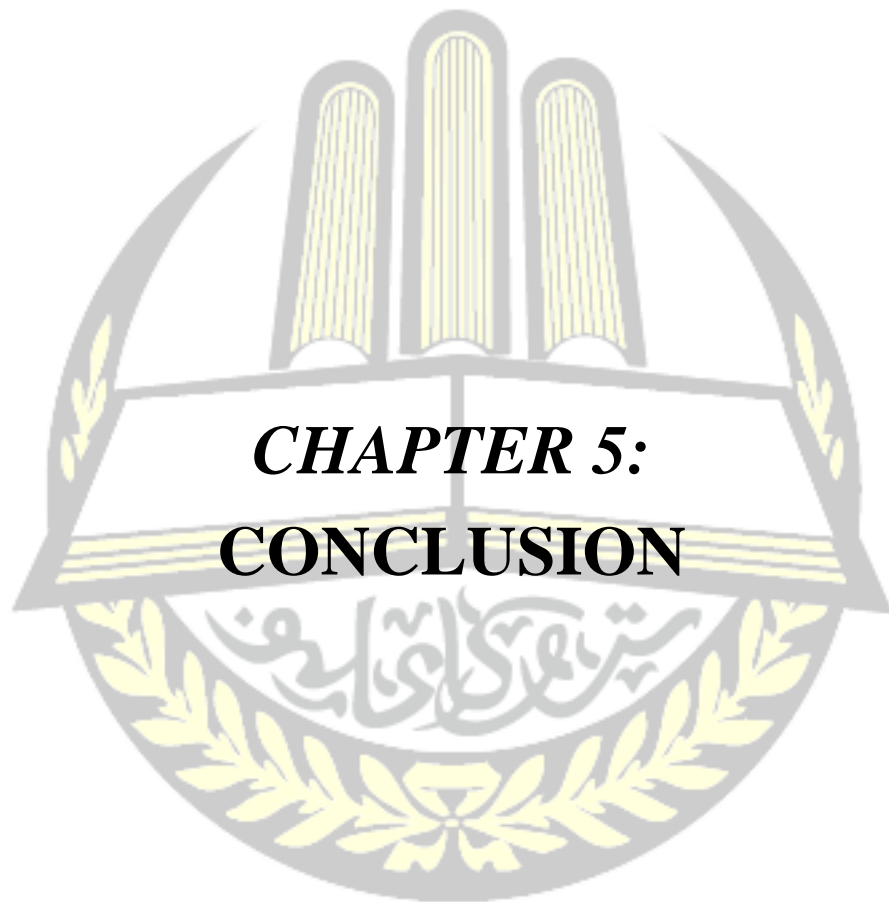
#### *Limitation*

##### **c. Implementation of shifting needs and demands of information provision**

I also deem the review of the training course should include the shifting needs and demands of information provision. The procedure of selecting the company/organization for internship should be refined. It is undeniable, the training supervisor provides very good guidance and explanation during the process, however, I believe the implementation of shifting needs and demands of information provision is necessary particularly during the process of seeking the right company for each potential intern. Lack of communication in a listing of a company with limited option should be refined. I believe it complicates the process and causes confusion among potential interns within the class. Every decision has consideration for evaluation particularly during the pandemic in terms of financial status, company quality, and others.

#### *Recommendation*

It is recommended for the faculty to involve in the process of selection to ensure the interns can make the most of the internship program and have the right organization suited for the program. Employing “right”, analyzation in the best company suited for each student in consideration of student’s strength, overall performance, and vision. Having the best communication in the company listing should minimize the possibility of allowing a bunch of potential interns to apply for the same company/organization. This might cause potential challenges for the interns for projects and coordination.



## ***CHAPTER 5:*** **CONCLUSION**

## **5.0 CONCLUSION**

In sum, the training Perbadanan Perpustakaan Awam Negeri Perak is a decent non-profit organization for conducting internship training in terms of gaining experience and application of knowledge. The report consisted of contributions of achievement during the period of training intern experience. The outcomes are from an individual experience. The practicum of a 24-week work placement by working under the supervision of an experienced information professional, in the achievement of contribution to the activities of the workplace and meet the same demands of work production and responsibility expected by the organization of its regular employees.

It is a learning experience to adapt in managerial and technical skills in a library and information environment, demonstrate experiences in any specific area of interest, evaluate the specific area of interest from a managerial perspective and display a professional commitment to ethical practice at the industrial workplace. It is important to understand what aspects of these experiences make the most worthwhile. The stages of an internship occur in a predictable order which has its obstacles and opportunities. These become concerns and to some extent, it must be resolved for further growing and learning.

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# PPANPK RDA CONVERSION

Cataloging

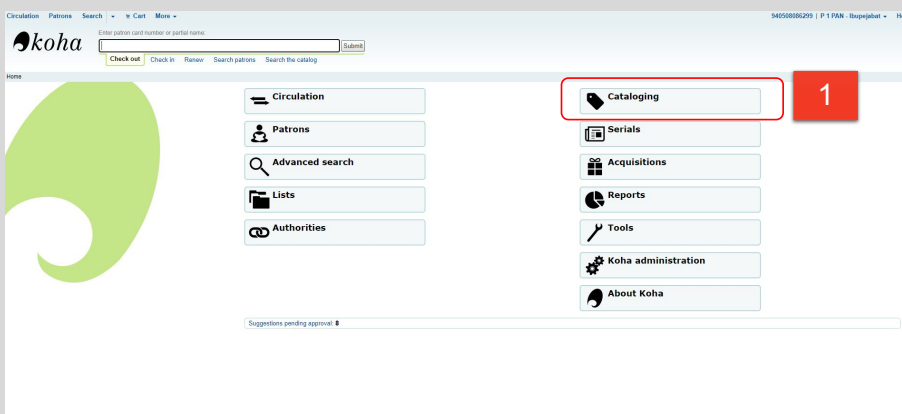
## JENIS JENIS FRAMEWORK

No	JENIS FRAMEWOK	NAMA FRAMEWORK
1	AACR2	Default
2	RDA	TEST RDA

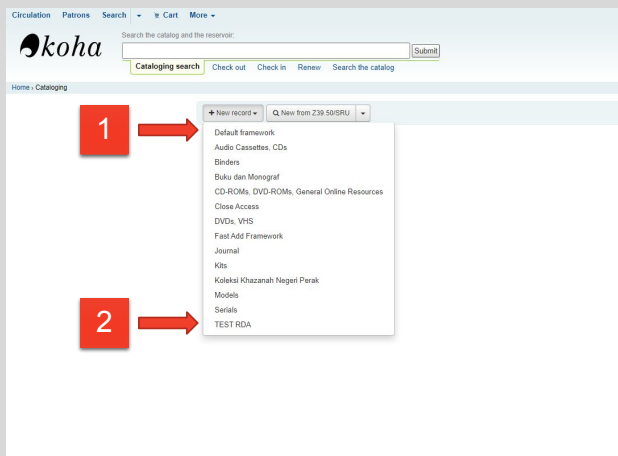
# KAEDAH / SITUASI

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  - Manual Key In
  - Import From SEARCH ENGINE Z.39
2. UPDATE EXISTING RECORD
  - Manual Key In

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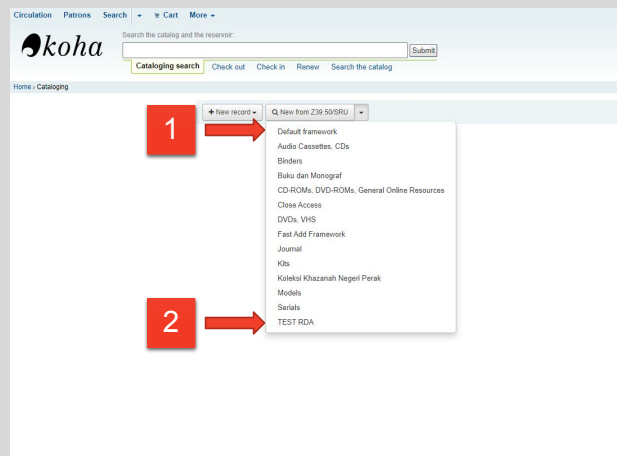


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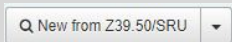


#### Manual

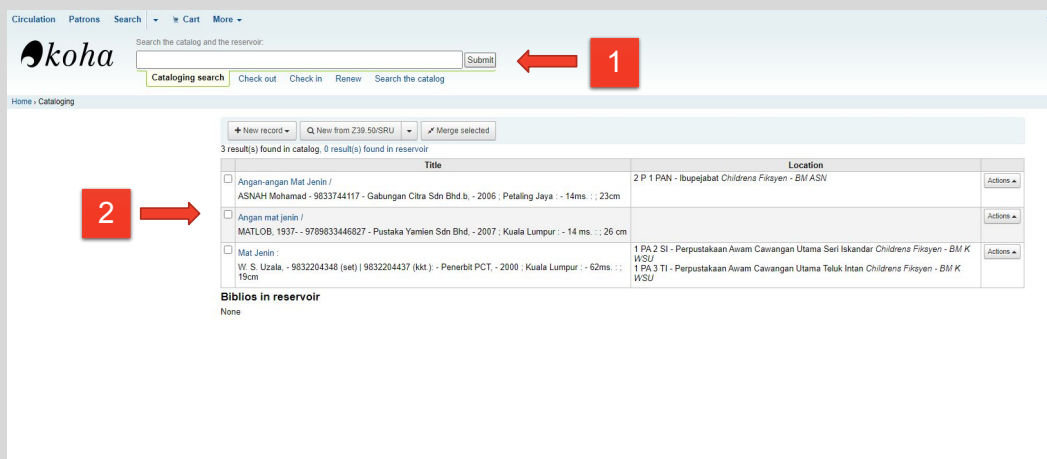
1. Klik Pada butang 
2. Pilih Sama Ada mahu gunakan **Default Framework-AACR2** atau **TEST RDA Framework-RDA**



#### SEARCH ENGINE

1. Klik Pada butang 
2. Pilih Sama Ada mahu gunakan **Default Framework-AACR2** atau **TEST RDA Framework-RDA**

## UPDATE EXISTING RECORD



- o Buat Carian buku
  - Boleh Type atau menggunakan Barcode Scanner
- o Klik Pada tajuk buku

Circulation Patrons Search  Cart More

Enter search keywords:

Home > Catalog > MARC details for Angan-angan Mat Jenin /

Normal

MARC

With framework

0 1

000 - LEADER  
@ 00479  
001 - CONT  
@ 00000  
008 - FIXE  
@ 01061

020 # - INTERNATIONAL STANDARD BOOK NUMBER  
a International Standard Book Number 9833744117  
c Terms of availability RM7.00  
090 00 - LOCALLY ASSIGNED LC-TYPE CALL NUMBER (OCLC); LOCAL CALL NUMBER (RLIN)  
b Local cutter number (OCLC); Book number/divided call number; CALL (RLIN) ASN

1

- Klik Pada edit Record

Circulation Patrons Search  Cart More

Home > Cataloging > Editing Angan-angan Mat Jenin / Asnah Mohamad (Record number 34726)

Editing Angan-angan Mat Jenin / Asnah Mohamad (Record number 34726)

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006 ? - FIXED-LENGTH DATA ELEMENT  
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008 ? - FIXED-LENGTH DATA ELEMENT  
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010 ? - LIBRARY OF CONGRE  
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016 ? - NATIONAL BIBLIOGRAPHIC AGENCY CONTROL NUMBER  
= 4  
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020 ? - INTERNATIONAL STANDARD BOOK NUMBER  
= 8 International Standard Book Number 9833744117  
= c Terms of availability RM7.00  
= q Qualifying information  
022 ? - INTERNATIONAL STANDARD SERIAL NUMBER  
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1

2

Settings

Change framework

Default

Audio Cassettes, CDs

Binders

Buku dan Monograf

CD-ROMs, DVD-ROMs, General Online Resources

Closed Access

DVDs, VHS

Fast Add Framework

Journal

Kits

Koleksi Khazanah Negeri Perak

Models

Serials

TEST RDA

Save

- Klik Pada tombol
- Klik Pada Framework TEST RDA
- Klik tombol

## Add MARC record

### 000 ? - LEADER

▲ 00 fixed length control field

### 001 ? - CONTROL NUMBER

### 003 ? - CONTROL NUMBER IDENTIFIER

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### 005 ? - DATE AND TIME OF LATEST TRANSACTION

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### 006 ? - FIXED-LENGTH DATA ELEMENTS--ADDITIONAL MATERIAL CHARACTERISTICS

### 007 ? - PHYSICAL DESCRIPTION FIXED FIELD--GENERAL INFORMATION

▲ 00 fixed length control field

### 008 ? - FIXED-LENGTH DATA ELEMENTS--GENERAL INFORMATION

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### 015 ? - NATIONAL BIBLIOGRAPHY NUMBER

▲ q Qualifying information   

### 020 ? - INTERNATIONAL STANDARD BOOK NUMBER

▲ a International Standard Book Number   

▲ c Terms of availability   



▲ q Qualifying information   

### 022 ? - INTERNATIONAL STANDARD SERIAL NUMBER

### 024 ? - OTHER STANDARD IDENTIFIER

▲ q Qualifying information   

### 027 ? - STANDARD TECHNICAL REPORT NUMBER

▲ q Qualifying information   

### 033 ? - DATE/TIME AND PLACE OF AN EVENT

▲ a Formatted date/time   

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▲ c Geographic classification subarea   

code

▲ p Place of event   

### 037 ? - SOURCE OF ACQUISITION


### 039 ? - LEVEL OF BIBLIOGRAPHIC CONTROL AND CODING DETAIL [OBSOLETE]

▲ 4 Name \*


















































▲ a Level of rules in bibliographic description

### 040 ? - CATALOGING SOURCE

▲ a Original cataloging agency \*





















▲ b Language of cataloging   

▲ c Transcribing agency \*

























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▲ 4	Relator code	<input type="text"/>	 
▲ 6	Linkage	<input type="text"/>	
▲ 8	Field link and sequence number	<input type="text"/>	 
▲ 9	9 (RLIN)	<input type="text"/>	 
▲ a	Meeting name or jurisdiction name as entry element	<input type="text"/>	 
▲ b	Number [OBSOLETE]	<input type="text"/>	
▲ c	Location of meeting	<input type="text"/>	 
▲ d	Date of meeting	<input type="text"/>	
▲ e	Subordinate unit	<input type="text"/>	 
▲ f	Date of a work	<input type="text"/>	
▲ g	Miscellaneous information	<input type="text"/>	 
▲ j	Relator term	<input type="text"/>	 
▲ k	Form subheading	<input type="text"/>	 
▲ l	Language of a work	<input type="text"/>	
▲ n	Number of part/section/meeting	<input type="text"/>	 
▲ p	Name of part/section of a work	<input type="text"/>	 
▲ q	Name of meeting following jurisdiction	<input type="text"/>	

name entry element

▲ t	Title of a work	<input type="text"/>
▲ u	Affiliation	<input type="text"/>

130 ?   - MAIN ENTRY--UNIFORM TITLE 

240 ?   - UNIFORM TITLE 

242 ?   - TRANSLATION OF TITLE BY CATALOGING AGENCY  

243 ?   - COLLECTIVE UNIFORM TITLE 

245 ?   - TITLE STATEMENT 

▲ 6	Linkage	<input type="text"/>	 
▲ a	Title *	<input type="text"/>	
▲ b	Remainder of title	<input type="text"/>	
▲ c	Statement of responsibility, etc.	<input type="text"/>	
▲ h	Medium	<input type="text"/>	
▲ n	Number of part/section of a work	<input type="text"/>	 
▲ p	Name of part/section of a work	<input type="text"/>	 

246 ?   - VARYING FORM OF TITLE  

▲ 6	Linkage	<input type="text"/>	
▲ n	Number of part/section of a work	<input type="text"/>	 

250 ?   - EDITION STATEMENT  

▲ a	Edition statement	<input type="text"/>
▲ b	Remainder of edition statement	<input type="text"/>

260 ?   - PUBLICATION, DISTRIBUTION, ETC.  


▲ a	Place of publication, distribution, etc.	<input type="text"/>	 
▲ b	Name of publisher, distributor, etc.	<input type="text"/>	 
▲ c	Date of publication, distribution, etc.	<input type="text"/>	 

264 ?   - PRODUCTION, PUBLICATION, DISTRIBUTION, MANUFACTURE, AND COPYRIGHT NOTICE  



▲ a	Place of production, publication, distribution, manufacture	<input type="text"/>	 
▲ b	Name of producer, publisher, distributor, manufacturer	<input type="text"/>	 
▲ c	Date of production, publication, distribution, manufacture, or copyright notice	<input type="text"/>	 



270 ?   - ADDRESS  

300 ?   - PHYSICAL DESCRIPTION  



▲ a	Extent	<input type="text"/>	 
▲ b	Other physical details	<input type="text"/>	
▲ c	Dimensions	<input type="text"/>	 



▲ e Accompanying material

**306** ?   - PLAYING TIME  



**336** ?   - CONTENT TYPE  



▲ 2 Source \*

▲ a Content type term   



**337** ?   - MEDIA TYPE  



▲ 2 Source



▲ a Media type term   



**338** ?   - CARRIER TYPE  

▲ 2 Source



▲ a Carrier type term   



**365** ?   - TRADE PRICE  

**366** ?   - TRADE AVAILABILITY INFORMATION  

**440** ?   - SERIES STATEMENT/ADDED ENTRY--TITLE  



▲ a Title



▲ n Number of part/section of a work   



▲ p Name of part/section of a work   



▲ v Volume/sequential designation



▲ x International Standard Serial Number

**490** ?   - SERIES STATEMENT  

▲ a Series statement   

▲ v Volume/sequential designation   



▲ x International Standard Serial Number   

**500** ?   - GENERAL NOTE  

▲ 3 Materials specified

▲ 5 Institution to which field applies

▲ 6 Linkage

▲ 8 Field link and sequence number   

▲ a General note

▲ l Library of Congress call number (SE)

[OBSOLETE]

▲ n n (RLIN) [OBSOLETE]

▲ x International Standard  
Serial Number (SE)  
[OBSOLETE]

▲ z Source of note  
information (AM SE)  
[OBSOLETE]

501 ?   - WITH NOTE  

502 ?   - DISSERTATION NOTE  

▲ 6 Linkage

▲ 8 Field link and sequence  
number

▲ a Dissertation note

▲ b Degree type

▲ c Name of granting  
institution

▲ d Year degree granted

▲ g Miscellaneous  
information

▲ o Dissertation identifier

504 ?   - BIBLIOGRAPHY, ETC. NOTE  

▲ 6 Linkage

▲ 8 Field link and sequence  
number

▲ a Bibliography, etc. note

▲ b Number of references

505 ? ☐ ☐ - FORMATTED CONTENTS NOTE  

506 ? ☐ ☐ - RESTRICTIONS ON ACCESS NOTE  

▲ 2

Source of term

▲ 3

Materials specified

▲ 5



Institution to which field applies

▲ 6

Linkage

▲ 8

Field link and sequence number


 

▲ a

Terms governing access



▲ b

Jurisdiction

▲ c

Physical access provisions

▲ d

Authorized users

▲ e

Authorization

▲ f

Standardized terminology for access restriction

▲ u

Uniform Resource Identifier

510 ? ☐ ☐ - CITATION/REFERENCES NOTE  

▲ 3


Materials specified

▲ 6

Linkage

▲ 8

Field link and sequence number

		<div></div>	
▲ a	Name of source	<div></div>	
▲ b	Coverage of source	<div></div>	
▲ c	Location within source	<div></div>	
▲ u	Uniform Resource Identifier	<div></div>	<div></div>
▲ x	International Standard Serial Number	<div></div>	

**518** ?  - DATE/TIME AND PLACE OF AN EVENT NOTE

▲ a	Date/time and place of an event note	<div></div>	
▲ d	Date of event	<div></div>	<div></div>
▲ o	Other event information	<div></div>	<div></div>
▲ p	Place of event	<div></div>	<div></div>

