

RDA & MARC 21: MONOGRAF

Bengkel *Resource Description & Access* (RDA) Perpustakaan UiTM
25 – 27 Januari 2022

Perpustakaan IT, Perpustakaan Tun Abdul Razak
Universiti Teknologi MARA

Definisi Monograf

- ❑ **Monograf** adalah sebutan lain untuk buku
- ❑ Satu item penerbitan yang lengkap sama ada dalam bentuk buku atau bentuk set.
- ❑ Mengandungi satu topik atau beberapa topik (subjek) yang berkaitan. Biasanya ditulis oleh pakar dalam sesuatu bidang yang ditulis
- ❑ Diterbitkan dalam beberapa jilid atau sekali terbit.



CONTOH Monograf

- Buku
- Kertas persidangan
- Risalah / Brosur
- Buku program
- Set berjilid ensiklopedia dll.



Buku

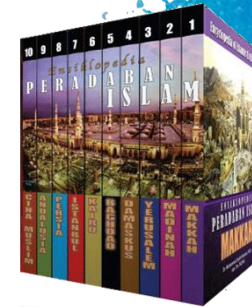
Brosur / Risalah



Prosiding Persidangan



Ensiklopedia



Makluman

Slaid ini **TIDAK** meliputi perkara berikut:

- Penentuan tajuk perkara (Tag 6XX)
- Penetapan nombor kelas (Tag 082 & Tag 090)

Bahan Rujukan

1. Panduan RDA Malaysia
2. RDA Toolkit (<http://www.rdatoolkit.org>)
3. MARC21 Format for Bibliographic Data (<http://www.loc.gov/marc/bibliographic>)



R D A TOOLKIT
RESOURCE DESCRIPTION & ACCESS

RDA TOOLS RESOURCES

RDA Table of Contents

- 1. Introduction
- 2. Section 1: Recording Attributes of Manifestation & Item
 - 1. General Guidelines on Recording Attributes of Manifestations and Items
 - 2. Identifying Manifestations and Items
 - 3. Describing Contents
 - 4. Providing Acquisition and Access Information
- 3. Section 2: Recording Attributes of Work & Expression
 - 5. General Guidelines on Recording Attributes of Works and Expressions
 - 6. Identifying Works and Expressions
 - 7. Describing Contents
- 4. Section 3: Recording Attributes of Person, Family, & Corporate Body
 - 8. General Guidelines on Recording Attributes of Persons, Families, and Corporate Bodies
 - 9. Identifying Persons
 - 10. Identifying Families
 - 11. Identifying Corporate Bodies
- Section 4: Recording Attributes of Concept

GET STARTED WITH THE RDA TOOLKIT!
It's as easy as . . .

Log in to Your Subscription

If your institution's name is visible in the upper right corner of the window, then you're already logged into your subscription. If not, enter your subscription Account ID and Password in the login boxes.

Create a User Profile

Next, create a User Profile by clicking the "Create" button. If you already have a User Profile, enter your Profile Name and Password in the login boxes. Solo-users are automatically logged into their User Profile when they log into their subscription.

Browse or Search

On the RDA tab to the left, click the plus sign to expand and browse the RDA table of contents. On the Tools tab you can browse the RDA Element Set as well as workflows and maps. Search RDA only from the "RDA Quick Search" box above, or use Advanced Search to search RDA and other documents.

Need Assistance?

- Click the "Help" link in the lower left corner to visit our Quick Start Guide
- Request Support

MARC 21 Format for
BIBLIOGRAPHIC DATA
Library of Congress
Network Development and MARC Standards Office

1999 Edition
Update No. 1 (October 2001) through Update No. 18 (April 2014)

This online publication provides access to both the full and concise versions of the *MARC 21 Format for Bibliographic Data*. The "full" bibliographic format contains detailed descriptions of every data element, along with examples, usage conventions, and history sections. The "concise" bibliographic format contains abbreviated descriptions of every data element, along with examples. The full and concise versions are identified in the header of each field description.

Changes to the *MARC 21 Format for Bibliographic Data* that resulted from Update No. 18 (April 2014) are displayed in red print. The date located in the header of the full version of each field indicates the last month and year of update.

Table of Contents

- Introduction [Full | Concise]
- Format Overview
- Levels [Full | Concise]
- Elements
- 1000 Control Fields
- 101X-105X, 1060X, and 1065X Fields
- 1066X Fields - General Information
- 1067X, 1068X, 1069X, and 1070X Fields
- 1071X, 1072X, and 1073X Fields

Penetapan Bahasa Pengkatalogan

- Pada tag 040 **\$b** - *Language of cataloging*
- Kod bahasa didapati daripada *MARC Code List for Languages*
- Penetapan bahasa bergantung kepada institusi masing-masing

Contoh:

Tag	Ind.	Data
040		\$a BNM \$b eng \$c BNM \$e rda

Tag	Ind.	Data
040		\$a PSP \$b may \$c PSP \$e rda

Tag	Ind.	Data
040		\$a UMT \$b chi \$c UMT \$e rda

Contoh Rekod RDA

BAHASA PENGKATALOGAN – BAHASA INGGERIS (english)

040			\$a BNM \$b eng \$c BNM \$e rda
100	0		\$a Asri Amri, \$e author
245	1	0	\$a Sejarah Melaka / \$c Asri Amri
300			\$a iv, 36 pages : \$b map ; \$c 21 cm
500			\$a Includes index
500			\$a Contains verses from the Qur'an

BAHASA PENGKATALOGAN – BAHASA MALAYSIA (malay)

040			\$a BNM \$b may \$c BNM \$e rda
100	0		\$a Asri Amri, \$e pengarang
245	1	0	\$a Sejarah Melaka / \$c Asri Amri
300			\$a iv, 36 mukasurat : \$b peta ; \$c 21 cm
500			\$a Mengandungi indeks
500			\$a Mengandungi ayat-ayat dari al-Quran

Tag 040
\$b

VS

Tag 008/
35-37

Bahasa
pengkatalogan

Bahasa bahan

008 131121t20142014my e 000 0 may
015 \$a M13-14884
020 \$a 9789673493449 \$q paperback
040 \$a BNM \$b eng \$c BNM \$e rda
049 \$a mal