**520** ?  - SUMMARY, ETC.

**521** ?  - TARGET AUDIENCE NOTE

▲ a	Target audience note	<div></div>	<div></div>
▲ b	Source	<div></div>	

**522** ?  - GEOGRAPHIC COVERAGE NOTE

**526** ?  - STUDY PROGRAM INFORMATION NOTE

**538** ?  - SYSTEM DETAILS NOTE

**541** ?  - IMMEDIATE SOURCE OF ACQUISITION NOTE

**546** ?  - LANGUAGE NOTE

**583** ?  - ACTION NOTE

▲ x	Nonpublic note	<div></div>	<div></div>
-----	----------------	-------------	-------------

586 ?   - AWARDS NOTE  

600 ?   - SUBJECT ADDED ENTRY--PERSONAL NAME  

610 ?   - SUBJECT ADDED ENTRY--CORPORATE NAME  

611 ?   - SUBJECT ADDED ENTRY--MEETING NAME  

630 ?   - SUBJECT ADDED ENTRY--UNIFORM TITLE  

648 ?   - SUBJECT ADDED ENTRY--CHRONOLOGICAL TERM  

650 ?   - SUBJECT ADDED ENTRY--TOPICAL TERM  

▲ 2 Source of heading or term

▲ a Topical term or geographic name entry

element

▲ v Form subdivision   

▲ x General subdivision   

▲ y Chronological subdivision   

▲ z Geographic subdivision   

651 ?   - SUBJECT ADDED ENTRY--GEOGRAPHIC NAME  

653 ?   - INDEX TERM--UNCONTROLLED  

654 ?   - SUBJECT ADDED ENTRY--FACETED TOPICAL TERMS  

655 ?   - INDEX TERM--GENRE/Form  

656 ?   - INDEX TERM--OCCUPATION  

657 ?   - INDEX TERM--FUNCTION  

658 ?   - INDEX TERM--CURRICULUM OBJECTIVE  

▲ a Main curriculum objective

▲ b Subordinate curriculum objective   

▲ c Curriculum code

690 ?   - LOCAL SUBJECT ADDED ENTRY--TOPICAL TERM (OCLC, RLIN)  

691 ?   - LOCAL SUBJECT ADDED ENTRY--GEOGRAPHIC NAME (RLIN)  

696 ?   - LOCAL SUBJECT ADDED ENTRY--PERSONAL NAME (RLIN)  

697 ?   - LOCAL SUBJECT ADDED ENTRY--CORPORATE NAME (RLIN)  

698 ?   - LOCAL SUBJECT ADDED ENTRY--MEETING NAME (RLIN)  

699 ?   - LOCAL SUBJECT ADDED ENTRY--UNIFORM TITLE (RLIN)  

700 ?   - ADDED ENTRY--PERSONAL NAME  

▲ 0 Authority record control number or standard   

number

▲ a Personal name

▲ b Numeration

▲ c Titles and other words associated with a name   

▲ d Dates associated with a name

▲ e Relator term   

**710** ?   - ADDED ENTRY--CORPORATE NAME  

▲ a Corporate name or jurisdiction name as

entry element

▲ b Subordinate unit   

▲ d Date of meeting or treaty signing   

▲ e Relator term   

**711** ?   - ADDED ENTRY--MEETING NAME  

▲ a Meeting name or jurisdiction name as

entry element

▲ c Location of meeting   

▲ d Date of meeting

▲ e Subordinate unit   

**720** ?   - ADDED ENTRY--UNCONTROLLED NAME  

**760** ?   - MAIN SERIES ENTRY  

▲ b Edition

**796** ?   - LOCAL ADDED ENTRY--PERSONAL NAME (RLIN)  

**797** ?   - LOCAL ADDED ENTRY--CORPORATE NAME (RLIN)  

**798** ?   - LOCAL ADDED ENTRY--MEETING NAME (RLIN)  

**799** ?   - LOCAL ADDED ENTRY--UNIFORM TITLE (RLIN)  

**800** ?   - SERIES ADDED ENTRY--PERSONAL NAME  

▲ a Personal name

▲ b Numeration

▲ c Titles and other words associated with a name   

▲ d Dates associated with a name

▲ e Relator term   

▲ f Date of a work

▲ g Miscellaneous information   

▲ h Medium

▲ j Attribution qualifier   

▲ k Form subheading   

▲ l Language of a work

▲ m Medium of performance for music   

▲ n Number of part/section of a work   

▲ o Arranged statement for music

▲ p Name of part/section of a work   

▲ q Fuller form of name

▲ r Key for music

▲ s Version

▲ t	Title of a work	<input type="text"/>	
▲ u	Affiliation	<input type="text"/>	
▲ v	Volume/sequential designation	<input type="text"/>	
▲ w	Bibliographic record control number	<input type="text"/>	
▲ x	International Standard Serial Number	<input type="text"/>	

**810** ?   - SERIES ADDED ENTRY--CORPORATE NAME

**811** ?   - SERIES ADDED ENTRY--MEETING NAME

**830** ?   - SERIES ADDED ENTRY--UNIFORM TITLE

▲ a	Uniform title	<input type="text"/>	
▲ n	Number of part/section of a work	<input type="text"/>	
▲ p	Name of part/section of a work	<input type="text"/>	

**856** ?   - ELECTRONIC LOCATION AND ACCESS

**880** ?   - ALTERNATE GRAPHIC REPRESENTATION

▲ 7	7	<input type="text"/>	
▲ 8	8	<input type="text"/>	
▲ 9	9	<input type="text"/>	
▲ a	a	<input type="text"/>	
▲ c	c	<input type="text"/>	
▲ l	l	<input type="text"/>	

**896** ?   - LOCAL SERIES ADDED ENTRY--PERSONAL NAME (RLIN)

**897** ?   - LOCAL SERIES ADDED ENTRY--CORPORATE NAME (RLIN)

**898** ?   - LOCAL SERIES ADDED ENTRY--MEETING NAME (RLIN)

**899** ?   - LOCAL SERIES ADDED ENTRY--UNIFORM TITLE (RLIN)

**942** ?   - ADDED ENTRY ELEMENTS (KOHA)

▲ 2 Source of classification or shelving scheme

Dewey Decimal Classification

▲ c Koha item type \*

▲ e	Edition	<input type="text"/>
▲ h	Classification part	<input type="text"/>
▲ k	Call number prefix	<input type="text"/>
▲ m	Call number suffix	<input type="text"/>
▲ n	Suppress in OPAC	<input type="text"/>



**PERBADANAN PERPUSTAKAAN AWAM  
NEGERI PERAK**

**[Bahagian Pendokumentasian & Teknikal]**

***RDA: Resource Description & Access***

**RDA Module**



Prepared by:

**Umi Nadia Binti Jalaludin @ Kamarudin**

Pelajar Latihan Industri Perbadanan Perpustakaan Awam Negeri Perak  
Universiti Teknologi MARA, Cawangan Negeri Sembilan,  
Kampus Rembau

23 June 2021

*Internship Project*

## **RDA Module**

**PERBADANAN PERPUSTAKAAN AWAM NEGERI PERAK**

***Umi Nadia***

*Universiti Teknologi MARA, Cawangan Negeri Sembilan, Kampus Rembau*

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## **LIST OF ABBREVIATIONS**

AACR2	Anglo American Cataloging
FRBR	Functional Requirement for Bibliographic Records
FRAD	Functional Requirements for Authority Data
GMD	General Material Designation
ICP	International Cataloging Principles
MARC21	Machine-Readable Records Cataloging
RDA	Resource Description & Access
WEMI	Work, Expression, Manifestation, Item

***RDA Module:***  
***Resource Description and Access***

## **The Objectives**

The objectives are as follows:

- a. Understand the concept of Cataloger Judgement and FRBR User Tasks
- b. Explain the key differences from AACR2 to RDA
- c. Able to distinguish mandatory element & descriptive data elements in RDA

*For the interim period, prior to the plan in the full implementation of RDA, the PPANPk cataloging committee should determine either to retained records as AACR2 records or converted them to RDA records or vice versa to comply with the library policy and standardization.*

## 1.1 RDA: Resource Description and Access

RDA is a new **content standard** for resource description and access designed for the digital world covering **all types of content and media** held in libraries and related cultural organizations [library, museum, archives, etc.] which aimed to provide:

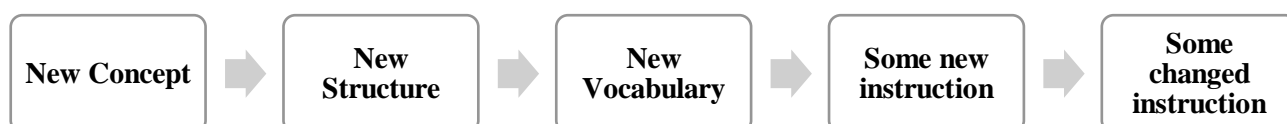
- A flexible framework for **describing all resources** (analog and digital) for new types of material
- Data that is **readily adaptable** to new and emerging database structures
- Data that is **compatible with existing records** in online library catalogs

RDA is a **successor** of AACR2 which builds on the foundation of instructions originate from AACR2. The main objectives of RDA are to assist in the creation of efficient metadata that will better **support resource discovery in linked-data environments** (Gordon, 2007).

### To Understand RDA

RDA = Continuation of AACR2

➤ Instructions are derived from AACR2, but it is deconstructed as follows;



### Scope

#### Differences in scope between RDA and AACR2

RDA	AACR2
A set of guidelines & instructions on formulating data to support resource discovery	Rules are designed for use in the construction of catalogue and other lists for general libraries of all sizes.
Bibliographic data + Authority data	
Designed for the web environment	
Libraries and related cultural organizations [library, museum, archives, etc.]	

Table 1: Differences in scope between RDA and AACR2

## Objectives & Principles

Objectives	Principles
Responsiveness To User	Differentiation
Needs	Sufficiency
Cost Efficiency	Relationships
Flexibility	Representation
Continuity	Accuracy

### *Examples*

#### **Principle = Representation**

##### ***“Take What You See and Accept What You Get”***

According to the principle of representation, the data describing a resource should reflect the resource’s representation of itself. This complies with the instructions about the transcription. RDA directs on to transcribe the source of information as it appears on the works.

#### **Objective = Flexibility**

336 – Content Type

337 – Media Type

338 – Carrier Type

According to the objective under RDA, flexibility refers to data that should function independently of the format, medium, or system used to store or communicate the data. They should be flexible to use in a variety of environments. RDA focus on the content standard which provides flexibility in recording the data in accord with its content and carrier representation.

## **1.2 RDA as Content Standard**

### ***“What data should be recorded?”***

RDA show and display what the data should be

- **Not** how it should be displayed
- **Not** how it should be encoded

Flexible

- RDA can be encoded using different encoding schema  
*examples* = MARC 21, MODS, Dublin Core, etc.
- RDA data can be displayed using different display conventions  
*examples* = ISBD, label display, etc.
- RDA can be stored in current databases and new types of database structures

## 1.3 RDA Framework

RDA framework is based on conceptual models which are:

1. FRBR (Functional requirement for bibliographic records) [1998]
2. FRAD (Functional Requirements for Authority Data) [2009]

### Significant Key Terms

#### 1. FRBR (Functional requirement for bibliographic records)

FRBR is a **conceptual entity-relationship model** developed by the International Federation of Library Associations and Institutions (IFLA) that relates user tasks of retrieval and access in online library catalogs and bibliographic databases from a user's perspective.

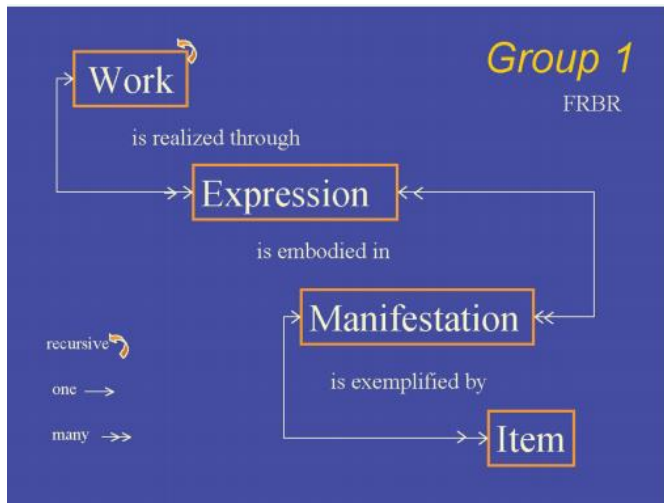
#### FRBR User Tasks

FRBR data have been defined as follows: *FISO*

1. Find  
To **locate** either a single entity or a set of entities as the result of a search using an attribute or relationship of the entity  
*examples* = title, author, keyword, subject, dates, publisher, etc.
2. Identify  
To **confirm** that the entity described corresponds to the entity sought, or to distinguish between two or more entities with similar characteristics  
*examples* = distinguish between two words that have the same title
3. Select  
To **choose** an entity that meets the user's requirements concerning the content, physical format, etc., or to reject an entity as being inappropriate to the user's needs.  
*examples* = genre, form, language, content, edition, location, and physical format
4. Obtain  
To **obtain or acquire** an entity through purchase, loan, etc., or to access an entity electronically through an online connection  
*examples* = purchase order, loan of publication, access via online

#### FRBR groups of entities

Group 1 entities = **work, expression, manifestation, and item (WEMI)**. They represent the products of intellectual or artistic endeavour.



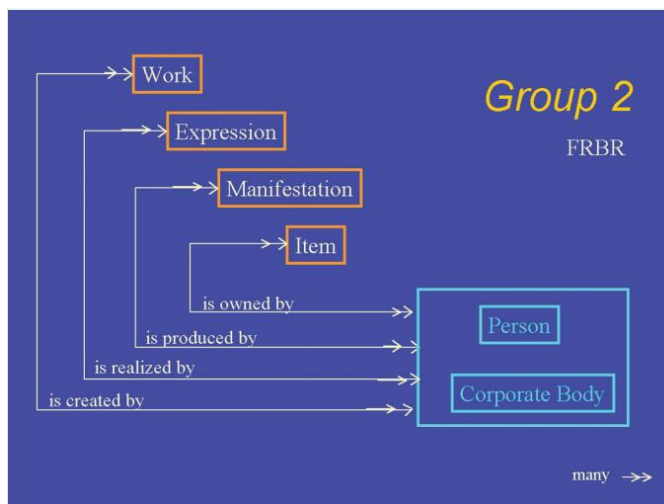
Author's work (distinct intellectual or artistic creation) = **work**

Translation of specific language (specific intellectual or artistic form that a work takes each time it is realized) = **expression**

ISBN (physical objects same characteristics, for both intellectual content and physical form) = **manifestation**

Book (a concrete entity) = **item**

Group 2 entities = **person, family, and corporate body** (responsible for the custodianship of Group 1's intellectual or artistic endeavour).

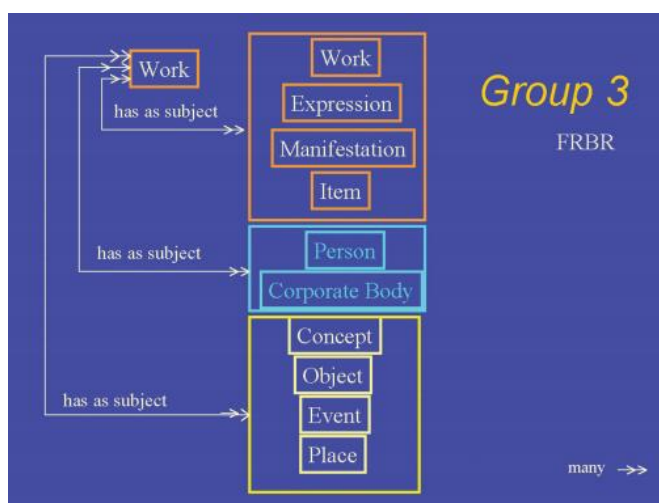


**Person, family, and corporate body**

The relationships reflect the role with respect to the WEMI.

It shows the importance of performing user tasks and regain the lost link of relator terms and codes in bibliographic records.

Group 3 entities = **concepts, objects, events, places** (subjects of Group 1 or Group 2's intellectual endeavour)



**Concepts, Objects, Events, Places**

examples = a work about another work or a work about a person or corporate body.

Figure 1: FRBR Group Entities

## 2. FRAD (Functional Requirements for Authority Data)

FRAD is an **entity-relationship model** to provide an analysis of how authority data functions. It is an extension and expansion of the FRBR model. The basic concept is bibliographic entities are known by names/identifiers which form the basis for controlled access points.

**Authority data** = represents the controlled access points and other information to collocate works by a specific person, family, or corporate body, or the various editions of a title.

**Controlled access points** = include authorized forms and variant forms of name assembled by cataloguers to identify an entity

**FRAD function** is to determine:

1. The function of authority files
  - a. Document decision
  - b. Serves as a reference tool
  - c. Control form of an access point
2. User Tasks
  - a. Find
  - b. Identify
  - c. Clarify
  - d. Understand
3. The different entities and attributes
4. The relationship between entities
5. Mapping of entities to user tasks

## Entities, Attributes & Relationship

Entities	Attributes	Relationship
The object of a user's interest	The characteristics of the entity	The link between one entity and another
FRBR:  Group 1 Group 2 Group 3	<i>examples of attributes:</i> <b>work:</b> title, genre, coordinates (map) <b>manifestation:</b> publisher, date of publication, extent of the carrier <b>item:</b> identifier (e.g. barcode), provenance, condition <b>person:</b> dates, gender, a title of rank or office <b>corporate body:</b> place, dates, address <b>object:</b> term	▶ primary relationships: between work, expression, manifestation and item ▶ 3 other major types of relationships: <ol style="list-style-type: none"> <li>1. between a <b>person, family or corporate body</b> and a <b>resource</b></li> <li>2. between one <b>resource</b> and another <b>resource</b></li> <li>3. between a <b>person, family or corporate body</b> and another <b>person, family or corporate body</b></li> </ol>

Table 2: Entities, Attributes & Relationship

## 1.4 International Cataloguing Principles and RDA

RDA instructions combine the FRBR conceptual model with International Cataloging Principles to provide the foundation on which to build cataloger judgment.

*ICP are as follows:*

- a. The convenience of the user
- b. Representation
- c. Common usage
- d. Accuracy
- e. Economy
- f. Consistency and standardization

### Cataloger Judgement

Cataloguer determines if the data is important for the successful completion of a user task

- *Cataloguer must consider “how does this element assist in meeting the FRBR user tasks?”*
- *Cataloger judgment is more important in RDA than it was in AACR2*

### Consistent focus on user



*why records this data?*

*to support the user in completing the user tasks*

### Cataloging and Cataloger Judgement

In RDA, accepting the representation of information is very important. The cataloging process must involve accepting as much as possible, limiting changes to the adjustment or correction (referring to AACR2 rules of standardization) of differences or errors judged to be “egregious” (“egregious” in this context means data that are inaccurate, misleading, or that result in denial of access).

Consideration of changes might result towards:

- a. misleading **description** (e.g., someone might mistake the resource for a different one when a change is made);
- b. misleading **access** (e.g., the resource is classified under a number for an artist's painting when in fact the work is really about the artist's sculpture).