Search Navigation ▾



1 of 10000



BOOK

Hukum kepemiluan & format sistem kepartaian

Full Record

MARC Tags

000 01130cam a22003015i 4500
001 22294854
005 20220123205203.0
008 211102s2022 io b 000 0 ind
906 _ |a 7 |b par |c origode |d 2 |e ncip |f 20 |g y-gencatlg
925 0_ |a acquire |b 1 shelf copy |x policy default
955 _ |a wj15 2021-11-02 |b wj61 2021-12-01 received for cataloging |c wj56 2021-12-(-
Section
010 _ |a 2021309934
020 _ |a 9786226669024
040 _ |a DLC |b eng |c DLC |d DLC |e rda

BOOK

#Engagement : literarische Potentiale nach den Wenden

Full Record

MARC Tags

000 01924cam a22005055i 4500
001 21386060
005 20210813073203.0
008 200114t20192019gw b 000 0 ger d
906 _ |a 0 |b ibc |c copycat |d 3 |e ncip |f 20 |g y-gencatlg
925 0_ |a acquire |b 1 shelf copy |x policy default
955 _ |b xn16 2020-01-14 z-processor to USPRLL
955 _ |a xn19 2021-08-13 ADDED VOLS: v. 2 to USPRLL
010 _ |a 2019285898
016 7_ |a 1189476096 |2 DE-101
020 _ |a 9783631780411 |q v. 1 |q hardbound
020 _ |a 3631780419
020 _ |a 9783631780404 |q v. 2 |q hardbound
024 3_ |a 9783631780411
035 _ |a (OCLC) 1112084501
040 _ |a OHL |b eng |c OHX |e rda |d YDX |d EMU |d OCLCF |d OCLCQ |d DLC

Full View

Format: Standard MARC

3 / 534 書目勘誤

Previous Record

FMT	DF
LDR	01788cmia 2004212 4500
001	004960632
003	ChTaNC
005	20220122104613.0
007	cr mnu
008	210325e2021uuuuxx g ju chi d
0167	ja 004960632 2 ChTaNC
0291	ja WAT h 202103000025
040	ja CYT b chi c CYT d CYT
066	c \$1
24500	ja 2021宜蘭綠色博覽會: 希望城堡 h [電子資源] / c 宜蘭縣政府; 財團法人蘭陽農業發展基金會

Catalog

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مكتبة قطر الوطنية
Qatar National Library

(More Searches)

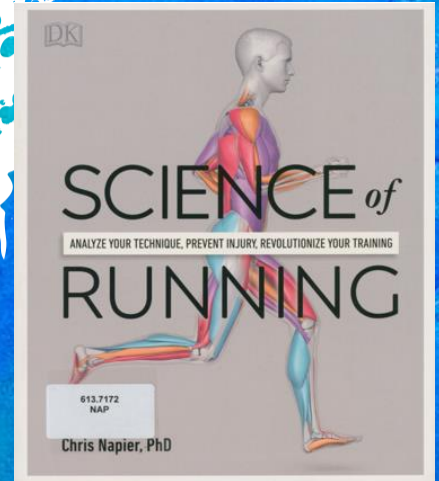
Add to My Lists Add to Bag Regular Display

```
LEADER 0000nam a2200000 i 4500
008 211118s2021 qa a 000 0 arad
017 8 |a رقم الإيداع: |a134|b القطرية|c 2021
020 9789927000016
040 QAFCL|a arad|c QAFCL
050 4 NK7660|b 36 2021
100 1 مؤلف: |a جاموس، ايناس محمد فايز
245 10 أول كتاب علمي بصدر باللغة العربية|b: رحلة في عالم الألباس
يقلم إيناس محمد فايز جاموس / |c عن الألباس
260 |c 2021. |a شركة زيرجد وماس للمجوهرات|b: الدوحة، قطر
300 سم 24|c |b: إيضاحيات، صور
336 text|btxt|2rdacontent
337 unmediated|bn|2rdamedia
338 volume|bnc|2rdacarrier
500 يحتوي هذا الكتاب على معلومات عملية موثوقة عن تاريخ الألباس
ومراحل تكونه والتنقيب عنه وصولاً إلى القطع الماسية التي
تنتجها.
```


Konsep “Take What You See” (TWYS)

Take What You See		
Attributes	RDA Rules	MARC21
1) Title	2.3.1.4	Tag 245
2) Statement of Responsibility	2.4.1.4	
3) Edition	2.5.1.4	Tag 250
4) Production Statement	2.7.1.4	Tag 264
5) Publication Statement	2.8.1.4	
6) Distribution Statement	2.9.1.4	
7) Manufacture Statement	2.10.1.4	
8) Series Statement	2.12.1.4	Tag 490

Contoh pernyataan: Transcribe a title as it appears on the source of information



Call Number

613.7172 NAP
613.7172 NAP D

Author

Napier, Chris, author.

Added Author

Lee, Megan, editor.

Lewis, Arran, illustrator.

Title

SCIENCE of RUNNING : ANALYZE YOUR TECHNIQUE, PREVENT INJURY, REVOLUTIONIZE YOUR TRAINING / Chris Napier ; Editor, Megan Lee ; Illustrations, Arran Lewis

Preferred Source of Information (RDA 2.2.2)

2.2.2.2 Manifestations Consisting of One or More Pages, Leaves, Sheets, or Cards (or Images of One or More Pages, Leaves, Sheets, or Cards) LC-PCC PS 2013/07 MLA D-A-CH SKL

If the manifestation consists of:

one or more pages, leaves, sheets, or cards (e.g., a book, an issue of a periodical, a poster, a series of sheet maps, a set of flashcards)

or

images of one or more pages, leaves, sheets, or cards (e.g., a microform reproduction of a musical score, a PDF file of a text, microform reproductions of a set of sheet maps, a JPEG image of a photograph)

then:

use the title page, title sheet, or title card (or an image of it) as the preferred source of information.

Alternative LC-PCC PS NLA PS BL PS D-A-CH KBSP LAC/BAC-BAnQ

If the manifestation consists of microform or computer images of one or more pages, leaves, sheets, or cards, use an eye-readable label with the title instead of the image of the title page, title sheet, or title card. The label must be permanently printed on or affixed to the manifestation.

If the manifestation lacks a title page, title sheet, or title card (or an image of it), use as the preferred source of information the first of the following sources that has a title:

- a) a cover or jacket issued with the manifestation (or an image of a cover or jacket)
- b) a caption (or an image of a caption)
- c) a masthead (or an image of a masthead)
- d) a colophon (or an image of a colophon).