***RDA + Copy Cataloging = Double Importance of “Cataloger Judgment”.***

## CHAPTER 2: ELEMENTS OF RDA

### 2.1 Organization and Structure of RDA

Resource Description & Access has two (2) main parts and divided into 10 sections. The sections are organized according to the bibliographic entities which are:

**Section 1 – 4 = Recording [attributes](#)**

**Section 5 -10 = Recording [relationship](#)**

#### General Structure

Remember that RDA has a clear structure:

- Table of Contents
- Introduction
- Specific instructions
  - Entities and their attributes
    - Group 1 (WEMI) (Chapters 1-7)
    - Group 2 (PFC) (Chapters 8-16)
  - Relationships (Chapters 17-22, 24-32)
- Appendices for
  - Abbreviation
  - Capitalization
  - Relationship designators (more on this later)
- Glossary with links to the text of the instructions
- Index

Section	Description
Section 1	Recording attributes of manifestation and item
Section 2	Recording attributes of work and expression
Section 3	Recording attributes of a person, family, and corporate body
Section 4	Recording attributes of concept, object, event, and place
Section 5	Recording primary relationships between work, expression, manifestation, and item
Section 6	Recording relationships to persons, families, and corporate bodies associated with a resource
Section 7	Recording the subject of a work
Section 8	Recording relationships between works, expressions, manifestations, and items
Section 9	Recording relationships between persons, families, and corporate bodies
Section 10	Recording relationships between concepts, objects, events, and places

Table 3: Organization and Structure of RDA

## 2.2 Differences/ Key Changes of AACR2 and RDA record

### Main differences in terminology between AACR2 and RDA

AACR2	RDA
heading	authorized access point
author, composer, artist, etc.	creator
editor, translator, illustrator, etc.	contributor
main entry	preferred title and, if appropriate, the authorized access point for the creator
added entry	access point
uniform title	Two RDA counterparts: 1. the preferred title and any differentiating information; 2. a conventional collective title such as “Works”
physical description	carrier description
general material designator (GMD)	three elements: 1. content type 2. media type 3. carrier type
chief source	preferred sources
authority control	access point control
romanization	transliteration
Rule of three	(concept no longer applicable)
levels of detail in the description	core elements
library materials	resources
see reference	variant access point
see also reference	authorized access point for the related entity
(No comparable term)	relationship designator
standard numbers	identifiers for the manifestation

Table 4: Main differences in terminology between AACR2 and RDA

## 2.3 Mandatory Elements (Core Elements)

RDA introduces the concept of “core” elements. These elements must be recorded if data are available. Some elements are always core (if applicable and the information is available); some are “core if” (only in certain situations).

*Examples*

### Core elements

certain elements are flagged as “core”



- title proper
- the first statement of responsibility
- designation of edition
- designation of revised edition
- preferred name for the person
- numbering of serials
- scale of cartographic content
- first place of publication
- first publisher's name
- date of publication
- title of series
- numbering of series
- identifier of manifestation
- carrier type
- extend

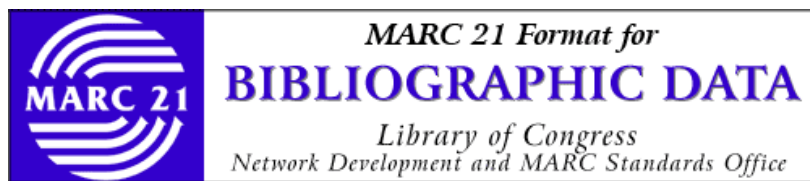
certain elements are flagged as “core if”

- date of distribution if date of publication not identified
  - extent is core if resource is complete or if the total extent is known
- \*Data can be omitted according to cataloguer judgement*

S

## MARC 21

To fully implemented RDA, PPANPk staff should be able to understand MARC21 as it is related to ensure accurate bibliographic information of resources is recorded.



The justification instruction refers to the MARC21 standard is to ensure **indicators** of each element and specific descriptive information are entered correctly according to the instructions and standardization.

### First Indicator

*Type of personal name entry element*

0 - Forename

1 - Surname

3 - Family name

### Second Indicator

*Undefined*

# - Undefined

### Definition

Indicators is **two-character positions** follow each tag (except for Fields 001 through 009). When an indicator position is not used, that indicator is referred to as "undefined" and the position is left blank. It is the convention to represent a blank, or undefined, indicator position by the character "#".

Changes to MARC21 have been made to accommodate new RDA data elements. Guidelines and instructions are given according to fields are marked by tags associated with a 3-digit number. These fields are subdivided into one or more "subfields." Some fields are further defined by indicators. Each indicator value is a number from **0 to 9**.

### Steps to record data using MARC21 & RDA:

1. Analyze material/works
2. Identify core & specific descriptive elements
3. Enter tag/field *[follow the instruction/guideline]*
4. Enter indicators *[follow the instruction/guideline]*
5. Enter main term & subfields code *[follow the instruction/guideline]*
6. Record the data

Visit website = <https://www.loc.gov/marc/>

## How to identify RDA records?

There are many ways to identify RDA from bibliographic records. RDA records can be detected from mandatory and specific descriptive elements, sources, access points, transcription, capitalization, Rule of Three, relationship designators, and specific data elements.


### Value and Indication of RDA

- **Leader/18** contains the **value i** (for ISBD punctuation included)

Bibliographic leader	
Record status (Ldr/05)	c : Corrected or revised
Type of record (Ldr/06)	a : Language material
Bibliographic level (Ldr/07)	m : Monograph/item
Type of control (Ldr/08)	_ : No specific type of control
Encoding level (Ldr/17)	_ : Full level
Descriptive cataloging form (Ldr/18)	i : ISBD punctuation included
Multipart resource record level (Ldr/19)	_ : Not specified or not applicable

- **Field 040** contains **\$e rda**  
[040 - Cataloging Source (NR)]

039	9	\$a 201405210919 \$b norizan \$c 201405120933 \$d azilah \$
040		\$a BNM \$b eng \$c BNM \$d PNM \$e rda
049		\$a klpmal



- **No General Material Designator (GMD)**  
RDA records will not have General Material Designators (**GMD's—245 \$h**). Instead, GMD will be represented with;
  - Tag 336** for the content type
  - Tag 337** for media type
  - Tag 338** for carrier type

RDA will take records concerning the display of the data rather than the recording of the data. The controlled terms in the RDA instructions for content, media, and carrier types can be replaced in local displays by terms chosen for local users.

### Coding and Clues to identify RDA


- 040 = \$e rda
- Leader/18 = i
- Spelled-out title as it appears/without standardization (e.g. GOBLIN: The Monster)
- Statement of responsibility = Record all persons or agencies bodies
- Publication, publisher & copyright = Tag 264 instead of 260
- No GMD = Replace with tag 336/337/338
- Spelled-out descriptions (e.g., 'volumes,' 'edition,' 'illustration')
- Relator designation = \$e author

## 2.4 Specific Descriptive Data Elements

MARC21 Tag Field	Element Name	Description Notes
<b>020</b>	<b>Identifier for Manifestation - International Standard Book Number (R)</b>  <b>First Indicator</b> <i>Undefined</i> # - Undefined  <b>Second Indicator</b> <i>Undefined</i> # - Undefined	020 ## \$a0914378260 \$qpbk. \$qv.1 \$c\$5.00 020 ## \$a9780060723804 \$qacid-free paper  <i>Subfield codes</i> \$a – International Standard Book Number (NR) \$c – Terms of availability (NR) \$q – Qualifying information (R)
<b>022</b>	<b>Identifier for Manifestation - International Standard Serial Number (R)</b>  <b>First Indicator</b> <i>Level of international interest</i> # - No level specified 0 - Continuing resource of international interest 1 - Continuing resource not of international interest  <b>Second Indicator</b> <i>Undefined</i> # - Undefined	022 ## \$a0376-4583  <i>Subfield codes</i> \$a - International Standard Serial Number (NR) \$l - ISSN-L (NR)
<b>040</b>	<b>Cataloging Source (NR)</b>  <b>First Indicator</b> <i>Undefined</i>	040 ## \$aPPANPK \$beng \$e rda <i>Subfield Codes</i> \$a - Original cataloging agency (NR)



**RDA Tag = shows RDA record  
\$e rda**


	# - Undefined  <b>Second Indicator</b> <i>Undefined</i> # - Undefined	\$b - Language of cataloging (NR) \$c - Transcribing agency (NR) \$d - Modifying agency (R)
<b>082</b>	<b>Dewey Decimal Classification Number (R)</b>  <b>First Indicator</b> <i>Type of edition</i> 0 - Full edition 1 - Abridged edition 7 - Other edition specified in subfield \$2  <b>Second Indicator</b> <i>Source of classification number</i> # - No information provided 0 - Assigned by LC 4 - Assigned by agency other than LC	082 04 \$a220.47 \$222  <i>Subfield Codes</i> \$a - Classification number (R) \$2 - Edition number (NR)
<b>090</b>	<b>Local Call Numbers</b>	Reserved for local call number use and local definition.
<b>100</b>	<b>Access Point – Personal Names (NR)</b> (Creator)  <b>First Indicator</b> <i>Type of personal name entry element</i> 0 – Forename (Direct name: Malay, etc.) 1 - Surname 3 - Family name  <b>Second Indicator</b>	100 1# \$aDavid, Carrey, \$cDr., \$q(Isabella Mary), \$d1838-1918., \$e author 100 0# \$aDr. X, \$e author  <b>RDA Tag = access point</b> <i>Subfield Codes</i> \$a - Personal name (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) \$n - Number of part/section/meeting (R)


	<i>Undefined</i> # - Undefined	
<b>110</b>	<b>Access Point – Corporate Name (NR)</b>  <b>First Indicator</b> <i>Type of corporate name entry element</i> 0 - Inverted name 1 - Jurisdiction name 2 - Name in direct order  <b>Second Indicator</b> <i>Undefined</i> # - Undefined	110 2# \$aNew York Public Library 110 2# \$aCatholic Church.\$bProvince of Baltimore (Md.) \$bProvincial Council \$n(10th :\$d1869) 110 2# \$aInternational Labour Organisation.\$bEuropean Regional Conference  <i>Subfield Codes</i> \$a - Corporate name or jurisdiction name as entry element (NR) \$b - Subordinate unit (R) \$c - Location of meeting (R) \$d - Date of meeting or treaty signing (R) \$e - Relator term (R) \$f - Date of a work (NR) \$n - Number of part/section/meeting (R)
<b>111</b>	<b>Access Point – Meeting Name (NR)</b>  <b>First Indicator</b> <i>Type of meeting name entry element</i> 0 – Inverted name 1 – Jurisdiction name 2 – Name in direct order  <b>Second Indicator</b> <i>Undefined</i> # - Undefined	111 2# \$aWorld Peace Conference \$n(1 <sup>st</sup> :\$d1949 :\$cParis, France; \$cPrague, Czechoslovakia) 111 2# \$aSymposium on the Underground Disposal of Radioactive Wastes \$d(1979 :\$cOtaniemi, Finland)  <i>Subfield Codes</i> \$a – Meeting name or jurisdiction name as entry element (NR) \$c – Location of meeting ® \$d – Date of meeting or treaty signing ®
<b>130</b>	<b>Access Point – Uniform Title (NR)</b>  <b>First Indicator</b> <i>Nonfiling characters</i>	130 0# \$aChanson de Roland 130 0# \$aKing Kong (1933)  <i>Subfield Codes</i>


	0-9 - Number of nonfiling characters  <b>Second Indicator</b> <i>Undefined</i> # - Undefined	\$a - Uniform title (NR) \$d - Date of treaty signing (R)  <b>Languages in Uniform Titles =</b> <ul style="list-style-type: none"> <li>- Do not record multiple languages (e.g., French &amp; English) in \$l</li> <li>- Instead, provide specific information about all the languages of each expression</li> </ul>
<b>240</b>	<b>Uniform Title (NR)</b>  <b>First Indicator</b> <i>Uniform title printed or displayed</i> 0 - Not printed or displayed 1 - Printed or displayed  <b>Second Indicator</b> <i>Nonfiling characters</i> 0-9 - Number of nonfiling characters	240 10 \$aPoems.\$kSelections 240 10 \$alliad  <i>Subfield Codes</i> \$a - Uniform title (NR) \$d - Date of treaty signing (R) \$f - Date of a work (NR) \$k - Form subheading (R) \$l - Language of a work (NR)
<b>245</b>	<b>Title &amp; Statement of Responsibility (NR)</b>  <b>First Indicator</b> <i>Title added entry</i> 0 - No added entry 1 - Added entry ( <i>include when added entry is available</i> )  <b>Second Indicator</b> <i>Nonfiling characters</i> 0 - No nonfiling characters 1-9 - Number of nonfiling characters	245 14 \$aThe Ace Mathematics : \$bEasy Tips / \$c by Abraham Grande, Mark Lee, Dr. Louis Zuckerberg, and David Carrey ; edited by Johnny ; illustrated by Zoella  <i>Subfield Codes</i> \$a - Title (NR) \$b - Remainder of title (NR) \$c - Statement of responsibility, etc. (NR) \$n - Number of part/section of a work (R) \$p - Name of part/section of a work (R)  <b>Title</b> = “Record what you see”




**RDA Rules = include all persons/ bodies**


	<p><i>[Nonfiling characters = Initial definite and indefinite articles, "the" and "a"/"an". Cataloger should count each character including the space before the title]</i></p>	<p><b>SOR</b> = Record all persons or bodies in the first statement of responsibility; if it is necessary to omit names because it would be burdensome to record all of them, indicate the omission using RDA's technique ([and 6 others])</p>
246	<p><b>Varying Form of Title (R)</b></p> <p><b>First Indicator</b>  <i>Note/added entry controller</i>            0 - Note, no added entry            1 - Note, added entry            2 - No note, no added entry            3 - No note, added entry</p> <p><b>Second Indicator</b>  <i>Type of title</i>            # - No type specified            0 - Portion of title            1 - Parallel title            2 - Distinctive title            3 - Other title            4 - Cover title            5 - Added title page title            6 - Caption title            7 - Running title            8 - Spine title</p>	<p>246 11 \$aNihon            246 13 \$aCalifornia State Assembly file analysis            246 14 \$aState publications monthly checklist \$fJuly 1976-</p> <p><b>Subfield Codes</b>            \$a - Title proper/short title (NR)            \$b - Remainder of title (NR)            \$f - Date or sequential designation (NR)            \$n - Number of part/sections of a work (R)            \$p - Name of part/section of a work (R)</p>
250	<p><b>Designation of Edition (R)</b></p> <p><b>First Indicator</b>  <i>Undefined</i>            # - Undefined</p>	<p>250 ## \$aSecond Edition / \$bedited by Paul Watson.</p> <p><b>Subfield Codes</b>            \$a - Edition statement (NR)            \$b - Remainder of edition statement (NR)</p> <p> <b>RDA Rules = spelled out description</b></p>


	<b>Second Indicator</b> <i>Undefined</i> # - Undefined	<b>Edition</b> = Do not abbreviate; do not convert words to numbers, or numbers to words
<b>260</b>	<b>Publication, Distribution, etc. (Imprint) (R)</b>  <b>First Indicator</b> <i>Sequence of statements</i> # - Not applicable/No information provided/Earliest 2 - Intervening 3 - Current/Latest  <b>Second Indicator</b> <i>Undefined</i> # - Undefined	260 ## \$aNew York, N.Y. :\$bElsevier,\$c1984. 260 ## \$a[New York] :\$bAmerican Statistical Association,\$c1975.  <b>Subfield Codes</b> \$a - Place of production, publication, distribution, manufacture (R) \$b - Name of producer, publisher, distributor, manufacturer (R) \$c - Date of production, publication, distribution, manufacture, or copyright notice (R)
<b>264</b>	<b>Publication, Distribution, and Manufacture Statements (R)</b>  <b>First Indicator</b> <i>Sequence of statements</i> # - Not applicable/No information provided/Earliest 2 - Intervening 3 - Current/Latest  <b>Second Indicator</b> <i>Function of entity</i> 0 - Production 1 - Publication 2 - Distribution	264 1# \$aNew York : \$bKarangkraf, \$c©2009 264 #1 \$a[Place of publication not identified] : \$bABC Publishers, \$c2009. 264 #4 \$c©2002   <b>RDA Rules = use tag 264 instead 260, however still can use tag 260</b>  <b>Subfield Codes</b> \$a - Place of production, publication, distribution, manufacture (R) \$b - Name of producer, publisher, distributor, manufacturer (R) \$c - Date of production, publication, distribution, manufacture, or copyright notice (R)  <b>Core Elements</b> = Only the first-named place of publication, first-named publisher and date of publication is <b>core</b>

	3 - Manufacture 4 - Copyright notice date	<ul style="list-style-type: none"><li>- Distribution elements are core <i>only when publication data cannot be identified</i></li><li>- Manufacture elements are core <i>only when neither publication nor distribution data can be identified</i></li><li>- <i>Do not remove non-core elements</i> in the copied record, unless they are inaccurate</li><li>-</li></ul> <p><b>Transcription</b> = Do not use the abbreviations “S.l.”, “s.n.”, or “n.d.”</p> <ul style="list-style-type: none"><li>- Instruction to record “[Place of publication not identified]” “[publisher not identified]” or “[Date of publication not identified.]”</li></ul> <p><b>Copyright</b> = Copyright date if recorded should include symbol ©</p> <ul style="list-style-type: none"><li>- May optionally add a copyright date in a separate 264 field, if wish</li><li>- 264 #4 field contains only \$c</li><li>- Second indicator should be recorded accordingly, if copyright date is in separate 264 field:</li></ul> <table><tr><td>264 #1</td><td>Publisher</td></tr><tr><td>264 #2</td><td>Distributor</td></tr><tr><td>264 #3</td><td>Manufacturer</td></tr><tr><td>264 #4</td><td>Copyright Date</td></tr></table>	264 #1	Publisher	264 #2	Distributor	264 #3	Manufacturer	264 #4	Copyright Date
264 #1	Publisher									
264 #2	Distributor									
264 #3	Manufacturer									
264 #4	Copyright Date									
300	<p><b>Physical Description (R)</b></p> <p><b>First Indicator</b> <i>Undefined</i> # - Undefined</p> <p><b>Second Indicator</b> <i>Undefined</i> # - Undefined</p>	<p>300 ## \$a48 pages : \$bcolour illustrations, \$c23cm.</p> <p><i>Subfield Codes</i></p> <p>\$a - Extent (R) \$b - Other physical details (NR) \$c - Dimensions (R)</p> <p><b>Extend</b> =</p> <ul style="list-style-type: none"><li>- Do not use abbreviations for terms (e.g., record “pages” or “volumes”, not “p.” or “v.”)</li></ul> <p> <b>RDA Rules = spelled-out description</b></p>								


		<ul style="list-style-type: none"> <li>- Record “approximately” (rather than “ca.”) and “that is” (rather than “i.e.”)</li> <li>- Record “unnumbered”, rather than square brackets enclosing the numeral</li> </ul> <p><b>Illustration</b> =</p> <ul style="list-style-type: none"> <li>- Illustrative content is a core element only in the case of resources intended for children</li> <li>- Do not use abbreviations (e.g., record “illustrations” or “color”, not “ill.” or “col.”).</li> </ul>
<b>310</b>	<p><b>Current Publication Frequency (R)</b></p> <p><b>First Indicator</b> <i>Undefined</i> # - Undefined</p> <p><b>Second Indicator</b> <i>Undefined</i> # - Undefined</p>	<p>310 ## \$aAnnual,\$b1983- 310 ## \$aBi-monthly (monthly June-July)</p> <p><b>Subfield Codes</b> \$a - Current publication frequency (NR) \$b - Date of current publication frequency (NR)</p>
<b>336</b>	<p><b>Content Type (R)</b></p> <p><b>First Indicator</b> <i>Undefined</i> # - Undefined</p> <p><b>Second Indicator</b> <i>Undefined</i></p>	<p>336 ## \$atext \$btxt \$2rdacontent 336 ## \$aperformed music \$2rdacontent 336 ## \$atwo-dimensional moving image \$btdi \$2rdacontent</p> <p></p> <p><b>Subfield Codes</b> \$a - Content type term (R) \$b - Content type code (R) - <a href="#">[Appendix Code List of Relator]</a></p> <p><b>RDA New Tag = replace GMD rules. Accept \$b if present. Accept other \$a if appropriate.</b></p>


	# - Undefined	\$2 - Source (NR)
<b>337</b>	<b>Media Type (R)</b>  <b>First Indicator</b> <i>Undefined</i> # - Undefined  <b>Second Indicator</b> <i>Undefined</i> # - Undefined	337 ## \$aunmediated \$2rdamedia 337 ## \$aaudio \$2rdamedia 337 ## \$avideo \$bv \$2rdamedia  <i>Subfield Codes</i> \$a - Media type term (R) \$b - Media type code (R) - [Appendix Code List of Relator] \$2 - Source (NR)
<b>338</b>	<b>Carrier Type (R)</b>  <b>First Indicator</b> <i>Undefined</i> # - Undefined  <b>Second Indicator</b> <i>Undefined</i> # - Undefined	338 ## \$avolume \$2rdacarrier 338 ## \$asheet \$2rdacarrier 338 ## \$aaudio disc \$2rdacarrier 338 ## \$avideodisc \$bvd \$2rdacarrier  <i>Subfield Codes</i> \$a - Carrier type term (R) \$b - Carrier type code (R) - [Appendix Code List of Relator] \$2 - Source (NR)
<b>490</b>	<b>Series Statement</b>  <b>First Indicator</b> <i>Series tracing policy</i> 0 - Series not traced 1 - Series traced  <b>Second Indicator</b>	490 1# \$aSmart Math ;\$vv. 2, no. 4  <i>Subfield Codes</i> \$a - Series statement (R) \$v - Volume/sequential designation (R) \$x - International Standard Serial Number (R)

 RDA New Tag = replace GMD rules. Accept \$b if present. Accept other \$a if appropriate.