If none of these sources has a title, use as the preferred source of information another source within the manifestation that has a title. Give preference to a source in which the information is formally presented.

Skop Tag





LEADER / TAG 000



LIBRARY
HSILIBB

EX



Online Catalogue PERPUSTAKAAN NEGARA MALAYSIA



Register Login Cart Heading Search Clear Session



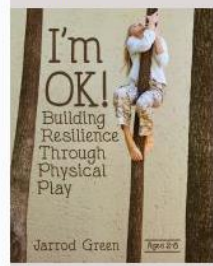
Search

Advanced Search Search

Item I'm OK! : Building Resilience Through Physical Play / Jarrod Green

Green, Jarrod
Record 2 of 13

< Previous Next > Return to search [SHARE](#) [f](#) [t](#) [e](#) ...



Call Number 372.86 GRE D
Author Green, Jarrod, author.
Title I'm OK! : Building Resilience Through Physical Play / Jarrod Green
Edition First edition
Year 2017
 ©2017
Publisher Redleaf Press,
Subject Physical education for children -- Resilience (Personality trait) in adolescence --
Physical Description x, 142 pages ; 26 cm
Notes Includes bibliographical references and index

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Copies Librarian's View Reviews Details Additional Information

- FMT
- LDR
- 001
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- 007
- 008
- 015
- 020
- 020
- 037
- 040
- 042
- 100
- 245
- 260
- 300

001	01173aam a2200337 i 4500
003	v0s000034213
005	PNM
008	20171122114900.0
020	170801t20172017mnu e 001 0 eng d
039	\$a 9781605544519 \$q paperback \$c RM112.28
040	\$a 201711221149 \$b marsila \$c 201711181527 \$d azeantie \$c 201711181517 \$d azeantie \$y 201708011627 \$z manirah
082	\$a PNM \$b eng \$c PNM \$e rda
090	\$a 372.86 \$2 23
100	\$a 372.86 \$b GRE \$d D
245	\$a Green, Jarrod, \$e author.
250	\$a I'm OK! : \$b Building Resilience Through Physical Play / \$c Jarrod Green
264	\$a First edition
300	\$a St. Paul, MN : \$b Redleaf Press, \$c 2017
336	\$a ©2017
337	\$a x, 142 pages ; \$c 26 cm
	\$a text \$2 rdacontent
	\$a unmediated \$2 rdamedia

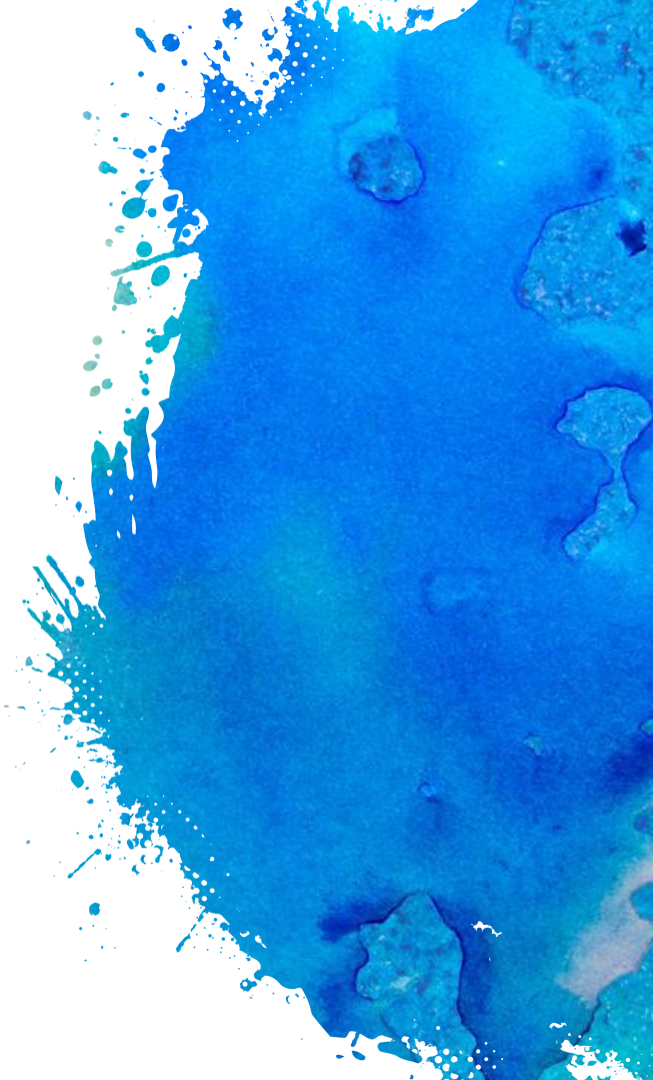
BOOK
Building
Full Record

- 000
- 001
- 005
- 008
- 906
- 925
- 955
- 010
- 020
- 020
- 040
- 042
- 100
- 245
- 260
- 305

Leader (Tag 000) - NR

- ❑ Merupakan medan pertama dalam setiap rekod bibliografik
- ❑ Mengandungi *fixed length* sebanyak 24 *character position* (00-23) di mana setiap *position* diwakili oleh kod tertentu
- ❑ Setiap kod berfungsi dalam mendapatkan semula rekod, menyusun hasil pencarian dan pengurusan data
- ❑ Tag 000 merupakan tag **mandatori**

01173aam a2200337 i 4500



Leader (Tag 000) - NR

01173aam a2200337 i 4500

Terdiri daripada 24 *character positions* (00-23)

00-04 - Record length

05 - Record status

a

06 - Type of record

a

07 - Bibliographic level

m

08 - Type of control

09 - Character coding scheme

10 - Indicator count

11 - Subfield code count

12-16 - Base address of data

17 - Encoding level

#

18 - Descriptive cataloging form

i

19 - Multipart resource record level

20 - Length of the length-of-field portion

21 - Length of the starting-character-position portion

22 - Length of the implementation-defined portion

23 - Undefined

Leader (Tag 000) - NR

05 - Record status	
a	Increase in encoding level
c	Corrected or revised
d	Deleted
n	New
d	Increase in encoding level from prepublication

One-character alphabetic code that indicates the **relationship of the record to a file** for file maintenance purposes.

"Record is newly input."