 RDA New Tag = replace GMD rules. Accept \$b if present. Accept other \$a if appropriate.

 RDA Rules: Accept as it appears.

	<i>Undefined</i> # - Undefined	
<b>500</b>	<b>General Notes (R)</b>  <b>First Indicator</b> <i>Undefined</i> # - Undefined  <b>Second Indicator</b> <i>Undefined</i> # - Undefined	500 ## \$aIncludes index  <i>Subfield Codes</i> \$a - General note (NR)
<b>504</b>	<b>Bibliography, etc. Note (R)</b>  <b>First Indicator</b> <i>Undefined</i> # - Undefined  <b>Second Indicator</b> <i>Undefined</i> # - Undefined	504 ## \$aBibliography: p. 238-239. 504 ## \$aIncludes bibliographies and index.  <i>Subfield Codes</i> \$a - Bibliography, etc. note (NR) <div style="position: relative; height: 100px;">  <div style="position: absolute; right: 0; top: 50%; transform: translateY(-50%);"> <p><b>RDA Rules: use tag 504 instead of 500 on general notes for more specific description, however, still can use tag 500.</b></p> </div> </div>
<b>505</b>	<b>Formatted Content (R)</b>  <b>First Indicator</b> <i>Display constant controller</i> 0 - Contents  <b>Second Indicator</b> <i>Level of content designation</i> # - Basic	505 0# \$aHow these records were discovered -- A short sketch of the Talmuds -- Constantine's letter.  505 00 \$tQuark models /\$rJ. Rosner --\$tIntroduction to gauge theories of the strong, weak, and electromagnetic interactions /\$rC. Quigg  505 00 \$tQuatrain II\$g(16:35) --\$tWater ways\$g(1:57) --\$tWaves\$g(10:49).  <i>Subfield Codes</i>


	0 - Enhanced (include SOR/time/title)	\$a - Formatted contents note (NR) \$r - Statement of responsibility (R) \$t - Title (R)
<b>520</b>	<b>Summary notes (R)</b>  <b>First Indicator</b> <i>Display constant controller</i> # - Summary  <b>Second Indicator</b> <i>Undefined</i> # - Undefined	520 ## \$aAn illustrated collection of nursery rhymes set to music. 520 2# \$aSeries consists of minutes of meetings of the Board together with correspondence and other documents referred to in the minutes. The records reflect...  <b>Subfield Codes</b> \$a - Summary, etc. (NR) <div style="position: relative; top: -40px; left: 150px;">  <p><b>Recommended to include summary notes: Users will read the summary of the material after searching the access point. Summary is one of the factors for decision to read the book.</b></p> </div>
<b>600</b>	<b>Subject Added Entry-Personal Name (R)</b>  <b>First Indicator</b> <i>Type of personal name entry element</i> 0 – Forename (Direct name: Malay, etc.) 1 - Surname 3 - Family name  <b>Second Indicator</b> <i>Thesaurus</i> 0 - Library of Congress Subject Headings 1 - LC subject headings for children's Literature	600 10 \$aNixon, Richard M.\$q(Richard Milhouse),\$d1913-\$xPsychology \$zMoscow  <b>Subfield Codes</b> \$a – Personal name (NR) \$c – Titles and other words associated with a name ® \$d – Dates associated with a name (NR) \$e – Relator term (R) \$q – Fuller form of name (NR) \$v – Form subdivision (R) \$x – General subdivision (R) \$y – Chronological subdivision (R) \$z – Geographic subdivision (R)

<b>610</b>	<b>Subject Added Entry - Corporate Name (R)</b>  <b>First Indicator</b> <i>Type of corporate name entry element</i> 0 - Inverted name 1 - Jurisdiction name 2 - Name in direct order  <b>Second Indicator</b> <i>Thesaurus</i> 0 - Library of Congress Subject Headings 1 - LC subject headings for children's literature	610 20 \$aUnited Nations \$zAfrica.  <i>Subfield Codes</i> \$a - Corporate name or jurisdiction name as entry element (NR) \$c – Titles and other words associated with a name ® \$d – Dates associated with a name (NR) \$e – Relator term (R) \$q – Fuller form of name (NR) \$v – Form subdivision (R) \$x – General subdivision (R) \$y – Chronological subdivision (R) \$z – Geographic subdivision (R)
<b>650</b>	<b>Subject Heading - Topical Name (R)</b>  <b>First Indicator</b> <i>Level of subject</i> # - No information provided 0 - No level specified 1 - Primary 2 - Secondary  <b>Second Indicator</b> <i>Thesaurus</i> 0 - Library of Congress Subject Headings 1 - LC subject headings for children literature	650 #0 \$aMathematics \$xTreatment \$vHandbooks, manuals, etc. \$y500-1400 \$zUnited States  <i>Subfield Codes</i> <i>Main Term</i> \$a - Topical term or geographic name entry element (NR)  <i>Subject subdivision</i> \$v - Form subdivision (R) \$x - General subdivision (R) \$y - Chronological subdivision (R) \$z - Geographic subdivision (R)
<b>651</b>	<b>Subject Added Entry-Geographic Name (R)</b>  <b>First Indicator</b> <i>Undefined</i> # - Undefined	651 #0 \$aUnited States \$xHistory \$y1849-1877. 651 #0 \$aWashington (D.C.) \$xHistory \$vPeriodicals.  <i>Subfield Codes</i> <i>Name portion</i>

	<b>Second Indicator</b> <i>Thesaurus</i> 0 - Library of Congress Subject Headings 1 - LC subject headings for children literature	\$a - Geographic name (NR) \$e - Relator term (R)  <i>Subject subdivision</i> \$v - Form subdivision (R) \$x - General subdivision (R) \$y - Chronological subdivision (R) \$z - Geographic subdivision (R)
<b>700</b>	<b>Access point (R) – Added Entry- Personal Names</b> (Contributor)  <b>First Indicator</b> <i>Type of personal name entry element</i> 0 – Forename (Direct name: Malay, etc.) 1 - Surname 3 - Family name  <b>Second Indicator</b> <i>Type of added entry</i> # - No information provided	700 1# \$aJung, C. G.\$q(Carl Gustav),\$d1875-1961 \$e author 700 0# \$aMuhammad Nabil.\$4org 700 1# \$aHecht,; \$ewriting, \$edirection, \$eproduction.  <i>Subfield Codes</i> \$a - Personal name (NR) \$b - Numeration (NR) \$c - Titles and other words associated with a name (R) \$d - Dates associated with a name (NR) \$e - Relator term (R) \$4 - Relationship (R)  <i>examples = Subfield codes \$e - Relator term (R)</i> 100 1# \$a Haider, Salman, <b>\$e author</b> 700 ## \$a Carrey, Jim, <b>\$e illustrator</b> 700 ## \$a Lee, Mark, <b>\$e translator</b> 700 ## \$a Choi, Minho, <b>\$e performer</b>
<b>710</b>	<b>Access point (R) – Added Entry- Corporate Names</b>	710 2# \$aHerbert E. Budek Films and Slides (Firm) 710 2# \$aIndian Council for Research on International Economic Relations 710 1# \$aMinnesota.\$bConstitutional Convention\$d(1857 :\$gRepublican)

**RDA Tag = access point**  
**\$e author, in a case if author is also a writer, producer, it is acceptable to include all responsibility under a subfield with different relator term**



	<p><b>First Indicator</b> Type of corporate name entry element 0 - Inverted name 1 - Jurisdiction name 2 - Name in direct order</p> <p><b>Second Indicator</b> Type of added entry # - No information provided</p>	<p><b>Subfield Codes</b> \$a - Corporate name or jurisdiction name as entry element (NR) \$b - Subordinate unit (R) \$c - Location of meeting (R) \$d - Date of meeting or treaty signing (R) \$e - Relator term (R)</p> <p><i>examples</i> = <b>Subfield codes \$e - Relator term (R)</b> 100 1# \$a Haider, Salman, <b>\$e author</b></p>
<b>730</b>	<p><b>Added Entry - Uniform Title (R)</b></p> <p><b>First Indicator</b> <i>Nonfiling characters</i> 0-9 - Number of nonfiling characters</p> <p><b>Second Indicator</b> <i>Type of added entry</i> # - No information provided 2 - Analytical entry</p>	<p>730 0# \$aActualités-Service. \$nNo 306 (Supplement 1) 730 0# \$aGone with the wind (Motion picture) 730 0# \$aFrankfurt heute.\$hMotion picture.</p> <p><b>Subfield Codes</b> \$a - Uniform title (NR) \$d - Date of treaty signing (R) \$f - Date of a work (NR) \$h - Medium (NR) \$i - Relationship information (R) \$k - Form subheading (R) \$l - Language of a work (NR) \$n - Number of part/section of a work (R)</p>
<b>800</b>	<p><b>Series Added Entry - Personal Name (R)</b></p> <p><b>First Indicator</b> <i>Type of personal name entry element</i> 0 – Forename (Direct name: Malay, etc.) 1 - Surname 3 - Family name</p>	<p>800 1# \$aDarnell, Jack \$tEdible wild plants of the planet earth</p> <p><b>Subfield Codes</b> \$a - Personal name (NR) \$b - Numeration (NR) \$c - Titles and other words associated with a name (R) \$d - Dates associated with a name (NR)</p> <p> <b>RDA Rules = Apply if tag 490 series statement is recorded, 800 as justification.</b></p>

	<b>Second Indicator</b> <i>Undefined</i> # - Undefined	\$e - Relator term (R) \$t - Title of a work (NR)  <i>[An <b>800 field is usually justified by a series statement (field 490)</b> or a general note (field 500) relating to the series. For reproductions, it may be justified by a series statement in subfield \$f of field 533 (Reproduction Note)]</i>
<b>810</b>	<b>Series Added Entry - Corporate Name (R)</b>  <b>First Indicator</b> Type of corporate name entry element 0 - Inverted name 1 - Jurisdiction name 2 - Name in direct order  <b>Second Indicator</b> <i>Undefined</i> # - Undefined	810 2# \$aCentral Institute of Indian Languages.\$tCIIL linguistic atlas series ;\$v1. 810 2# \$aAmerican Academy in Rome.\$tMemoirs.  <b>Subfield Codes</b> \$a - Corporate name or jurisdiction name as entry element (NR) \$b - Subordinate unit (R) \$c - Location of meeting (R) \$d - Date of meeting or treaty signing (R) \$e - Relator term (R)
<b>811</b>	<b>Series Added Entry - Meeting Name (R)</b>  <b>First Indicator</b> Type of corporate name entry element 0 - Inverted name 1 - Jurisdiction name 2 - Name in direct order  <b>Second Indicator</b> <i>Undefined</i> # - Undefined	811 2# \$aInternational Congress of Nutrition \$n(11th :\$d1978 :\$cRio de Janeiro, Brazil).\$tNutrition and food science ;\$vv. 1. 811 2# \$aInternational Congress of Romance Linguistics and Philology\$n(17th :\$d1983 :\$cAix-en-Provence, France).\$tActes du XVIIème Congrès international de linguistique et philologie romanes ;\$vol. no. 5.  <b>Subfield Codes</b> \$a - Meeting name or jurisdiction name as entry element (NR) \$c - Location of meeting (R) \$d - Date of meeting or treaty signing (R) \$e - Subordinate unit (R) \$f - Date of a work (NR)

<b>830</b>	<b>Series Added Entry - Uniform Title (R)</b>  <b>First Indicator</b> <i>Undefined</i> # - Undefined  <b>Second Indicator</b> <i>Nonfiling characters</i> 0-9 - Number of nonfiling characters	830 #0 \$aWonders of man series. 830 #0 \$aSport (International Union of Students. Physical Education and Sports Dept.) ;\$vv. 10.  <i><b>Subfield Codes</b></i> \$a - Uniform title (NR) \$d - Date of treaty signing (R) \$f - Date of a work (NR) \$h - Medium (NR) \$k - Form subheading (R) \$l - Language of a work (NR) \$n - Number of part/section of a work (R)
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Table 5: Specific Descriptive Data Elements

## 2.5 Sources

According to changes terminology, AACR2 uses ‘chief source’ which has changed in RDA to ‘preferred source’. RDA allows taking information from multiple sources. In fact, for most elements, RDA allows taking information from any source, using a priority order. Cataloguers need to make a judgement on preferred sources according to the representation of the material.

RDA divided resources into three categories and specifies the preferred source of information for each; 1) one or more pages, sheets, cards, leaves 2) moving images 3) other resources

## 2.6 Access Points

The concepts of “Main Entry” and “Added Entry” have been replaced by the concept of relationships represented by “Authorized Access Points.”

*Main Entry = creator*

*Added Entry = contributor*

As under AACR2, MARC21 coding:

Main Entry = 1XX fields (RDA = creator)

Added Entry = 7XX fields (RDA = contributor)

## 2.7 Transcription

***“Take What You See and Accept What You Get”***

According to the principle of representation, the data describing a resource should reflect the resource’s representation of itself. Under RDA, do not alter what is on resources when transcribing the elements.

This included extensive rules for:

### Abbreviation

RDA only uses the abbreviations that appear on the resource. In access points (*main & added entry/1XX, 7XX field*), use only the forms in Authority Records.

*examples:*

Accept, because they are recorded as they appear:

**250 ## \$a Second Edition**

Do not change to “2nd ed.”

### Capitalization

Accept as it appears.

*examples:*           **245 10 \$a Twentieth-century communism ...**  
                               **245 10 \$a Report concerning a Member of the Academy ...**

For Copy Cataloging, make changes to records if:

- any failure to capitalize a proper name
- any failure to follow the instructions in RDA

*In this case, the cataloger must follow the information as it is originally recorded and make no alteration or changes as in AACR2 capitalization standardization.*

## Punctuation

Accept punctuation or spacing as found.

*However, do make changes relating to:*

- ISBD punctuation and spacing
- end-of-field punctuation
- punctuation and spacing in headings.

## Numerals

*examples:*

*Accept:*  
                   **250 ## \$a Second edition**

*Change:*  
                   **250 ## \$a 5. Aufl. (appears as “Fünfte Auflage”)**  
                   Change to Fünfte Auflage

In this case, RDA allows the numeral to be changed to normal romanization according to the standard.

## 2.8 No More “Rule of Three”

The AACR2 concept of “Rule of Three” for an access point is not part of RDA.

If more than 3 persons (or corporate bodies) are named in a statement of responsibility ...

- In AACR2, record the first, and replace the others with “[et al.]”.
- In RDA, **record all persons or bodies** (along with any given title, degree, or affiliation) named in the first statement of responsibility

*examples:*

**245 10 \$a Report concerning a Member of the Academy / by Abraham Grande,  
 Mark Lee, Dr. Louis Zuckerberg, and David Carrey**

## 2.9 Relationship Designators

In RDA, relationship designators are core elements and must be included to ensure the relationship between entities are transcribe accurately.

### *Definition*

Relationship designators, also called relator terms, are words or short phrases that describe the relationships between entities associated with library collections.

Cataloger are encouraged to use terms from the RDA Appendices (usually, App. I and J). Relator terms must be used according to accepted terms in Authority Data and MARC21 Code List for Relator.

*examples* = **Subfield codes \$e - Relator term (R)**

100 1# \$a Haider, Salman, **\$e author**  
700 ## \$a Carrey, Jim, **\$e illustrator**  
700 ## \$a Lee, Mark, **\$e translator**  
700 ## \$a Choi, Minho, **\$e performer**

### ***Optional (not required, but acceptable)***

If the field already contains the relationship code “ill” in \$4, add the relationship term in \$e preceding \$4, i.e.: “... , \$4 ill”

*examples* = **Subfield codes \$4 - Relationship (R)**

700 ## \$a Nasbullah Ali **\$4ill**  
700 1# \$a Herrman, Egbert **\$4org**

*[Abbreviation for relator codes refer to appendices MARC21 Code List for Relator]*

## CHAPTER 3: EXAMPLES OF RDA RECORDS

*List of tag should be checked during copy cataloguing PPANPk*

Tag Field	Element Name
020	Identifier for Manifestation - International Standard Book Number (R)
022	Identifier for Manifestation - International Standard Serial Number (R)
040	Cataloging Source (NR)
082	Dewey Decimal Classification Number (R)
090	Local Call Numbers
100	Access Point – Personal Names (NR)
110	Access Point – Corporate Name (NR)
111	Access Point – Meeting Name (NR)
130	Access Point – Uniform Title (NR)
240	Uniform Title (NR)
245	Title & Statement of Responsibility (NR)
246	Varying Form of Title (R)
250	Designation of Edition (R)
260	Publication, Distribution, etc. (Imprint) (R)
264	Publication, Distribution, and Manufacture Statements (R)
300	Physical Description (R)
310	Current Publication Frequency (R)
336	Content Type (R)
337	Media Type (R)
338	Carrier Type (R)
490	Series Statement
500	General Notes (R)
504	Bibliography, etc. Note (R)
505	Formatted Content (R)
520	Summary notes (R)
600	Subject Added Entry-Personal Name (R)
610	Subject Added Entry - Corporate Name (R)
650	Subject Heading - Topical Name (R)
651	Subject Heading – Geographic Name ®
700	Access point (R) – Added Entry- Personal Names
710	Access point (R) – Added Entry- Corporate Names
800	Series Added Entry - Personal Name (R)
810	Series Added Entry- Corporate Name (R)
811	Series Added Entry – Meeting Name (R)
830	Series Added Entry- Uniform Title (R)

Table 6: Checklist

## CHAPTER 4: KOHA

### Problem 1: Invisible Tag

#### 4.1 Administration Module: Adding Invisible Tag

Koha administration provide various system parameters via global system preference which deals with administration and maintenance and manage preferences.

*Adding Invisible Tag – any hidden tag due to visibility changes*

*Open Administration module > MARC Bibliographic Framework*

The screenshot shows the Koha Administration interface. The top navigation bar includes 'Circulation', 'Patrons', 'Search', 'Cart', and 'More'. The main content area is titled 'Koha administration' and contains several sections: 'Global system preferences', 'Basic parameters' (with sub-sections like 'Libraries and groups', 'Item types', 'Authorized values'), and 'Patrons and circulation'. A red arrow points from the 'Catalog' section to the 'MARC bibliographic framework' link.

*Choose Framework Name (Books, booklets, workbooks) > MARC structure*

The screenshot shows the 'MARC frameworks' page. It has a '+ New framework' button and a table of existing frameworks. A red arrow points from the 'BKS' row to the 'MARC structure' link in the 'Description' column.

Code	Description		Edit	Delete	Export	Import
	Default framework	MARC structure			Export	Import
SR	Audio Cassettes, CDs	MARC structure	Edit	Delete	Export	Import
IR	Binders	MARC structure	Edit	Delete	Export	Import
BKS	Books, Booklets, Workbooks	MARC structure	Edit	Delete	Export	Import
CF	CD-ROMs, DVD-ROMs, General Online Resources	MARC structure	Edit	Delete	Export	Import
VR	DVDs, VHS	MARC structure	Edit	Delete	Export	Import
FA	Fast Add Framework	MARC structure	Edit	Delete	Export	Import
KT	Kits	MARC structure	Edit	Delete	Export	Import
AR	Models	MARC structure	Edit	Delete	Export	Import
SER	Serials	MARC structure	Edit	Delete	Export	Import

## Find Field/Tag Hidden > Subfields

examples = Tag 490 [Series Statement] were hidden during copy cataloging, find and check the field/tag before adding a new tag. The field/tag might hidden due to visibility changes.

Circulation Patrons Search Cart More

admin | Test Library Help

Enter search keywords:

[Check out](#) [Check in](#) [Search the catalog](#)

Home > Administration > MARC frameworks > Books, Booklets, Workbooks (BKS)

**System preferences**

[System preferences](#)

[+ New tag](#)

**Basic parameters**

[Libraries and groups](#)

[Item types](#)

[Authorized values](#)

**Patrons and circulation**

[Patron types and categories](#)

[Circulation and fines rules](#)

[Patron attribute types](#)

[Library transfer limits](#)

[Transport cost matrix](#)

[Item circulation alerts](#)

[Cities and towns](#)

**Catalog**

[MARC bibliographic framework](#)

[Koha to MARC mapping](#)

[Keywords to MARC mapping](#)

[MARC bibliographic framework](#)

**MARC Framework for Books, Booklets, Workbooks (BKS)**

Search for tag:  In framework:

Display only used tags/subfields ☐

Showing 1 to 20 of 313 Show  entries [First](#) [Previous](#) [Next](#) [Last](#) Search:

Tag	Lib	Repeatable	Mandatory	Auth value	Subfields	Edit	Delete
000	LEADER	No	Yes		<a href="#">Subfields</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
001	CONTROL NUMBER	No	No		<a href="#">Subfields</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
003	CONTROL NUMBER IDENTIFIER	No	No		<a href="#">Subfields</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
005	DATE AND TIME OF LATEST TRANSACTION	No	No		<a href="#">Subfields</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
006	FIXED-LENGTH DATA ELEMENTS--ADDITIONAL MATERIAL CHARACTERISTICS	Yes	No		<a href="#">Subfields</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
007	PHYSICAL DESCRIPTION FIXED FIELD--GENERAL INFORMATION	Yes	No		<a href="#">Subfields</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
008	FIXED-LENGTH DATA ELEMENTS--GENERAL INFORMATION	No	Yes		<a href="#">Subfields</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
009	PHYSICAL DESCRIPTION FIXED-FIELD FOR ARCHIVAL COLLECTION (VM) [OBSOLETE]	Yes	No		<a href="#">Subfields</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
010	LIBRARY OF CONGRESS CONTROL NUMBER	No	No		<a href="#">Subfields</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

[+ New tag](#)

**MARC Framework for Books, Booklets, Workbooks (BKS)**

Search for tag:  In framework:

Display only used tags/subfields ☐

Showing 1 to 20 of 190 Show  entries [First](#) [Previous](#) [Next](#) [Last](#) Search:

Tag	Lib	Repeatable	Mandatory	Auth value	Subfields	Edit	Delete
490	SERIES STATEMENT	Yes	No		<a href="#">Subfields</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
500	GENERAL NOTE	Yes	No		<a href="#">Subfields</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
501	WITH NOTE	Yes	No		<a href="#">Subfields</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
502	DISSERTATION NOTE	Yes	No		<a href="#">Subfields</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
503	BIBLIOGRAPHIC HISTORY NOTE (BK CF MU) [OBSOLETE]	Yes	No		<a href="#">Subfields</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
504	BIBLIOGRAPHY, ETC. NOTE	Yes	No		<a href="#">Subfields</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
505	FORMATTED CONTENTS NOTE	Yes	No		<a href="#">Subfields</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
506	RESTRICTIONS ON ACCESS NOTE	Yes	No		<a href="#">Subfields</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
507	SCALE NOTE FOR GRAPHIC MATERIAL	No	No		<a href="#">Subfields</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
508	CREATION/PRODUCTION CREDITS NOTE	Yes	No		<a href="#">Subfields</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
509	INFORMAL NOTES (RLIN)	No	No		<a href="#">Subfields</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

*Advanced constraints > Visibility click OPAC, Intranet, Editor > Save changes*

**Tag 490 Subfield constraints**

68aIvxNew

Basic constraints

Advanced constraints

Default value:

Max length: 9999 (see online help)

Visibility: ☒ OPAC ☒ Intranet ☒ Editor ☐ Collapsed ☐ Flagged

Is a URL: ☐ (if checked, it means that the subfield is a URL and can be clicked)

Link: (e.g., Title or Local-Number) *NOTE: If you change this value you must ask your administrator to run misc/batchRebuildBiblioTables.pl.*

Koha link:

Other options (choose one)

Save changes Cancel

## 4.1 Administration Module: Adding New Subfields

### *Adding new subfields*

*New > Enter subfield code + Text for librarian/OPAC + Repeatability (yes/no) + Mandatory (yes/no)*

**Tag 490 Subfield constraints**

6 8 a l v x **New**

▼ **Basic constraints**

Subfield code:

Text for librarian:

Text for OPAC:

Repeatable: ☐

Mandatory: ☐

Managed in tab:  (ignore means that the subfield does not display in the record editor)

► **Advanced constraints**

► **Other options (choose one)**

*Advanced constraints > Visibility click OPAC, Intranet, Editor > Save changes*

**Tag 490 Subfield constraints**

6 8 a l v x **New**

► **Basic constraints**

▼ **Advanced constraints**

Default value:

Max length:  (see online help)

Visibility: ☒ OPAC ☒ Intranet ☒ Editor ☐ Collapsed ☐ Flagged

Is a URL: ☐ (if checked, it means that the subfield is a URL and can be clicked)

Link:  (e.g., Title or Local-Number) *NOTE: If you change this value you must ask your administrator to run misc/batchRebuildBiblioTables.pl.*

Koha link:

► **Other options (choose one)**

## 5.0 References

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## 6.0 Conclusion

The initiative results from discussions with the professional cataloger from PPANPk to enhance rich access of information for user's user tasks of retrieval and access in online library catalogs and bibliographic databases. The document is reviewed and discussed with PPANPK professional catalogers over weeks, without whom the guide would not have been possible. Prior to the proposed plan in implementation of RDA to builds on the strengths with new features which helps in recording resource description as a cataloging code for the modern libraries operating in a digital environment.

The initiative aims to propose a strategic plan for PPANPk in helping to solve the existing problem in the cataloging department as the core service of the library. Along with this, it is to ensure bibliographic records are properly recorded according to the newest international standard and aligned with the objectives of Perpustakaan Negara Malaysia's aspirations.

# ***APPENDICES***

## **Elements for RDA Tags 336 (Content Type), 337 (Media Type), and 338 (Carrier Type)**

**These examples can be found in the WYLD Database. A GENERAL search on terms in the RDA tags will retrieve a hit list of additional examples. Keyword search example: large print**

Provided here are some of the most commonly used elements for RDA tags 336, 337, 338 for subfields “a” and “b” for all record formats. Whatever information is provided in subfields “a” and “b”, subfield 2 remains the same for each record type. No spaces are entered in the subfield 2.

**336 for subfield 2 is always: |2rdacontent**

**337 for subfield 2 is always: |2rdamedia**

**338 for subfield 2 is always: |2rdacarrier**

Included here are example 300 tags with physical description to assist in determining in what type of record these RDA tags should be used.

### **Print material – book (MARC record format)**

300 tag has pagination, illustrations (if appropriate), and size:

300 422 pages : |billustrations, maps ; |c26 cm  
336 text |btxt |2rdacontent  
337 unmediated |bn |2rdamedia  
338 volume |bnc |2rdacarrier

If the print material is a picture book or a “coffee table” book with illustrations that are as important as, or more important than, the text, a second 336 tag can be added to describe the material:

336 still image |bsti |2rdacontent

The set of 336-338 tags, with an example 300 tag, for this material would be:

300 32 pages : |bcolor photographs ; |c29 cm  
336 text |btxt |2rdacontent  
336 still image |bsti |2rdacontent  
337 unmediated |bn |2rdamedia  
338 volume |bnc |2rdacarrier

### **Large print book**

300 246 pages (large print) ; |c22 cm  
336 text |btxt |2rdacontent  
337 unmediated |bn |2rdamedia  
338 volume |bnc |2rdacarrier  
340 |nlarge print |2rda

### **Board book**

300 1 volume (unpaged) : |bcolor illustrations ; |c21 cm  
336 text |btxt |2rdacontent  
336 still image |bsti |2rdacontent  
337 unmediated |bn |2rdamedia  
338 volume |bnc |2rdacarrier  
380 board book |2local

Records may appear in WYLD with other information for books in the 380 tag. The 380 tag is necessary for the display of board book in the Material Type display in the Workflows hit list. However, it is not required that other 380 tags be added to other types of books.

Other 380 tag examples displaying in two different records:

380 Fiction|2marcgt  
380 Comic or graphic novel

### **Serials – magazines/periodicals (SERIAL record format)**

300 tag has open entry for volumes (if title is still published), other physical details if applicable, size:

300 volumes :|billustrations ;|c28 cm  
336 text|btxt|2rdacontent  
337 unmediated|bn|2rdamedia  
338 volume|bnc|2rdacarrier

### **Sound recording – CD book (MUSIC record format)**

**Records may appear in WYLD with additional tags 340 (physical medium), 344 (sound characteristics), 347 (digital file characteristics). Examples of these additional tags are provided here. Not all variations for these tags are shown. More information can be found below in the tables.**

300 tag has number of discs (with playing time if appropriate), other physical details, and size:

300 14 audio discs (15 hrs., 15 min.) :|bdigital ;|c4 ¾ in.  
(subfield “b” can be omitted here. RDA prefers use of 344 tag)

OR

300 14 audio discs (15 hrs., 15 min.) ;|c4 ¾ in.  
336 spoken word|bspw|2rdacontent  
337 audio|bs|2rdamedia  
338 audio disc|bsd|2rdacarrier  
340 |b4 ¾ in.  
344 digital|boptical|gstereo|2rda  
347 audio file|bCD audio|2rda

The elements of a 347 tag have to be all in one tag in order to create the Material Type display in the Workflows hit list.

### **Sound recording – music CD (MUSIC record format)**

Records may appear in WYLD with additional tags 340 (physical medium), 344 (sound characteristics), 347 (digital file characteristics). Examples of these additional tags are provided here. Not all variations for these tags are shown. More information can be found below in the tables.

300 tag has number of discs (with playing time if appropriate), other physical details, and size:

300 1 audio disc :|bCD audio, digital ;|c4 ¾ in.  
OR

300 1 audio disc ;|c4 ¾ in.  
336 performed music|bprm|2rdacontent  
337 audio|bs|2rdamedia  
338 audio disc|bsd|2rdacarrier  
344 digital|boptical|2rda  
347 audio file|bCD audio|2rda

The elements of a 347 tag have to be all in one tag in order to create the Material Type display in the Workflows hit list.

### **Sound recording – MP3 book (MUSIC record format)**

300 tag has number of discs (run time if available), other physical details, and size:

300 1 audio disc (13 hours) :|bdigital, MP3 ;|c4 ¾ in.  
336 spoken word|bspw|2rdacontent  
337 audio|bs|2rdamedia  
338 audio disc|bsd|2rdacarrier  
344 digital|2rda  
347 audio file|bMP3|2rda

The elements of a 347 tag have to be all in one tag in order to create the Material Type display in the Workflows hit list.

### **Sound recording – Playaway book (MUSIC record format)**

300 tag indicates media player (run time if available), other physical details, and size:

300 1 sound media player (1 hour) :|bdigital, HD audio ;|c3 3/8 x 2 1/8 in.  
336 spoken word|bspw|2rdacontent  
337 audio|bs|2rdamedia  
337 unmediated|bn|2rdamedia  
338 other|bsz|2rdacarrier  
338 other|bnz|2rdacarrier  
344 digital|bnon-volatile flash memory|2rda  
347 audio file|bPlayaway audio|2rda

The elements of a 347 tag have to be all in one tag in order to create the Material Type display in the Workflows hit list.

### **Sound recording – Go Reader book (MUSIC record format)**

300 tag indicates media player (run time if available), other physical details, and size:

300 1 audio media player (6 hours, 17 minutes) :|bdigital ;|c9 x 6 cm  
336 spoken word|bspw|2rdacontent  
337 audio|bs|2rdamedia  
337 unmediated|bn|2rdamedia  
338 other|bsz|2rdacarrier  
338 other|nz|2rdacarrier  
344 digital|bnon-volatile flash memory|2rda  
347 audio file|bGo Reader audio|2rda

The elements of a 347 tag have to be all in one tag in order to create the Material Type display in the Workflows hit list.

### **Sound recording – book cassette (MUSIC record format)**

300 tag has number of audiocassettes, other physical details:

300 1 audiocassette :|banalog, 1 7/8 ips.  
336 spoken word|bspw|2rdacontent  
337 audio|bs|2rdamedia  
338 audiocassette|bss|2rdacarrier

### **Videorecording – Blu-ray (VM record format)**

**Records may appear in WYLD with additional tags 344 (sound characteristics), 346 (video characteristics), and 347 (digital file characteristics). Examples of these additional tags are provided here. Not all variations for these tags are shown. More information can be found below in the tables.**

300 tag has number of discs (with playing time if available), other physical details, and size:

300 1 videodisc (97 minutes) :|bsound, color ;|c4 ¾ in.  
336 two-dimensional moving image|btdi|2rdacontent  
337 video|bv|2rdamedia  
338 videodisc|bvd|2rdacarrier  
344 digital|2rda  
347 video file|bBlu-ray|2rda

The elements of a 347 tag have to be all in one tag in order to create the Material Type display in the Workflows hit list.

### **Videorecording – DVD (VM record format)**

**Records may appear in WYLD with additional tags 344 (sound characteristics), 346 (video characteristics), and 347 (digital file characteristics). Examples of these additional tags are provided here. Not all variations for these tags are shown. More information can be found below in the tables.**

300 tag has number of discs (with playing time if available), other physical details, and size:

300 1 videodisc (124 min.) : |bsound, color ; |c4 ¾ in.  
336 two-dimensional moving image |btdi |2rdacontent  
337 video |bv |2rdamedia  
338 videodisc |bvd |2rdacarrier  
340 DVD video |b4 ¾ in.  
344 digital |boptical |gsurround |2rda  
346 |bNTSC |2rda  
347 video file |bDVD video |2rda

380 tag can also be added to these DVDs. It is for the form of the work and contains phrases such as seen in these examples:

380 Motion pictures.  
380 Documentary films.  
380 Television programs.

The elements of a 347 tag have to be all in one tag in order to create the Material Type display in the Workflows hit list.

### **Videorecording – VHS videocassette (VM record format)**

300 tag has number of cassettes (with playing time if available), other physical details, and size:

300 1 videocassette : |bsound, color ; |c1/2 in.  
336 two-dimensional moving image |btdi |2rdacontent  
337 video |bv |2rdamedia  
338 videocassette |bvf |2rdacarrier

### **Map (MAP record format)**

**Records for maps that are imported from OCLC are cataloged on the map record format or on a MARC record format. Elements in the RDA tags are different depending on which record format is used.**

300 tag has number of maps, other physical characteristics, and size:

300 1 map : |bcolor ; |c32 x 59 cm., folded to 10 x 21 cm  
336 cartographic image |bcri |2rdacontent  
337 unmediated |bn |2rdamedia  
338 sheet |bnb |2rdacarrier  
OR if the map being cataloged is an atlas the 338 could be:  
338 volume |bnc |2rdacarrier

**Map (MARC record format)**

300 1 folded sheet (16 unnumbered pages) : |bcolor illustrations, color maps ; |c22 x 80 cm  
 336 text|btxt|2rdacontent  
 337 unmediated|bn|2rdamedia  
 338 sheet|bnb|2rdacarrier

The tag information that displays in the Material Type column of the Workflows hit list is determined by the record format used.

**Online resource (MARC record format)**

300 tag has number of resources with pagination (if available), and illustrative matter (if applicable)

300 1 online resource (xv, 392 pages) : |billustrations  
 336 text|btxt|2rdacontent  
 337 computer|bc|2rdamedia  
 338 online resource|2cr|2rdacarrier

**Playaway View (VM record format)**

300 tag has media player (run time if available), other physical details, and size:

300 1 video media player (approximately 50 minutes) : |bdigital ; |c3 ½ x 4 ½ in.  
 336 two-dimensional moving image|btdi|rdacontent  
 337 video|bv|2rdamedia  
 337 unmediated|bn|2rdamedia  
 338 other|bvz|2rdacarrier  
 338 other|bnz|2rdacarrier  
 344 digital|2rda  
 347 video file|bPlayaway video|2local

**Video games (MRDF record format)**

**MRDF is the record format for software; the abbreviation stands for Machine Readable Data File.**

300 tag indicates computer disc or computer chip, other physical details, size, and accompanying material if available:

**Nintendo Wii or Wii U**

300 1 computer optical disc : |bsound, color ; |c3 1/8 in. + |e1 booklet (9 pages : illustrations ; 18 cm)  
 336 two-dimensional moving image|btdi|2rdacontent  
 336 computer program|bcop|2rdacontent  
 337 computer|bc|2rdamedia  
 338 computer disc|bcd|2rdacarrier  
 344 digital|2rda  
 380 Video game

**Nintendo 3DS or Switch**

300 1 computer chip cartridge :|b|sound, color ;|c1 3/8 in. +|e1 booklet (12 pages ; 12 x 12 cm)  
336 computer program|bcop|2rdacontent  
336 two-dimensional moving image|btdi|2rdacontent  
337 computer|bc|2rdamedia  
338 computer chip cartridge|bcb|2rdacarrier  
344 digital|boptical|2rda  
380 Video game

**GameCube or Xbox or PlayStation**

300 1 computer disc :|b|sound, color ;|c3 1/8 in. +|e1 memory card.  
336 computer program|bcop|2rdacontent  
336 two-dimensional moving image|btdi|2rdacontent  
337 computer|bc|2rdamedia  
338 computer disc|bcd|2rdacarrier  
344 digital|boptical|2rda  
380 Video game

**Playaway Launchpad (MRDF record format)**

**MRDF is the record format for software; the abbreviation stands for Machine Readable Data File.**

300 tag has tablet, other physical details, size, and sometimes accompanying material

300 1 Launchpad tablet :|bdigital ;|c20 x 13 cm +|e1 power charging cord  
336 computer program|bcop|2rdacontent  
336 two-dimensional moving image|btdi|2rdacontent  
337 computer|bc|2rdamedia  
338 other|bcz|2rdacarrier  
380 computer tablet

**Board game (VM record format)**

300 tag has game, other physical details, and size:

300 1 game (1 game board, 4 mole rat movers, 4 equipment tokens) ;|c27 x 22 x 5 cm  
336 three-dimensional form|btdf|2rdacontent  
337 unmediated|bn|2rdamedia  
338 object|bnr|2rdacarrier  
380 Board game

**Music score (MARC record format)**

300 tag has number of pages or volumes, and size:

300 1 score (3 volumes) ; |c26 cm  
336 notated music |bntm |2rdacontent  
337 unmediated |bn |2rdamedia  
338 volume |bnc |2rdacarrier  
  