Leader (Tag 000) - NR

06 - Type of record

a	Language material
c	Notated music
d	Manuscript notated music
e	Cartographic material
f	Manuscript cartographic material
g	Projected medium
i	Nonmusical sound recording
j	Musical sound recording
k	Two-dimensional nonprojectable graphic
m	Computer file
o	Kit
p	Mixed materials
r	Three-dimensional artifact or naturally occurring object
t	Manuscript language material

One-character alphabetic code used to define the **characteristics** and components of the record

*“Used for non-manuscript language material. Manuscript language material uses code t.
Includes microforms and electronic resources that are basically textual in nature, whether they are reproductions from print or originally produced. ”*

Leader (Tag 000) - NR

07 - Bibliographic level	
a	Monographic component part
b	Serial component part
c	Collection
d	Subunit
i	Integrating resource
m	Monograph/Item
s	Serial

One-character alphabetic code indicating the **bibliographic level** of the record

“Item either complete in one part (e.g., a single monograph, a single map, a single manuscript, etc.) or intended to be completed, in a finite number of separate parts (e.g., a multivolume monograph, a sound recording with multiple tracks, etc.).”

Leader (Tag 000) - NR

17- Encoding level	
#	Full level
1	Full level, material not examined
2	Less-than-full level, material not examined
3	Abbreviated level
4	Core level
5	Partial (preliminary) level
7	Minimal level
8	Prepublication level
u	Unknown
z	Not applicable

One-character alphanumeric code that indicates the fullness of the bibliographic information and/or content designation of the MARC record

"Most complete MARC record created from information derived from an inspection of the physical item."

"Preliminary cataloging level record that is not considered final by the creating agency."

Leader (Tag 000) - NR

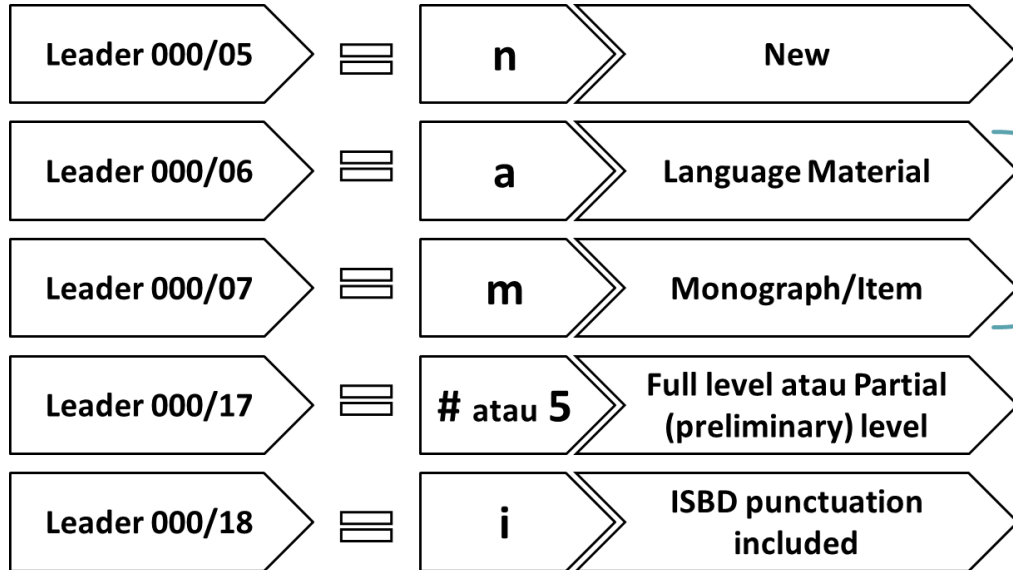
18 - Descriptive cataloging form	
#	Non-ISBD
a	AACR 2
c	ISBD punctuation omitted
i	ISBD punctuation included
u	Unknown

One-character alphanumeric code that indicates characteristics of the descriptive data in the record through reference to cataloging norms

“Descriptive portion of the record contains the punctuation provisions of ISBD.”



Formula Tag 000 untuk bahan monograf:



Menghasilkan
template tag
008 untuk
buku



TAG 008
FIXED-LENGTH DATA
ELEMENTS

[Register](#) [Login](#) [Cart](#) [Heading Search](#) [Clear Session](#)



[Advanced Search](#)

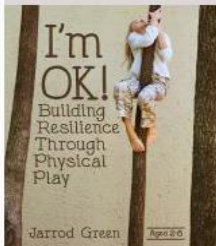
I'm OK! : Building Resilience Through Physical Play / Jarrod Green

Green, Jarrod

Record 2 of 13

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

[SHARE](#) [f](#) [t](#) [e](#) [...](#)



Call Number 372.86 GRE D
Author Green, Jarrod, author.
Title I'm OK! : Building Resilience Through Physical Play / Jarrod Green
Edition First edition
Year 2017
 ©2017
Publisher Redleaf Press,
Subject Physical education for children -- Resilience (Personality trait) in adolescence --
Physical Description x, 142 pages ; 26 cm
Notes Includes bibliographical references and index