348 score |2rda  
382 singer |2lcmt  
382 instrument |2lcmt

**Vocal score (MARC record format)**

300 tag has number of pages, illustrations (if appropriate), and size:

300 1 vocal score (117 pages) ; |c31 cm  
336 notated music |bntm |2rdacontent  
337 unmediated |bn |2rdamedia  
338 volume |bnc |2rdacarrier

**LP records (MUSIC format)**

300 tag has number of audio discs (run time if available), and size:

300 1 audio disc ; |c12 in.  
336 performed music |bprm |2rdacontent  
337 audio |bs |2rdamedia  
338 audio disc |bsd |2rdacarrier  
340 vinyl 33 1/3 rpm  
344 analog |c33 /3 rpm |dmicrogroove |gstereo |2rda

**45 records (MUSIC format)**

300 tag has number of audio discs (run time if available), and size:

300 1 audio disc (4:00) ; |c7 in.  
336 performed music |bprm |2rdacontent  
337 audio |bs |2rdamedia  
338 audio disc |bsd |2rdacarrier  
340 vinyl 45 rpm |2rda  
344 analog |c45 rpm |gstereo |2rda

**Manuscript (MANUSCRIPT record format)**

300 tag has number of linear or cubic feet with number of boxes and size:

300 0.1|flinear ft|a(1|f box)  
336 text|btxt|2rdacontent  
337 unmediated|bn|2rdamedia  
338 volume|bnc|2rdacarrier

If other materials are included in the archival box, other RDA tags may be included. The example below has papers and a videocassette:

300 1|fcubic ft|a(1|fbox|g26 x 42 x 33 cm)  
336 text|btxt|2rdacontent  
336 two-dimensional moving image|btdi|2rdacontent  
337 unmediated|bn|2rdamedia  
337 video|bv|2rdamedia  
338 sheet|bnb|2rdacarrier  
338 videocassette|bvf|2rdacarrier

**Microfilm (MARC record format)**

300 tag has number of pages or reels, size:

300 38 pages ;|c26 cm  
OR  
300 17 microfilm reels ;|c35 mm  
  
336 text|btxt|2rdacontent  
337 microform|bh|2rdamedia  
338 microfilm reel|bhd|2rdacarrier

**Toys -- hand puppets (VM record format)**

300 tag has number of puppets, other physical details, and size:

300 6 hand puppets :|bfabric, color ;|c21 cm  
336 tactile three-dimensional form|btcf|2rdacontent  
337 unmediated|bn|2rdamedia  
338 object|bnr|2rdacarrier

### Combined materials – book with CD (MARC record format)

300 tag has pagination, illustrations (if appropriate), size, and description of accompanying audio disc:

300 24 pages : |bcolor illustrations, music ; |c23 x 26 cm + |e1 audio disc (digital, CD audio ; 4 ¾ in.)  
336 text |btxt |2rdacontent  
336 still image |bsti |2rdacontent  
336 performed music |bprm |2rdacontent  
337 unmediated |bn |2rdamedia  
337 audio |bs |2rdamedia  
338 volume |bnc |2rdacarrier  
338 audio disc |bsd |2rdacarrier  
  
344 digital |boptical |gstereo |2rda  
347 audio disc |bCD audio |2rda

Book is described first (first two 336 tags, first 337 tag, first 338 tag).

### Combined materials – CD with book (MUSIC record format)

300 tag has number of audio discs, other physical details of disc, size, and description of accompanying book:

300 1 audio disc : |bdigital ; |c4 ¾ in. + |e1 book (24 pages : color illustrations ; 21 cm).  
336 spoken word |bspw |2rdacontent |3CD  
336 text |btxt |2rdacontent |3book  
336 still image |bsti |2rdacontent |3book  
337 audio |bs |2rdamedia |3CD  
337 unmediated |bn |2rdamedia |3book  
338 audio disc |bsd |2rdacarrier |3CD  
338 volume |bnc |2rdacarrier |3book  
344 digital |boptical |2rda |3CD  
347 audio file |bCD audio |2rda |3CD

CD is described first (1<sup>st</sup> 336 tag, first 337 tag, first 338 tag.) Book is then described (2<sup>nd</sup> two 336 tags, 2<sup>nd</sup> 337 tag, 2<sup>nd</sup> 338 tag).

Each of the 336-338 tags can also contain a subfield 3 that indicates the type of material. In this example, subfield 3 describes the CD or the book.

The 344 and 347 tags contain information specific to the audio disc.

**Combined materials – CD with DVD (MUSIC record format)**

300 tag has number of discs (with playing time if appropriate), other physical details, size and description of accompanying videodisc:

300 1 audio disc : |bCD audio, digital ; |c4 ¾ in. + |e1 videodisc (sound, color ; 4 ¾ in.)  
336 performed music |bprm |2rdacontent  
336 two-dimensional moving image |btdi |2rdacontent  
337 audio |bs |2rdamedia  
337 video |bv |2rdamedia  
338 audio disc |bsd |2rdacarrier  
338 videodisc |bvd |2rdacarrier  
344 digital |2rda  
347 audio file |bCD audio |2rda  
347 video file |bDVD video |2rda

CD is described first (first 336 tag, first 337 tag, first 338 tag).

**Combined materials – DVD with CD software (VM record format)**

300 tag has number of video discs with playing time if appropriate, other physical details, size and description of accompanying CD:

300 4 videodiscs (approximately 9 hr.) : |bsound, color ; |c4 3/4 in. + |e1 computer disc (4 ¾ in.).  
336 two-dimensional moving image |btdi |2rdacontent |3DVD  
336 text |btxt |2rdacontent |3CD-ROM  
337 video |bv |2rdamedia |3DVD  
337 computer |bc |2rdamedia |3CD-ROM  
338 videodisc |bvd |2rdacarrier |3DVD  
338 computer disc |bcd |2rdacarrier |3CD-ROM  
344 digital |boptical |2rda  
346 laser optical |2rda  
347 video file |bDVD video |eregion 1 |2rda  
347 text file |pPDF |2rda |3CD-ROM

The DVD is described first (first 336 tag, first 337 tag, first 338 tag, and the first 347 tag).

### Combined materials – Video game and book (MRDF record format)

**MRDF is the record format for software; the abbreviation stands for Machine Readable Data File.**

300 tag indicates computer disc or computer chip, other physical details, size, and accompanying material:

```
300    1 computer disc : |bsound, color ; |c4 ¾ in. + |e1 book (96 pages : color illustrations ; 13 x 19 cm)
336    |3Game|acomputer program|bcop|2rdacontent
336    |3Game|atwo-dimensional moving image|btdi|2rdacontent
336    |3Book|atext|btxt|2rdacontent
337    |3Game|acomputer|bc|2rdamedia
337    |3Book|aunmediated|bn|2rdamedia
338    |3Game|acomputer disc|2cd|2rdacarrier
338    |3Book|avolume|bnc|2rdacarrier
340    |3Game|b4 ¾ in.|2rda
344    |3Game|adigital|boptical|2rda
380    Video game
```

The game is described first (first two 336 tags, first 337 tag, and first 338 tag).

Each of these tags can also contain a subfield 3 that indicates the type of material. In this example, subfield 3 describes the game or the book.

Note also that in this example the subfield 3 is at the beginning of the tag. This requires that the subfield “a” be identified as shown in the 337 tag for the book: |aunmediated. Normally the subfield “a” is the first subfield in a tag and is not identified with the subfield code letter (“a”).

## Tables for Additional Elements and Record Formats for RDA Tags 336, 337, 338

The Library of Congress tables below recreate the terms that were found in the drop down options of these coded fields (336, 337, and 338) in WYLD.

**336 TAG.** Terms shown are available for use in the 336 tag subfield “a” (left column), subfield “b” (center column), and the type of record to which these terms can be applied. To illustrate this in the first table below, the first column for 366 tag, subfield “a” displaying **cartographic dataset** is used with the term in the center column **crd** for subfield “b”. The last column on the right indicates that these terms are applied to the **MAP** record format. Combining these in a bibliographic record makes the tag entry appear as:

**336     cartographic dataset|bcrd|2rdacontent**

The record format MAP is found on the Control tab of the bibliographic record in WYLD.

Black Hills National Forest, South Dakota and Wyoming / I

Control	Bibliographic	MARC Holdings	Call Number/Item
Basic title information			
Title control number:	i9781628111149		
Catalog key:	2249315		
Record format:	MAP		

The code for this list in field 336 |2 (Source) is **rdacontent**. Terms for subfields “a” and “b” are provided. The column on the far right identifies the record type.

RDA content term - 336  a	MARC codes for RDA terms - 336  b	MARC Bibliographic Leader/06 code(s)
cartographic dataset	crd	e or f    MAP
cartographic image	cri	e or f    MAP
cartographic moving image	crm	e or f    MAP
cartographic tactile image	crt	e or f    MAP
cartographic tactile three- dimensional form	crn	e or f    MAP
cartographic three- dimensional form	crf	e or f    MAP
computer dataset	cod	m        COMPUTER FILE (MRDF)

computer program	cop	m      COMPUTER FILE (MRDF)
notated movement	ntv	a or t    MARC
notated music	ntm	c or d    MUSIC
performed music	prm	j          MUSIC
sounds	snd	i          MUSIC
spoken word	spw	i          MUSIC
still image	sti	k          MARC; KIT
tactile image	tci	k          MARC; KIT
tactile notated music	tcm	c or d    MUSIC
tactile notated movement	tcn	a or t    MARC
tactile text	tct	a or t    MARC
tactile three-dimensional form	tcf	r          REALIA
text	txt	a or t    MARC
three-dimensional form	tdf	r          REALIA
three-dimensional moving image	tdm	g          VISUAL MATERIAL
two-dimensional moving image	tdi	g          VISUAL MATERIAL
other	xxx	o or p    KIT; MIXED MEDIA
unspecified	zzz	

**337 TAG.** Terms are also shown for use in the 337 tag subfield “a” (left column), subfield “b” (center column), and the type of record to which these terms can be applied. To illustrate this, the first column for 337 tag, subfield “a” displaying **audio** is used with the term in the center column **s** for subfield “b”. The last column on the right indicates that these terms are applied to a sound recording which is the **MUSIC** record format in WYLD. Combining these in a bibliographic record makes the tag entry appear as:

**337    audio|bs|2rdamedia**

The record format MUSIC is found on the Control tab of the bibliographic record in WYLD.

Expectations / Kiyoko, Hayley,

Control	Bibliographic	MARC Holdings	Call Number/Item
Basic title information			
Title control number:	o1030581746		
Catalog key:	2265020		
Record format:	MUSIC		

The code for this list in field 337 |2 (Source) is **rdamedia**. Terms for subfields “a” and “b” are provided. The column on the far right identifies the record type.

RDA media terms -337  a	MARC codes for RDA terms - 337  b	MARC media codes - 007/00
audio	s	s - sound recording
computer	c	c - electronic resource
microform	h	h - microform
microscopic	p	h - microform
projected	g	g - projected graphic m - motion picture
stereographic	e	
unmediated	n	t - text k - non-projected graphic
video	v	v - videorecording
other	x	z - unspecified

**338 TAG.** Terms are shown for use in the 338 tag subfield “a” (left column), subfield “b” (center column), and the type of record to which these terms can be applied. To illustrate this, the first column for 338 tag, subfield “a” displaying **audio cartridge** is used with the term in the center column **sg** for subfield “b”. The last column on the right indicates that these terms are applied to a sound recording which is the **MUSIC** record format. Combining these in a bibliographic record makes the tag entry appear as:

**338    audio cartridge | bsg | 2rdacARRIER**

The record format MUSIC is found on the Control tab of the bibliographic record in WYLD.

Expectations / Kiyoko, Hayley,	
Control	Bibliographic
MARC Holdings	
Call Number/Item	
Basic title information	
Title control number:	o1030581746
Catalog key:	2265020
Record format:	MUSIC

The code for this list in field 338 |2 (Source) is **rdacARRIER**. Terms for subfields “a” and “b” are provided. The column on the far right identifies the record type.

## Audio carriers

RDA carrier terms - 338  a	MARC codes for RDA terms - 338  b	MARC audio carrier codes - 007/01
audio cartridge	sg	g - 007/01 (Sound recording)
audio cylinder	se	e - 007/01 (Sound recording)
audio disc	sd	d - 007/01 (Sound recording)
sound track reel	si	i - 007/01 (Sound recording)
audio roll	sq	q - 007/01 (Sound recording)
audio wire reel	sw	w - 007/01 (Sound recording)
audiocassette	ss	s - 007/01 (Sound recording)
audiotape reel	st	t - 007/01 (Sound recording)
other	sz	z - 007/01 (Sound recording)

## Computer carriers

<b>RDA carrier terms - 338  a</b>	<b>MARC codes for RDA terms - 338  b</b>	<b>MARC computer carrier codes - 007/01</b>
computer card	ck	k - 007/01 (Electronic resource)
computer chip cartridge	cb	b - 007/01 (Electronic resource)
computer disc	cd	d - 007/01 (Electronic resource)
computer disc cartridge	ce	e - 007/01 (Electronic resource)
computer tape cartridge	ca	a - 007/01 (Electronic resource)
computer tape cassette	cf	f - 007/01 (Electronic resource)
computer tape reel	ch	h - 007/01 (Electronic resource)
online resource	cr	r - 007/01 (Electronic resource)
other	cz	z - 007/01 (Electronic resource)

## Microform carriers

<b>RDA carrier terms - 338  a</b>	<b>MARC codes for RDA terms - 338  b</b>	<b>MARC microform carrier codes - 007/01</b>
aperture card	ha	a - 007/01 (Microform)
microfiche	he	e - 007/01 (Microform)
microfiche cassette	hf	f - 007/01 (Microform)
microfilm cartridge	hb	b - 007/01 (Microform)
microfilm cassette	hc	c - 007/01 (Microform)
microfilm reel	hd	d - 007/01 (Microform)
microfilm roll	hj	j - 007/01 (Microfilm)
microfilm slip	hh	h - 007/01 (Microform)
microopaque	hg	g - 007/01 (Microform)
other	hz	z - 007/01 (Microform)

## Microscopic carriers

<b>RDA carrier terms - 338  a</b>	<b>MARC codes for RDA terms - 338  b</b>	<b>MARC microscopic carrier codes - Bibliographic 008/33</b>
microscope slide	pp	p - 008/33 (Visual Materials)
other	pz	no code

## Projected image carriers

<b>RDA carrier terms - 338  a</b>	<b>MARC codes for RDA terms - 338  \$b</b>	<b>MARC projected image carrier codes - 007/01</b>
film cartridge	mc	c - 007/01 (Motion picture)
film cassette	mf	f - 007/01 (Motion picture)
film reel	mr	r - 007/01 (Motion picture)
film roll	mo	o - 007/01 (Motion picture)
filmslip	gd	d - 007/01 (Projected graphic)
filmstrip	gf	f - 007/01 (Projected graphic)
filmstrip cartridge	gc	c - 007/01 (Projected graphic)
overhead transparency	gt	t - 007/01 (Projected graphic)
slide	gs	s - 007/01 (Projected graphic)
other	mz	z - 007/01 (Motion picture) z - 007/01 (Projected graphic)

## Stereographic carriers

<b>RDA carrier terms - 338  a</b>	<b>MARC codes for RDA terms - 338  b</b>	<b>MARC stereographic carrier codes - 007/01</b>
stereograph card	eh	h - 007/01 (Non-projected graphic)
stereograph disc	es	s - 007/01 (Projected graphic)
other	ez	no code

## Unmediated carriers

<b>RDA carrier terms - 338  a</b>	<b>MARC codes for RDA terms - 338  b</b>	<b>MARC unmediated carrier codes</b>
card	no	no code
flipchart	nn	no code
roll	na	no code
sheet	nb	no code
volume	nc	no code
object	nr	r - Bibliographic Leader/06
other	nz	no code

## Video carriers

<b>RDA carrier terms - 338  a</b>	<b>MARC codes for RDA terms - 338  b</b>	<b>MARC video carrier codes - 007/01</b>
video cartridge	vc	c - 007/01 (Videorecording)
videocassette	vf	f - 007/01 (Videorecording)
videodisc	vd	d - 007/01 (Videorecording)
videotape reel	vr	r - 007/01 (Videorecording)
other	vz	z - 007/01 (Videorecording)

## Unspecified carriers

<b>RDA carrier terms - 338  a</b>	<b>MARC codes for RDA terms - 338  b</b>	<b>MARC unspecified carrier codes - 007/01</b>
unspecified	zu	u - 007/01 (Unspecified)



# National Library of Malaysia (NLM)

## **RDA Catalog Records -EXAMPLES-**

(Acknowledgement: The National Library of Malaysia)

(Retrieved: April 11, 2015)

Compiled by:

Associate Professor Hamidah binti A Rahman

Faculty of Information Management (FIM)

Universiti Teknologi MARA (UiTM)

Puncak Perdana Campus

40150 Shah Alam. MALAYSIA



**BOOKS**

Kelompok



23.

## MY HEALTH AND HAZE / A. Ali

*A. Ali*

**Call Number** 372.37 AA M  
372.37 AA K  
**Author** A. Ali, author.  
**Title** MY HEALTH AND HAZE / A. Ali  
**Publisher** PENERBIT SINAR CEMERLANG,  
**Series** MY HEALTH and HYGIENE  
**Year** 2014

**16 copies are available at**  
Main Library **(2 available)**  
Jusco AU Setiawangsa **(2 available)**  
Jusco Mahkota Cheras **(2 available)**  
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24.

## MY BODY AND HEALTH / A. Ali

*A. Ali*

**Call Number** 372.37 AA M  
372.37 AA K  
**Author** A. Ali, author.  
**Title** MY BODY AND HEALTH / A. Ali  
**Publisher** PENERBIT SINAR CEMERLANG,  
**Series** MY HEALTH and HYGIENE  
**Year** 2014

**17 copies are available at**  
Main Library **(2 available)**  
Jusco AU Setiawangsa **(3 available)**  
Jusco Mahkota Cheras **(2 available)**  
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25.