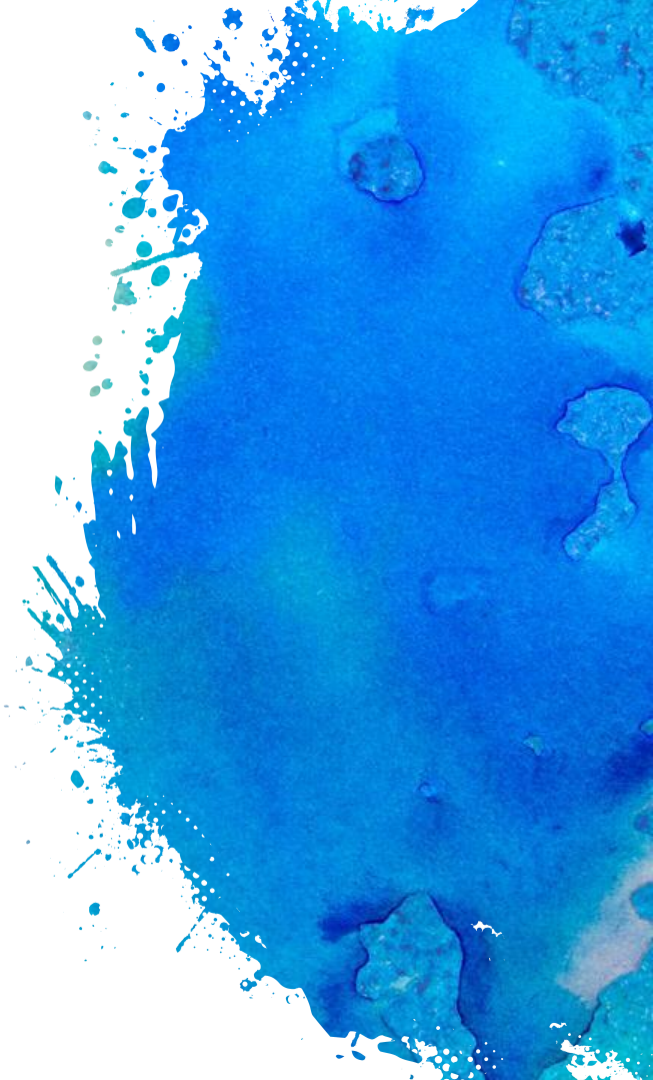
Total Ratings: 0

Copies	Librarian's View	Reviews	Details	Additional Information
001	01173aam a2200337 i 4500			
003	vtls000834213			
005	PNM			
008	20171122114900.0			
020	170801t20172017mnu e 001 0 eng d			
039	9 \$a 9781605544519 \$d paperback \$c RM112.20			
040	\$a 201711221149 \$b marsila \$c 201711181527 \$d azeantie \$c 201711181517 \$d azeantie \$y 201708011627 \$z manirah			
082 0 4	\$a PNM \$b eng \$c PNM \$e rda			
090 2 0	\$a 372.86 \$2 23			
100 1	\$a 372.86 \$b GRE \$d D			
245 1 0	\$a Green, Jarrod, \$e author.			
250	\$a I'm OK! : \$b Building Resilience Through Physical Play / \$c Jarrod Green			
264 1	\$a First edition			
264 4	\$a St. Paul, MN : \$b Redleaf Press, \$c 2017			
300	\$c ©2017			
336	\$a x, 142 pages ; \$c 26 cm			
337	\$a text \$2 rdacontent			
	\$a unmediated \$2 rdamedia			

Fixed-Length Data Elements (Tag 008) (NR)

```
181126t20182018nju e 000 0 eng d
```

- ❑ Dikenali sebagai fixed field data elements-general information
- ❑ Mengandungi *fixed length* sebanyak 40 *character position* (00-39) di mana setiap *position* diwakili oleh kod tertentu
- ❑ Setiap kod berfungsi dalam mendapatkan semula rekod, menyusun hasil pencarian dan pengurusan data
- ❑ Tag 008 merupakan tag **mandatori**



Fixed-Length Data Elements (Tag 008) (NR)

181126t20182018nju e 000 0 eng d

- Terdiri daripada 40 *character positions* (00-39)

00-05 - Date entered on file

t

06 - Type of date/Publication status



07-10 - Date 1



2018

11-14 - Date 2



2018

15-17 - Place of publication, production, or execution

18-34 - Material specific coded elements

35-37 - Language

38 - Modified record

39 - Cataloging source



d



Fixed-Length Data Elements (Tag 008) (NR)

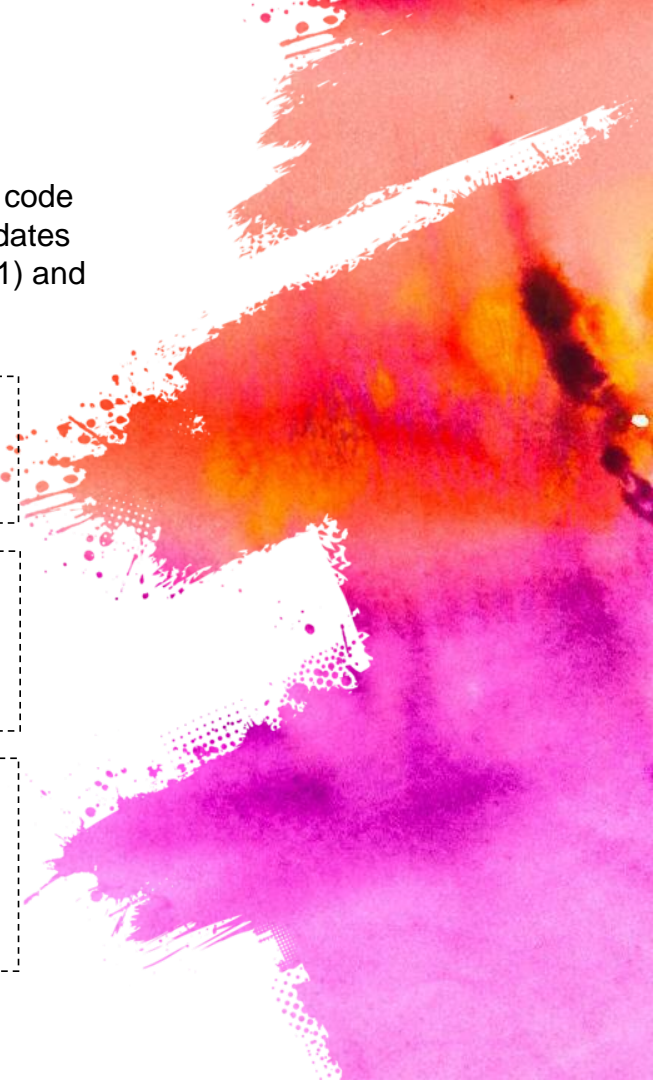
06 - Type of date	
b	No dates given; B.C. date involved
c	Continuing resource currently published
d	Continuing resource ceased publication
e	Detailed date
i	Inclusive dates of collection
k	Range of years of bulk of collection
m	Multiple dates
n	Dates unknown
p	Date of distribution/release/issue and production/recording session when different
q	Questionable date
r	Reprint/reissue date and original date
s	Single known date/probable date
t	Publication date and copyright date
u	Continuing resource status unknown
	No attempt to code

One-character alphabetic code that indicates the type of dates given in 008/07-10 (Date 1) and 008/11-14 (Date 2)

“Exact date for a single date item is not known but a range of years for the date can be specified.”

“Date consists of one known single date. The single date associated with the item may be actual, approximate, or conjectural.”