## My Daily Hygiene At Home / A. Ali

*A. Ali*

**Call Number** 372.37 AA M  
372.37 AA K  
**Author** A. Ali, author.  
**Title** My Daily Hygiene At Home / A. Ali

# MY HEALTH AND HAZE / A. Ali

A. Ali

Record 23 of 535,781

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**Call Number** 372.37 AA M  
372.37 AA K  
**Author** A. Ali, author.  
**Title** MY HEALTH AND HAZE / A. Ali  
**Publisher** PENERBIT SINAR CEMERLANG,

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Total Ratings: 0

Copies

MARC Record

Reviews

Details

```

001      01557pam a2200385 ia4500
003      vtls000724708
005      PNM
008      20140521091900.0
008      131008s2014  my a  j    000 0 eng
015      $a M14-02661
020      $a 9789670593272 $q set
020      $a 9789670593289 $q paperback $c RM21.10
039      9  $a 201405210919 $b norizan $c 201405120933 $d azilah $c 201405071130 $d marsila $c 201404151611 $d norizan $y 2013
040      $a BNM $b eng $c BNM $d PNM $e rda
049      $a klpmal
082  0 4  $a 372.37 $2 23
090  0 0  $a 372.37 $b AA $d M
090  1 0  $a 372.37 $b AA $d K
100  0    $a A. Ali, $e author.
245  1 0  $a MY HEALTH AND HAZE / $c A. Ali
264  1    $a KUALA LUMPUR : $b PENERBIT SINAR CEMERLANG, $c 2014
300      $a 48 pages : $b colour illustrations ; $c 22 cm.
336      $a text $2 rdacontent
337      $a unmediated $2 rdamedia
338      $a volume $2 rdacarrier
490  1    $a MY HEALTH and HYGIENE
599      $a LULUS
650  1 0  $a Health education $v Juvenile literature
650  2 0  $a Health $v Juvenile literature
650  2 0  $a Hygiene $v Juvenile literature
830  0    $a MY HEALTH and HYGIENE
  
```

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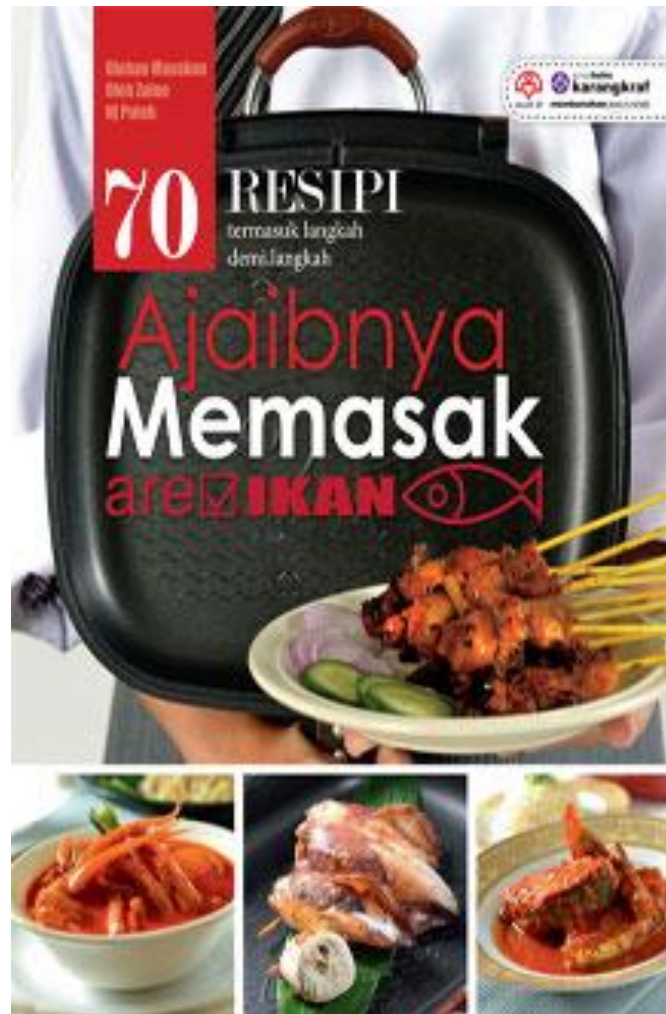
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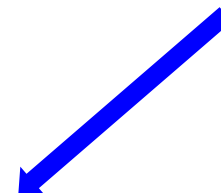
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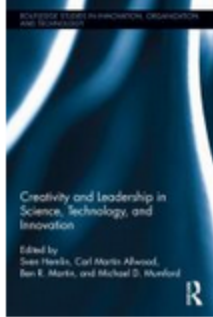
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**Title** Positive responsibility of political power : searching of theoretical basis / Mikhail V. Bukhanov

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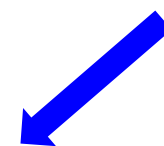
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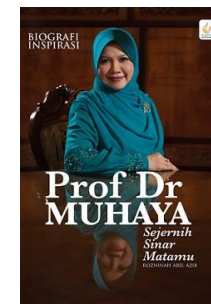
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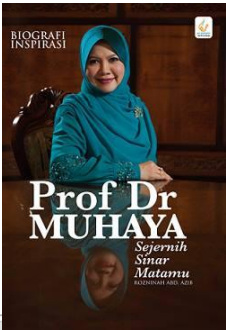
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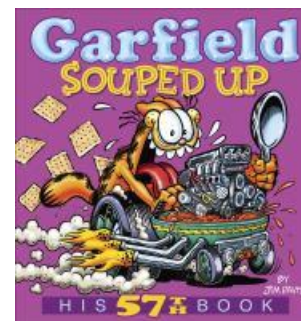
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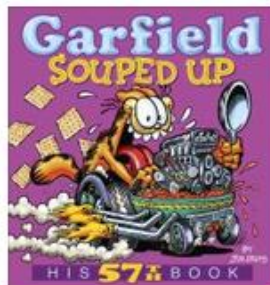
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**Title** Social Research Methods : Qualitative and Quantitative Approaches / W. Lawrence Neuman  
**Publisher** Pearson Malaysia Sdn Bhd,  
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**Year** 2012

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**Author** Siti Nurhaliza  
**Title** 1 irama 3 suara Siti Nurhaliza, Noraniza [dan] Nurhaida  
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**Year** 2001  
**Added Author** Noraniza Idris  
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Qosim, H. Nanang, performer.

MA, H. Maria Ulfah, performer.

Batubara, H. Mirwan, performer.

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**Author** Kallen, Stuart A., 1955-  
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24. **Little robots [videorecording] : the sound of music**  
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*Thomson, Ahmad*  
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*Haron Din, Dato', 1940-*  
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Video recording **Call Number** 297.12285 ALQ MCvd  
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**Title** AL-QUR'AN DAN SAINS  
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**Added Author** Ali Abd. Rahman, narrator.  
Shahrom Md. Dom, screenwriter, director.  
Maurice Abdullah, Dr., screenwriter.  
Abdal Ghaffur Mould, screenwriter.  
Neal, Peter, screenwriter, editor of moving image work.  
Mohd. Yusof Jalil, translator.  
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508	\$a Director, Shahrom Md. Dom ; original script, Shahrom Md. Dom, Dr. Maurice Abdullah ; additional script, Abdal Ghaffur Mould, Peter Neal ; translator, Mohd. Yusof Jalil ; animator, Nick Xypnitos, Akis Psailas ; editor, Peter Neal		
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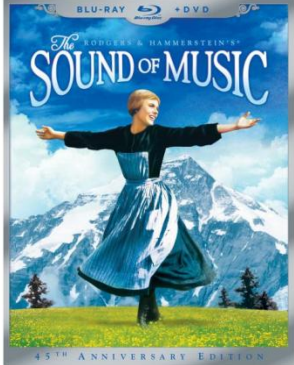
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650	2 0 \$a Information storage and retrieval systems \$v Periodicals		
650	2 0 \$a Electronic data processing \$v Periodicals		
650	2 0 \$a Education, Higher \$x Research \$z Malaysia \$v Periodicals		
655	0 \$a Electronic journals \$2 lcgt		
710	2 \$a Universiti Tenaga Nasional, \$e issuing body.		
850	\$a PNM \$8 Vol. 2, No. 1 (2013)-		
997	\$a PNM		

## BULETIN PIPPA / PUSAT INOVASI &amp; PRODUKTIVITI PENTADBIRAN AWAM

Record 2 of 2

&lt; Previous Next &gt; Return to search

+ SHARE

**Call Number** 378.110959511305 BP f MS  
**Title** BULETIN PIPPA / PUSAT INOVASI & PRODUKTIVITI PENTADBIRAN AWAM  
**Publisher** Pusat Inovasi & Produktiviti Pentadbiran Awam, Universiti Sains Malaysia,

[Add To Cart](#)

Total Ratings: 0

Copies

MARC Record

Reviews

Details

Issues

01769aas a2200421 i 4500  
001 vtls000723317  
003 PNM  
005 20140305093500.0  
008 130913c20139999my qr0p a0 a0may  
015 \$a M141-00199  
022 0 \$a 2289-4861  
039 9 \$a 201403050935 \$b habirah \$c 201403050847 \$d habirah \$c 201402100911 \$d sham \$c 201401231435 \$d mariati \$y 201309131628 \$  
azma  
040 \$a BNM \$b eng \$c BNM \$e rda  
049 \$a mal  
082 0 4 \$a 378.110959511305 \$2 23  
090 0 0 \$a 378.110959511305 \$b BP \$c f \$d MS \$e PNM  
222 0 0 \$a BULETIN PIPPA \$b (Pulau Pinang)  
245 0 0 \$a BULETIN PIPPA / \$c PUSAT INOVASI & PRODUKTIVITI PENTADBIRAN AWAM  
246 3 3 \$a Buletin Pusat Inovasi & Produktiviti Pentadbiran Awam  
264 1 \$a Pulau Pinang : \$b Pusat Inovasi & Produktiviti Pentadbiran Awam, Universiti Sains Malaysia, \$c 2013-  
300 \$a volumes : \$b colour photographs ; \$c 30 cm  
310 \$a Quarterly  
336 \$a text \$2 rdacontent  
337 \$a unmediated \$2 rdamedia  
338 \$a volume \$2 rdacarrier  
362 0 \$a Edisi 01 (JULAI 2013)-  
588 \$a Description based on: Edisi 01 (JULAI 2013) : title from caption  
599 \$a LULUS  
610 2 4 \$a Universiti Sains Malaysia. \$b Pusat Inovasi & Produktiviti Pentadbiran Awam \$v Periodicals  
650 2 0 \$a College administrators \$x Training of \$z Malaysia \$v Periodicals  
710 2 \$a Universiti Sains Malaysia. \$b Pusat Inovasi & Produktiviti Pentadbiran Awam, \$e issuing body.  
780 0 0 \$t Buletin Latihan \$x 1823-5239  
850 \$a PNM \$8 Edisi 01 (JULAI 2013)-  
856 4 2 \$u pippa.usm.my  
997 \$a PNM  
998 \$a 0000454866/KN 0000454867/U 0000454868/S  
999 \$a VIRTUA40  
999 \$a  
VTLSORT0080\*0150\*0220\*0400\*0490\*0820\*0900\*2220\*2450\*2460\*2640\*3000\*3100\*3360\*3370\*3380\*3620\*5880\*5990\*6100\*

**AUDIO DISC**

## Jenaka Pilihan : Jamali Shadat &amp; Hamid Gurga. Vol. 2

Record 1 of 4

< Previous Next > [Return to search](#)

+ SHARE

**Call Number** 791.4561709595 JEN MCp  
**Title** Jenaka Pilihan : Jamali Shadat & Hamid Gurga.  
**Publisher** Life Records Industries Pte. Ltd.,

[Add To Cart](#)

Total Ratings: 0

Copies

MARC Record

Reviews

Details

01510aim a2200409 i 4500  
001 vtls000717786  
003 PNM  
005 20140306085200.0  
007 sd fsgnmmmlud  
008 130711t20092009my |||fgq k | may  
015 \$a M13-11677  
039 9 \$a 201403060852 \$b habirah \$c 201403051734 \$d habirah \$c 201403050834 \$d fidyawati \$c 201311141505 \$d fidyawati \$y 201307110  
\$z idarus  
040 \$a BNM \$b eng \$c BNM \$e rda  
049 \$a mal  
082 0 4 \$a 791.4561709595 \$2 22  
090 0 0 \$a 791.4561709595 \$b JEN \$d MCp  
091 \$a MCp 11816  
245 0 0 \$a Jenaka Pilihan : \$b Jamali Shadat & Hamid Gurga. \$n Vol. 2  
264 1 \$a Kuala Lumpur : \$b Life Records Industries Pte. Ltd., \$c 2009  
264 4 \$c ©2009  
264 4 \$c ©2009  
300 \$a 1 sound disc (approximately 120 min.) : \$b digital, stereo ; \$c 12 cm  
336 \$a spoken word \$2 rdacontent  
337 \$a audio \$2 rdamedia  
338 \$a audio disc \$2 rdacarrier  
344 \$a digital \$g stereo \$2 rda  
365 \$a 01 \$b 12.90 \$c RM  
500 \$a WCD 0229  
505 0 \$a Contents : \$g Vol. 2 : \$t Kerana Semperit -- \$t Manaku Tada Manaku -- \$t Hari Jadiku -- \$t wasiat Nenek-- \$t Dodol -- \$t Gara Banjir  
511 1 \$a Artist: Jamali Shadat, Hamid Gurga  
599 \$a DALAM PROSES PBN  
650 1 0 \$a Comedy programs \$z Malaysia  
650 2 0 \$a Television comedies \$z Malaysia  
997 \$a PNM  
998 \$a 000808730/KN  
999 \$a VIRTUA40  
999 \$a  
VTLSORT0070\*0080\*0150\*0400\*0490\*0820\*0900\*0910\*2450\*2640\*2641\*2642\*3000\*3360\*3370\*3380\*3440\*3650\*5000\*5050\*

# ROCK BUNGA-BUNGA

Record 1 of 57

< Previous Next > Return to search

SHARE

**Call Number** 782.421660899923 ROC MCP  
**Title** ROCK BUNGA-BUNGA  
**Publisher** Life Records Industries Pte. Ltd.,

Add To Cart

Total Ratings: 0

Copies MARC Record Reviews Details

02507ajm a2200445 i 4500  
001 vtls000717815  
003 PNM  
005 20140307165800.0  
007 sd fsgnmmmed  
008 131119t20092009my rcdfgss s | may  
015 \$a M13-11669  
039 9 \$a 201403071658 \$b habirah \$c 201403061158 \$d habirah \$c 201403051615 \$d habirah \$c 201403050811 \$d fidyawati \$y 2013071113  
\$z idarus  
040 \$a BNM \$b eng \$c BNM \$e rda  
049 \$a mal  
082 0 4 \$a 782.421660899923 \$2 22  
090 0 0 \$a 782.421660899923 \$b ROC \$d MCP  
091 \$a MCP 11807 + 11808  
245 0 0 \$a ROCK BUNGA-BUNGA  
264 1 \$a Kuala Lumpur : \$b Life Records Industries Pte. Ltd., \$c 2009  
264 4 \$c ©2009  
264 4 \$c ©2009  
300 \$a 2 audio discs (approximately 120 min.) ; \$c 12 cm  
336 \$a performed music \$2 rdacontent  
337 \$a audio \$2 rdamedia  
338 \$a audio disc \$2 rdacarrier  
344 \$a digital \$b optical \$g stereo \$2 rda  
347 \$a audio file \$b CD audio \$2 rda  
365 \$a 01 \$b 29.90 \$c RM  
500 \$a HSP 01336-2  
505 0 0 \$g CD 1 : \$t Cintamu Mekar Di Hati / \$r May \$g (5:08) -- \$t Bunga Padang Pasir / \$r Sofea \$g (3:53) -- \$t Bunga Larangan / \$r UG14 \$g (5:33) -- \$t Impian Seroja / \$r XPDC \$g (5:26) -- \$t Bourgenvilla / \$r Spring \$g (5:32) -- \$t Memori Sekuntum Rindu / \$r Spoon \$g (5:36) -- \$t Bebunga Suci Hiasan Hati / \$r Dinamik \$g (4:47) -- \$t Sri Wangi Sinar Kekasih / \$r Mega (Rahmat) \$g (4:51) -- \$t Di Sana Mawar Di Sini Penawar / \$r Scan (Azan) \$g (5:46) -- \$t Berbungalah Bunga Cinta / \$r Stings \$g (5:43) -- \$g CD II : \$t Gugurnya Bunga Cinta / \$r Laksamana \$g (5:56) -- \$t Seroja / \$r Search \$g (4:28) -- \$t Bunga Emas / \$r Iklim \$g (5:31) -- \$t Harum Subur Di Hati / \$r Bumiputera Rockers \$g (4:19) -- \$t Bunga Angkasa / \$r Terra Rosa \$g (4:09) -- \$t Sekuntum Bunga Sakura Di Gurun Sahara / \$r Mega (Rahmat) \$g (4:34) -- \$t Selamat Tinggal Bunga Larangan / \$r UG14 \$g (4:44) -- \$t Bunga Rimba / \$r Spider \$g (5:22) -- \$t Kembang Terhalang / \$r Gamma \$g (4:04) -- \$t Mawar / \$r Jelmol \$g (4:27)  
511 0 \$a May, Sofea, UG14, XPDC, Spring, Spoon, Dinamik, Mega (Rahmat), Scan (azan), Stings, Laksamana, Search, Iklim, Bumiputera rockers, Terra Rossa, Spider, Jelmol  
588 \$a Description based on disc label  
599 \$a DALAM PROSES PBN  
650 1 0 \$a Rock music \$z Malaysia  
650 2 0 \$a Songs, Malay  
650 2 0 \$a Popular music \$z Malaysia

**VIDEODISC**

# Best of Dendangan 60'an

Record 1 of 8

< Previous Next > Return to search

SHARE

**Call Number** 782.421630899923 BES MCv  
**Title** Best of Dendangan 60'an  
**Publisher** Life Records Industries Pte. Ltd.,

Add To Cart

Total Ratings: 0

Copies MARC Record Reviews Details

02417agm a2200457 i 4500  
001 vtls000717711  
003 PNM  
005 20140306144100.0  
007 vd chairsmm|ed  
008 131114t20102010my 120 e s00 vlmay d  
015 \$a M13-11692  
024 3 \$a 9556773034915 \$d KKVC 4176  
039 9 \$a 201403061441 \$b habirah \$c 201312261233 \$d anisatul \$c 201311291246 \$d fidyawati \$c 201311141612 \$d fidyawati \$y 201307101  
\$z idarus  
040 \$a BNM \$b eng \$c BNM \$e rda  
049 \$a mal  
082 0 4 \$a 782.421630899923 \$2 22  
090 0 0 \$a 782.421630899923 \$b BES \$d MCv  
091 \$a MCv 12347 12348  
245 0 0 \$a Best of Dendangan 60'an  
246 3 3 \$a Best of Dendangan Enam Puluhan  
264 1 \$a Kuala Lumpur : \$b Life Records Industries Pte. Ltd., \$c 2010  
264 4 \$c ©2010  
264 4 \$c ©2010  
300 \$a 2 videodiscs (approximately 30 min. each) ; \$c 12 cm  
336 \$a two-dimensional moving image \$2 rdacontent  
337 \$a video \$2 rdamedia  
338 \$a videodisc \$2 rdacarrier  
344 \$a digital \$b optical \$g stereo \$2 rda  
346 \$a CED \$b PAL \$2 rda  
365 \$a 01 \$b 19.90 \$c RM  
505 0 0 \$g VCD 1. \$t Ayah ku kahwin lagi / \$r L. Ramlee \$g (2.49) -- \$t Kisah dan tauladan / \$r A. Halim \$g (4.42) -- \$t Dara pujaan / \$r L. Ramlee \$g (2.43) -- \$t Inai di jari / \$r S. Jibeng \$g (3.34) -- \$t Ku di tinggalkan / \$r M. Ishak \$g (3.03) -- \$t Bibir mesra jiwa parah / \$r Zam Zam \$g (2.35) -- \$t Syurga idaman / \$r Azizah Mohamad \$g (3.01) -- \$t Suzana / \$r M. Osman \$g (3.12) -- \$g VCD 2. \$t Selamat tinggal pujaan / \$r S. Jibeng \$g (3.43) -- \$t Bersedih / \$r Hasnah Haron \$g (3.47) -- \$t Cincin emas / \$r A. Rahman Onn \$g (2.43) -- \$t Sebentuk cincin perma-berlian / \$r M. Ishak \$g (2.43) -- \$t Doa dan harapan / \$r A. Halim \$g (2.24) -- \$t Takdir tuhan / \$r S. Jibeng \$g (4.08) -- \$t Oh teruna / \$r Fatimah M. Amin \$g (3.50) -- \$t Suasana ku / \$r L. Ramlee \$g (3.36) -- \$t Kasih berduka / \$r M. Osman \$g (3.25) -- \$t Aku nan pulang / \$r A. Rahman Onn \$g (3.36).  
511 0 \$a L. Ramlee, A. Halim, S. Jibeng, M. Ishak, Zam Zam, Azizah Mohamad, M. Osman, Hasnah Haron, A. Rahman Onn, Fatimah M. Amin  
588 \$a Description based on disc label  
599 \$a LULUS  
650 1 0 \$a Songs, Malay  
650 2 0 \$a Popular music \$z Malaysia  
650 2 0 \$a Karaoke  
997 \$a PNM  
998 \$a 000808757 + 000808758/KN 5740012347 + 5740012348

# Kilau Barramundi = Papua's Golden Barra

Record 1 of 1

< Previous Next > [Return to search](#)

[SHARE](#)

**Call Number** 639.2109598 KIL MCvd  
**Title** Kilau Barramundi = Papua's Golden Barra  
**Publisher** Life Publishers Berhad,

[Add To Cart](#)

Total Ratings: 0

[Copies](#) [MARC Record](#) [Reviews](#) [Details](#)

01571agm a2200433 i 4500  
001 vtls000717880  
003 PNM  
005 20140422144300.0  
007 vd cairs  
008 140213s2012 my 053 e q00 vlmay d  
015 \$a M13-14693  
039 9 \$a 201404221443 \$b anisatul \$c 201403061549 \$d habirah \$c 201403050856 \$d fidyawati \$c 201402131224 \$d fidyawati \$y 201307111  
\$z idarus  
040 \$a BNM \$b eng \$c BNM \$e rda  
041 0 \$a may \$a chi \$a eng  
049 \$a mal  
082 0 4 \$a 639.2109598 \$2 22  
090 0 0 \$a 639.2109598 \$b KIL \$d MCvd  
091 \$a MCvd 12386  
245 0 0 \$a Kilau Barramundi = \$b Papua's Golden Barra  
246 3 1 \$a Papua's Golden Barra  
264 1 \$a Petaling Jaya, Selangor : \$b Life Publishers Berhad, \$c 2012  
300 \$a 1 videodisc (approximately 54 min.) ; \$c 12 cm.  
336 \$a two-dimensional moving image \$2 rdacontent  
337 \$a video \$2 rdamedia  
338 \$a videodisc \$2 rdacarrier  
344 \$a digital \$b optical \$g stereo \$2 rda  
346 \$a Laser optical \$b PAL \$2 rda  
347 \$a video file \$b DVD video \$2 rda  
490 1 \$a Rod & line pancing ; \$v no. 39  
546 \$a Malay, English and Mandarin with subtitles in Malay, English and Mandarin  
599 \$a LULUS  
650 1 0 \$a Fishing guides \$z Indonesia  
650 2 0 \$a Fishing \$z Indonesia  
650 2 0 \$a Fishing bait industry  
830 0 \$a Rod & line pancing ; \$v no. 39  
997 \$a PNM  
998 \$a 000838273/KN 5740012386  
999 \$a VIRTUA40  
999 \$a  
VTLSORT0070\*0080\*0150\*0400\*0410\*0490\*0820\*0900\*0910\*2450\*2460\*2640\*3000\*3360\*3370\*3380\*3440\*3460\*3470\*4900\*

## RDA/ MARC 21 Example Bibliographic Record

*E-Book: Single-part or multipart; Provider-Neutral Guidelines Applied; Derived from Print Record.  
(adapted from NCSU Libraries documentation)*

Leader/7		m
Leader/18		i
020	##	\$z 0131679848
020	##	\$z 9780131679849
040	##	\$a LRU \$c LRU \$e rda
006	##	m d
007	##	c \$b r \$d c \$e n \$f u \$g --- \$h a \$i u \$j u \$k u \$l u
050	04	\$a HB3717 2008 \$b .M315 2012
100	1#	\$a Macdonald, Roderick, \$d 1952- \$e author.
245	10	\$a Genesis of the financial crisis / \$c Roderick Macdonald.
260	##	\$a New York : \$b Palgrave Macmillan, \$c 2012.
300	##	\$a 1 online resource (xi, 178 pages) : \$b illustrations.
336	##	\$a text \$2 rdacontent
337	##	\$a computer \$2 rdamedia
338	##	\$a online resource \$2 rdacarrier
588	##	\$a Description based on print version record.
504	##	\$a Includes bibliographical references and index.
505	0#	\$a Contents note.
650	#0	\$a Global Financial Crisis, 2008-2009.
651	#0	\$a United States \$x Economic conditions \$y 2001-2009.
655	#0	\$a Electronic books.
710	2#	\$a Palgrave Connect (Online service)
776	08	\$i Print version: \$a Macdonald, Roderick, 1952- \$t Genesis of the financial crisis. \$d New York : Palgrave Macmillan, 2012 \$z 0230298532 \$w (DLC) 2012021610 \$w (OCoLC)757930978
856	40	\$3 Palgrave Connect \$u <a href="http://www.palgraveconnect.com/doifinder/10.1057/9781137026897">http://www.palgraveconnect.com/doifinder/10.1057/9781137026897</a> \$z An electronic book accessible through the World Wide Web; click for information

### Tulane Local Record

856	40	\$3 Ebrary \$u <a href="http://libproxy.edu/login?url=http://example.com">http://libproxy.edu/login?url=http://example.com</a> \$z Click here for access. Off-campus access may require Tulane login.
-----	----	---

## General Instructions: RDA 3.1.5 Online Resources

### OCLC Connexion

- Books workform
- Fixed field Type = a

### 006

- Coded for Computer file
- Use Edit > Guided Entry > Insert 006 Field > Computer file
  - Type = m
  - Audn = blank
  - File = d
  - GPub = blank
- Provide-Neutral Guideline Adaptation:
  - Code first byte “m”
  - Optionally add an additional 006 field with appropriate first byte value when resource is an online reproduction of a manuscript

### 007 Physical Description Fixed Field (Electronic resource)

- Input according to OCLC Bibliographic Formats & Standards
- Provide-Neutral Guideline Adaptation:
  - Code first two bytes “c” and “r” [electronic resource, remote access]

### 008

- Provider-Neutral Guideline Adaptation:
  - Form (008/23) = o for ebooks and other formats except Cartographic and Visual materials which use byte 008/29

### 010

- Provide-Neutral Guideline Adaptation:
- Do not include print LCCN in 010 field of ebook record, move to 776
  - Note: OCLC Insert from Cited Record macro will automatically supply the print 010 field, if available in print record

### 020

- Fields are not transcribed
- Data is entered if it appears on the resource
- Provider-Neutral Guideline Adaptation:
  - Electronic ISBN
    - Give as first ISBN in record
    - Record in \$a
  - Print ISBN
    - Record in \$z
    - If using 776 field, ensure print ISBN is also recorded in 776 \$z

- Note: If using Insert from Cited Record macro this will automatically be done
- Unknown ISBN
  - Record in \$z

#### 050/060/082/086

- Provider-Neutral guideline:
  - 050/060
    - Mandatory for BIBCO libraries, optional for others
    - Provide LC classification for all ebooks using 050 first indicator blank, second indicator 4
    - Append “ebook” separated by a blank space after the 050 \$b:
      - L1234 \$b .M34 2008 ebook

#### 100

- RDA 9.2.2 Preferred Name for the Person

#### 110, 111

- RDA 19.2 Creator

#### 130, 240

- RDA 6.2.2 Preferred Title for the Work
- RDA 6.2.2.8 Recording the Preferred Title for a Work
- RDA 6.27.1 Authorized Access Point Representing a Work

#### 245 \$a

- RDA 2.3.2.2
  - “Make a note on the source of the title proper, if required, applying the instructions given under 2.20.2.3”
  - Give the source of title proper in 588 note if not taken from Preferred Source of Information

#### 245 \$h

- Omit “\$h [electronic resource]” from 245 field. Use RDA Content, Media and Carrier Type fields instead [MARC 336, 337 and 338]

#### 245 \$b

- Other title information is not RDA Core, but is LC Core+ for monographs
- RDA 2.2.3 Parallel Title
- RDA 2.2.4 Other Title Information
- RDA 2.3.5 Parallel Other Title Information
- RDA 2.3.6 Variant Title

#### 245 \$c

- RDA 2.4.2 Statement of Responsibility Relating to the Title Proper
  - “If more than one statement of responsibility relating to title proper appears on the source of information, only the first recorded is required”

246

- RDA 2.3.6 Variant Title
  - Not RDA Core, but is LC Core+
- RDA 2.3.6.3 Recording Variant Titles
  - Record variant titles that are considered to be important for identification or access applying the basic instructions on recording titles given under 2.3.1
- Provider-Neutral Guideline:
  - Use as applicable
    - Note: Note: RDA and the Provider-Neutral E-Monograph Record Task Group guidelines are in agreement.

250

- RDA 2.5.2.2 Sources of Information: Same as title proper
- Transcribed element
- Provider-Neutral Guideline Adaption:
  - Record only edition statements originating from the original publisher/society; ignore statements that pertain to specific provider versions
- ISBD Convention
  - The 250 field ends with an ISBD full stop
  - RDA D.1.2.1 instructs us to include a mark of punctuation following an abbreviated element and the ISBD full stop
  - Example:
    - 3rd ed..
    - not
    - 3rd ed.

256

- Provider-Neutral Guideline Adaption:
  - Do not record Computer file characteristics
- RDA 3.19.2 File type
- RDA 3.19.4 File size

260

- Provider-Neutral Guideline Adaption:
  - Record first named publication, distribution, manufacture that applies to all known instances of the online resource. If the e-resource being

cataloged is an online reproduction of a print monograph, usually the publisher/distributor/manufacture information will come from the original print/other format source record.

- Note: Provider-Neutral E-Monograph Record Task Group guidelines refers only to publication and distributor information.
- If an existing record (either RDA or non-RDA) uses field 260, generally do not revise to field 264
- RDA 2.8 Publication Statement
  - Core
  - Only first named is required
- RDA 2.9 Distribution Statement
  - Core if Publication Statement elements are not identified
- RDA 2.10 Manufacture Statement
  - Core if Publication and Distribution Statement elements are not identified
- RDA 2.11 Copyright Date
  - Separate date element in RDA
  - Given in addition to publication or distribution date

300

- RDA 3.4.1.3 Recording Extent
  - Record the extent of the resource by giving the number of units and an appropriate term for the type of carrier as listed under 3.3.1.3
- RDA 3.1.5 Online Resources
  - Record “online resource” as the extent term (from RDA 3.3.1.3) for all online resources
    - Note: RDA and the Provider-Neutral E-Monograph Record Task Group guidelines are in agreement.
- RDA 3.4.1.7.5 Online Resources
  - If the resource consists of one or more files in a format that parallels a print, manuscript, or graphic counterpart (e.g., PDF), specify the number of subunits by applying the instructions for extent of cartographic resources (see 3.4.2), notated music (see 3.4.3), still images (see 3.4.4), and/or text (see 3.4.5), as appropriate
  - Give pagination for textual ebooks as a parenthetical in \$a

- Note: RDA and the Provider-Neutral E-Monograph Record Task Group guidelines are in agreement.

### 300 \$b

- RDA 7.15 Illustrative Content
- RDA 7.15.1.3 Recording Illustrative Content
  - If the resource contains illustrative content, record illustration or illustrations, as appropriate.
    - Note: RDA and the Provider-Neutral E-Monograph Record Task Group guidelines are in agreement.

### 300 \$c

- Do not record dimensions for an online resource
- ISBD Convention
  - The 300 field ends with an ISBD full stop only when a Series area is present

### 336/337/338

- Terms and coding listed here: <http://www.loc.gov/marc/bibliographic/bd3xx.html>

### 490

- Core
- RDA 2.12.2 Title Proper of Series
  - If the resource is issued in a series, record the title proper of the series applying the basic instructions on recording titles given under 2.3.1:
  - RDA 2.3.1.4 Recording Titles
    - Transcribe a title as it appears on the source of information. Apply the general guidelines on transcription given under 1.7
- RDA 2.12.8 ISSN of Series
- Provider-Neutral Guideline Adaption:
  - Record series as it applies to all known instances of the online resource:
    - When the e-version is being used as the basis of description and only one ISSN appears in the resource being described, record that ISSN in the 490 subfield \$x.
    - If both a print ISSN (p-ISSN) and an electronic ISSN (e-ISSN) appear in the resource being described, record the e-ISSN in the 490 subfield \$x
    - When the print version is being used as the basis for description, use whatever ISSN appears in the print version record in the 490 subfield \$x. If no ISSN appears in the existing print version record, do not add any ISSN to the 490 subfield \$x.

### 500/550

- Provider Neutral Guidelines Adaptation:

- Use package/provider names, if desired, in local record only.

538

- For provider-neutral ebook records, System Details Note for usually not recorded.
  - There is no “Mode of access” in RDA; covered in carrier type
  - Use only for DLF Registry of Digital Masters, Hathi Trust, etc.
  - Use with subfield “5”

506

- Provider Neutral Guidelines Adaptation:
  - Use only for records for DLF Registry of Digital Masters and other digital preservation projects.
  - For other resources, record use restrictions information in local record only
- RDA 4.4 Restrictions on Access
- RDA 4.4..1.3 Recording Restrictions on Access
  - Record all restrictions on access to the resource, including the nature and duration of the restriction, as specifically as possible. The absence of restrictions may also be noted if it is considered to be important.

516

- Provider Neutral Guidelines Adaptation:
  - Generally do not use unless e-resource has unusual properties
- RDA 3.19.2 File Type
- RDA 7.2 Nature of the Content

530

- Provider Neutral Guidelines Adaptation:
  - Generally do not record Additional physical form note; prefer subfield \$i in the 776 field
- RDA 27.1 Related Manifestation

533

- Provider-Neutral Guidelines Adaptation:
  - Give Electronic reproduction note only for DLF Registry of Digital Masters and other digital preservation project records. Use with subfield \$5 [MARC code of holding institution].

- RDA 1.11 Facsimiles and Reproductions
  - When describing a facsimile or reproduction, record the data relating to the facsimile or reproduction in the appropriate element. Record any data relating to the original manifestation as an element pertaining to a related work or manifestation, as applicable.
  - See also Facsimiles and Reproductions:
    - RDA 2.3.1.3, RDA 2.4.1.3, RDA 2.5.1.3, RDA 2.6.1.3, RDA 2.7.1.3, RDA 2.9.1.3, RDA 2.10.1.3, RDA 2.12.1.3, RDA 3.1.3
- RDA 27.1 Related Manifestation
  - LCPS 27.1 states, “Related manifestation is a core element for LC for reproductions and for standard serial relationships. When giving a relationship, give reciprocal relationships when appropriate (primarily for serials and integrating resources).”

534

- Provider Neutral Guidelines Adaptation:
  - Do not give Original version note unless the e-resource being described is a part of a larger original resource but is sufficiently different to warrant a separate record (e.g. the e-resource is one poem scanned from a book of poems). In this case, record the provider information in the 260 and 008/7-10 fields, and record the information for the original resource in the 534 field
- RDA 1.11 Facsimiles and Reproductions
  - When describing a facsimile or reproduction, record the data relating to the facsimile or reproduction in the appropriate element. Record any data relating to the original manifestation as an element pertaining to a related work or manifestation, as applicable.
  - See also Facsimiles and Reproductions:
    - RDA 2.3.1.3, RDA 2.4.1.3, RDA 2.5.1.3, RDA 2.6.1.3, RDA 2.7.1.3, RDA 2.9.1.3, RDA 2.10.1.3, RDA 2.12.1.3, RDA 3.1.3
- RDA 27.1 Related Manifestation
  - LCPS 27.1 states, “Related manifestation is a core element for LC for reproductions and for standard serial relationships. When giving a relationship, give reciprocal relationships when appropriate (primarily for serials and integrating resources).”

540

- Provider Neutral Guidelines Adaptation:
  - Do not record Terms of Use note
    - Use only for digitized archival collections
- RDA 4.5 Restrictions on Use

583

- Provider Neutral Guidelines Adaptation:

- Use Action note only for DLF Registry of Digital Masters and other digital preservation project records. Use with subfield \$5.

## 588

- Provider Neutral Guidelines Adaptation:
  - P-N record is not based on a print or other format record
    - Give source of title as first note in 588 field. Do not use “Description based on print/other format version record” is present
      - “Description based on PDF title page (viewed September 29, 2010).”
  - P-N record is based on print or other format record:
    - Give as first note in 588 field:
      - “Description based on print version record.”
      - “Description based on [other format] version record.”
  - Apply RDA Appendix B Abbreviations
    - RDA B.5.11 Other Elements
      - Generally do not abbreviate words in elements other than those covered under B.5.1 and B.5.3–B.5.9
      - Do not abbreviate words quoted in notes
      - Generally do not abbreviate words recorded as part of details of an element
- Source of Description Note
  - RDA 2.20.13.1 Scope
    - A note on issue, part, or iteration used as the basis for the identification of the resource is a note identifying the issue or part of a multipart monograph or serial, or the iteration of an integrating resource that has been used as the basis for the identification of a resource.
    - A note on issue, part, or iteration used as the basis for the identification of the resource may also include the date on which an online resource was viewed for description.

- RDA 2.20.13.5 Date of Viewing of an Online Resource

○ For online resources, make a note identifying the date on which the resource was viewed for description

## 700-711

- Provider Neutral Guidelines Adaptation:
  - Use if applicable to all known instances of the online resource
  - Do not use for package/provider names (Digital Masters and other digital preservation project records are the exception)

## 700-730

- Provider Neutral Guidelines Adaptation:
  - Use if applicable to all known instances of the online resource

- Do not use for package/provider names (Digital Masters and other digital preservation project records are the exception)
- Give subfield \$i as the first subfield (See M&C Confluence documentation for full encoding instructions and examples)

773

- Provider Neutral Guidelines Adaptation:
  - Do not record Host item entry note
- RDA 25.1 Related Work
- LCPS 25.1: Related work is a core element for LC for compilations: generally, no limit on number of works in contents note unless burdensome; number of analytical authorized access points according to cataloger's judgment.

776

- Provider Neutral Guidelines Adaptation:
  - Often used in conjunction with a 588 "Description based on print/other format version record" note
  - If cataloging in OCLC environment, prefer OCLC's Insert from Cited Record macro
  - Use 776 subfield \$i, rather than 530 to describe additional physical format:
    - 776 08 \$i Print version: \$a
- RDA 25.1 Related Work
- LCPS 25.1: Related work is a core element for LC for compilations: generally, no limit on number of works in contents note unless burdensome; number of analytical authorized access points according to cataloger's judgment.

830

- Provider Neutral Guidelines Adaptation:
  - Use authorized access point for Preferred title for the work when providing added entry for a series that exists in print as well as online
  - For series that exist only online, use authorized access point for the Preferred title for the work of the online series
  - Do not use for package/provider series (Digital Masters and other digital preservation project records are the exception)
  - When OCLC implements 8XX \$x for series ISSN, use the print ISSN rather than the online ISSN for series that exist in print and online. The ISSN for the online version should be used for series that exist only online.
- RDA 6.2.2 Preferred Title for the Work
- RDA 6.2.2.8 Recording the Preferred Title for the Work

856

- Provider Neutral Guidelines Adaptation:
  - Use subfield \$u for URLs that are general (not institution specific)
  - Do not use subfield \$z for information that is institution specific

Suggested Local Policy:

- OCLC Master Records:
  - Record general access URL in subfield \$u (i.e. do not include local proxy address)
  - URL does not have to provide free access to be recorded
  - Record provider name in subfield \$z or \$3
  - Example:  
856 40 \$z ebrary \$u <http://site.ebrary.com/id/10370329>

***Recommendations for Best Use of Provider-Neutral Records in Libraries***

Libraries need to make policy decisions as to the use of single or multiple records for their e-resources. They can use a single provider-neutral record that incorporates all specific package and other local information on one record – or they can use multiple records, each with one specific package/URL on it. Whatever decisions PCC member libraries make for their local catalogs, they still need to follow the provider-neutral guidelines when coding master records in OCLC as PCC program records. Records from any library that are added to OCLC are subject to having package-specific information removed.

For further information:

The PCC Standing Committee on Standards has issued two draft versions of the PCC RDA Provider-Neutral Guidelines for E-Resources. The documents are available at:

Combined serials, integrating resources, and monographs:

<http://www.loc.gov/aba/pcc/scs/documents/PN-guideRDA-Combined-2012Sep27.docx>

Serials and integrating resources only:

<http://www.loc.gov/aba/pcc/scs/documents/PN-guideRDA-SerialsOnly-2012-Sep27.docx>