“Date of publication/release/production/execution is present in 008/07-10 and a copyright notice date or phonogram copyright notice date is present in 008/11-14.”



Fixed-Length Data Elements (Tag 008) (NR)

q - Questionable date

Exact date for a single date item is not known but a range of years for the date can be specified (e.g., between 1824 and 1846).

Earliest possible date is given in 008/07-10; latest possible date in 008/11-14.

008/06 q
008/07-10 1963
008/11-14 1966

264 #1\$aNew York :\$bHippocrene Books,\$c[between 1963 and 1966]

008/06 q
008/07-10 1800
008/11-14 1899

264 #1\$a Amsterdam :\$b Elsevier,\$c [between 1800 and 1899?]

Fixed-Length Data Elements (Tag 008) (NR)

s - Single known date/probable date

Date consists of one known single date of distribution, publication, release, production, execution, writing, or a probable date that can be represented by four digits. The single date associated with the item may be actual, approximate, or conjectural (e.g., if the single date is uncertain). Code s is also used for a single unpublished item such as an original or historical graphic when there is a single date associated with the execution of the item.

008/07-10 contain the date; 008/11-14 contain blanks (####).

008/06 s
008/07-10 1977
008/11-14 ####

264 #1\$aWashington :\$bDept. of State,\$c1977.

008/06 s
008/07-10 1981
008/11-14 ####

264 #1\$a[Darmstadt] :\$bTetzlaff,\$c1981

008/06 s
008/07-10 1969
008/11-14 ####

264 #1\$aLondon :\$bHarcourt, World & Brace,\$c[1969?]

Fixed-Length Data Elements (Tag 008) (NR)

t - Publication date and copyright date

Date of publication/release/production/execution is present in 008/07-10 and a copyright notice date or phonogram copyright notice date is present in 008/11-14. Deposit dates (i.e., those preceded by "D.L." (*Dépot légal*), etc.) may be treated as copyright dates.

008/06 t

008/07-10 1982

008/11-14 1949

264 #1\$aLondon :\$bMacmillan,\$c 1982

264 #4\$c 1949

008/06 t

008/07-10 2002

008/11-14 2001

264 #1\$aNew York :\$bEpic,\$c 2002

264 #4\$c 2001

Fixed-Length Data Elements (Tag 008) (NR)

008/07-10 Date 1

- WAJIB dibina
- TIDAK BOLEH menggunakan simbol “u”
- Tahun haruslah sama dengan tahun yang dibina dalam tag 264 \$c (date of publication)

008/11-14 Date 2

- WAJIB masukkan *copyright date* jika ada.
Maka, 008/06 : “t” (*Publication date and copyright date*)
- TIDAK BOLEH menggunakan simbol “u”
- Tahun haruslah sama dengan tahun yang dibina dalam tag 264 \$c



Fixed-Length Data Elements (Tag 008) (NR)

AAcr2 1.4F7, 2.16G (Tag 260 \$c)	Tag 008/ 07-10	Tag 008/ 11-14	Tag 008/ 06	RDA 1.9.2 (Tag 264 \$c)	Tag 008/ 07-10	Tag 008/ 11-14	Tag 008/ 06
[1969?]	1969		s	[1969?]	1969		s
[between 1906 and 1912]	1906	1912	q	[between 1906 and 1912]	1906	1912	q
[ca. 1960]	1960		s	[1960?]	1960		s
[197-]	197u		s	[between 1970 and 1979]	1970	1979	q
[197-?]	197u		s	[between 1970 and 1979?]	1970	1979	q
[18--]	18uu		s	[between 1800 and 1899]	1800	1899	q



Fixed-Length Data Elements (Tag 008) (NR)

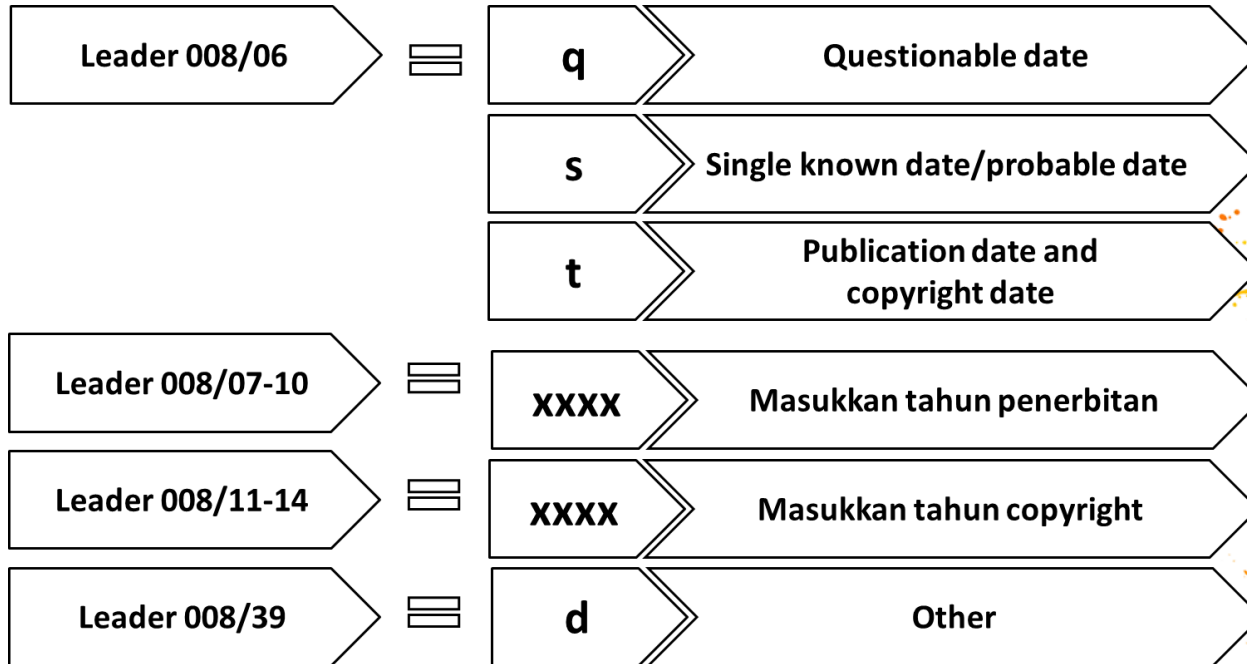
39 - Cataloging source	
#	National bibliographic agency
c	Cooperative cataloging program
d	Other
u	Unknown
	No attempt to code

One-character code that indicates the original cataloging source of the record

“data is a national bibliographic agency (e.g., U.S. Library of Congress or Library and Archives Canada)”

“Source of the cataloging data is an organization that is other than a national bibliographic agency or a participant in a cooperative cataloging program.”

Formula Tag 008 untuk bahan monograf:



International Standard Book Number (Tag 020)(R)

RDA 2.15 - *Identifier for the Manifestation*

- *International Standard Book Number (ISBN)*
- **BUKAN** *Take What You See (TWYS)*
- Tiada singkatan (*abbreviation*)
- Sekiranya terdapat *volume numbers / set / paperback / hardback*, masukkan di **\$q (Qualifying information)**
- Sekiranya terdapat harga, masukkan di **\$c (Terms of availability)**
- Sekiranya *canceled/invalid ISBN*, masukkan di **\$z (Canceled/invalid ISBN)**

International Standard Book Number (Tag 020)(R)

AACR:

Tag	Ind.	Data
020		\$a 9789676582316 (pbk.) : \$c RM10.95
020		\$a 9789676582317 (hbk.)
020		\$a 9789676582322 (kkt.: v.1) : \$c RM12.00

RDA:

Tag	Ind.	Data
020		\$a 9789676582316 \$q paperback \$c RM10.95
020		\$a 9789676582317 \$q hardback
020		\$a 9789676582322 \$q paperback \$q volume 1 \$c RM12.00

Cataloguing Source (Tag 040)(NR)

\$a - Original cataloging agency (NR)

Code or name of organization that created the original record

\$b - Language of cataloging (NR)

MARC code for the language of cataloging in the record

\$c - Transcribing agency (NR)

Code or name of organization that transcribed the record into machine-readable form

\$d - Modifying agency (R)

Code or name of organization responsible for modifying a MARC record

\$e - Description conventions (R)

MARC code for or the title of the description rules used in creating the record – (perlu dimasukkan di hujung tag 040 bagi menunjukkan rekod tersebut mengguna pakai peraturan deskripsi RDA)

Cataloguing Source (Tag 040)(NR)

Contoh 1: Original cataloguing (Cth: PNM bina rekod katalog dari awal sampai akhir)

Tag	I1	I2	DATA
040			\$a PNM \$b eng \$c PNM \$e rda

Contoh 2: Copy cataloguing

(Cth: UiTM salin rekod katalog daripada koleksi PNM, modify dan masukkan ke dalam koleksi UiTM)

Tag	I1	I2	DATA
040			\$a PNM \$b eng \$c PNM \$d UiTM \$e rda

Language Code (Tag 041)(R)

- Bina tag 041 jika bahan mengandungi lebih daripada satu bahasa atau merupakan terjemahan
- Kod bahasa didapati daripada *MARC Code List for Languages*

Contoh 1:- Kandungan bahan adalah dalam bahasa Malaysia dan Inggeris

Tag	Ind.	Data
041	0	\$a may \$a eng

Contoh 2:- Bahan dalam bahasa Cina diterjemahkan kepada bahasa Malaysia

Tag	Ind.	Data
041	1	\$a may \$h chi

Language Code (Tag 041)(R)

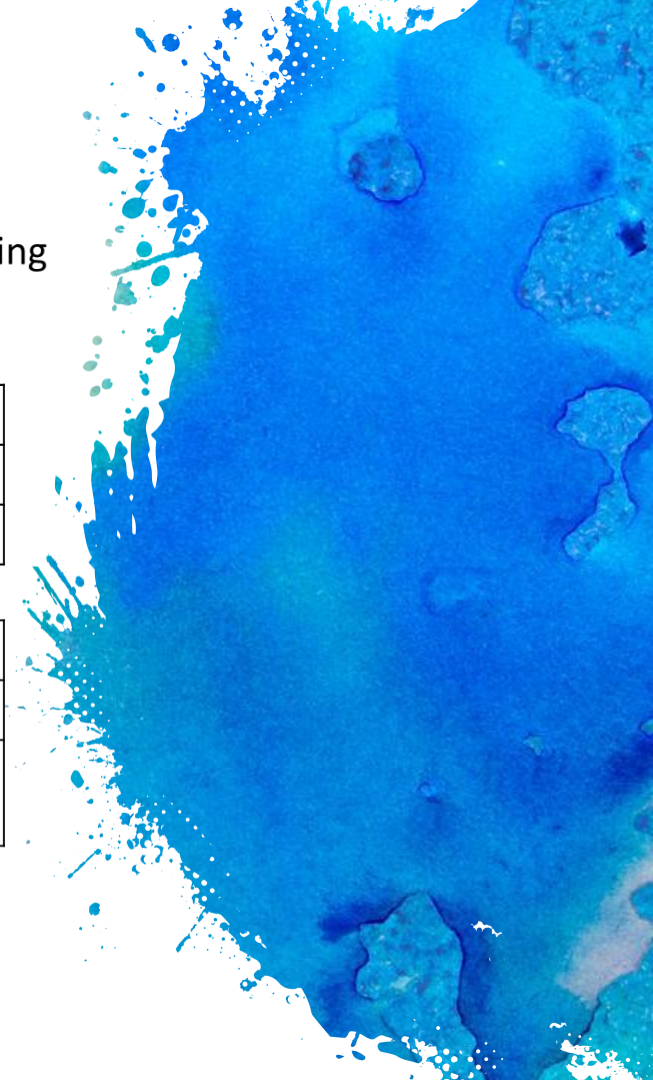
- Bina tag 546 juga jika anda membina tag 041. Kedua-tag ini adalah saling berkaitan kerana kedua-dua tag merujuk kepada Bahasa.

Tag	I1	I2	Data
041	0		\$a may \$a ara
546			\$a Text in Malay and English

Tag	I1	I2	Data
041	1		\$a chi \$a may \$a eng \$j chi \$j may \$j eng
546			Optional languages in Chinese, Malay or English, and optional subtitles in Chinese, Malay or English

Tag 041 – Language code

Tag 546 – Language note



Bina tag 050 dan tag 090
mengikuti polisi dalaman
perpustakaan masing-masing





**CREATOR
&
CONTRIBUTOR**

Creator and Contributor

RDA 19.2.1.1

- A **creator** is a person, family, or corporate body responsible for the creation of a work.
- Creators include agents who are jointly responsible for the creation of a work either performing the same role, such as in a collaboration between two writers, or performing different roles, such as in a collaboration between a composer and a lyricist.
- Akan dibina di tag 1XX dan 7XX

RDA 20.2.1.1

- A **contributor** is an agent contributing to an expression.
- Contributors include editors, translators, arrangers of music, performers, etc.
- Hanya dibina di tag 7XX



Siapakah Creator and Contributor?

Contoh 1: Buku oleh seorang pengarang

Tag	Ind.	Data
100	0	\$a Mahathir Fansuri Azizan, \$e author
245	1	0 \$a PENGURUSAN LEAN : \$b Kemuncak Kecekapan dan Keberkesanan / \$c MAHATHIR FANSURI BIN AZIZAN

- ▶ **Creator** : Mahathir Fansuri Azizan
- ▶ **Contributor** : --

Siapakah Creator and Contributor?

Contoh 2: Buku oleh 2 orang pengarang

Tag	Ind.	Data
100	0	\$a Mohd. Fadzilah Kamsah, \$c Dato', Dr., \$d 1951- \$e author
245	1	0 \$a psikologi cinta / \$c DATO' DR. FADZILAH KAMSAH & SYAIDATUN NAZIRAH
700	0	\$a Syaidatun Nazirah Abu Zahrin, \$c Dr., \$e author

- ▶ **Creator** : Dato' Dr. Mohd. Fadzilah Kamsah & Dr. Syaidatun Nazirah Abu Zahrin
- ▶ **Contributor** : -

Siapakah Creator and Contributor?

Contoh 3: Buku oleh lebih daripada 3 orang pengarang

Tag	Ind.	Data
100	0	\$a Mohd. Firdaus Mustakim Yahya, \$e author
245	1	0 \$a PANDUAN PENGURUSAN PROJEK PEMASARAN / \$c Mohd Firdaus Mustakim Bin Yahya, Sharifah Yuhayu Binti Syed Hamid, Sabariah Binti Othman, Suzana Binti Muhammad, Marlia Binti Marzuki
700	0	\$a Sharifah Yuhayu Syed Hamid, \$e author
700	0	\$a Sabariah Othman, \$e author
700	0	\$a Suzana Muhammad, \$e author
700	0	\$a Marlia Marzuki, \$e author

- ▶ **Creator** : Mohd. Firdaus Mustakim Yahya, Sharifah Yuhayu Syed Hamid, Sabariah Othman, Suzana Muhammad & Marlia Marzuki
- ▶ **Contributors** :-

Siapakah Creator and Contributor?

Contoh 4: Buku oleh pengarang dan editor

Tag	Ind.	Data
100	0	\$a Pingu Toha, \$e author
245	1	0 \$a 30 Hari untuk Melupakan Cinta / \$c PINGU TOHA ; Editor Imaen
700	0	\$a Imaen, \$d 1966- \$e editor

- ▶ **Creator** : Pingu Toha
- ▶ **Contributor** : Imaen

Siapakah Creator and Contributor?

Contoh 5: Buku oleh editor

Tag	Ind.		Data
245	0	0	\$a PENYELIDIKAN SAINS SOSIAL : \$b Aplikasi Teori dan Metodologi / \$c Editor: Mohd Awang Idris, Mohd Sobhi Ishak
700	0		\$a Mohd. Awang Idris, \$e editor
700	0		\$a Mohd. Sobhi Ishak, \$e editor

- ▶ **Creator** : --
- ▶ **Contributors** : Mohd Awang Idris, Mohd Sobhi Ishak

Siapakah Creator and Contributor?

Contoh 6: Buku terjemahan

Tag	Ind.		Data
100	1		\$a Yu, Qiuyu, \$d 1946- \$e author
245	1	0	\$a My Land / \$c Original Chinese Text by Yu Qiuyu ; Translated by See Tian Sheng, Foo Pow Wen
700	1		\$a See, Tian Sheng, \$e translator
700	1		\$a Foo, Pow Wen, \$e translator

- ▶ **Creator** : Yu Qiuyu
- ▶ **Contributors** : See Tian Sheng & Foo Pow Wen

Siapakah Creator and Contributor?

Contoh 7 : Buku yang disusun

Tag	Ind.		Data
245	0	0	\$a KEDATANGAN ISLAM KE BORNEO / \$c Disusun Oleh: Najion Jamil
700	0		\$a Najion Jamil, \$e editor

- **Creator** : --
- **Contributor** : Najion Jamil



Siapakah Creator and Contributor?

Contoh 8: Ensiklopedia, kamus, direktori, bibliografi

Tag	Ind.	Data
100	0	\$a Isahak Haron, \$e compiler
245	1	0 \$a KAMUS ASAS Prasekolah : \$b Bahasa Melayu • Bahasa Inggeris • Bahasa Arab / \$c disusun oleh Isahak Haron, Nazirah Khalidin ; Penyunting Norliza Omar
700	0	\$a Nazirah Khalidin, \$e compiler
700	0	\$a Norliza Omar, \$e editor

- ▶ **Creator** : Isahak Haron & Nazirah Khalidin
- ▶ **Contributors** : Penyunting Norliza Omar

Main Access Point (Tag 1XX)(NR)

Tag 100

Tag 100 - Personal Name (NR)

- RDA 19.2 - Creator
- RDA 9.2.2 - Preferred Name for the Person
- RDA 9.4 - Title of the Person
- RDA 9.6 - Other Designation Associated with the Person
- RDA 9.16 - Profession or Occupation
- RDA 9.3 - Date Associated with the Person

Tag 110

Tag 110 - Corporate Name (NR)

- RDA 19.2 - Creator
- RDA 11.2.2 - Preferred Name for the Corporate Body
- RDA 11.5 - Associated Institution

Tag 111

Tag 111 - Meeting Name (NR)

- RDA 19.2 - Creator
- RDA 11.2.2 - Preferred Name for the Corporate Body
- RDA 11.6 - Number of a Conference, etc.
- RDA 6.4 - Date of Work
- RDA 6.5 - Place of Origin of the Work

Main Access Point (Tag 1XX)(NR)

- Merupakan **Authorized** access point
- Perlu dimasukkan **relationship designator (rujuk appendix I) di \$e (Relator term)**

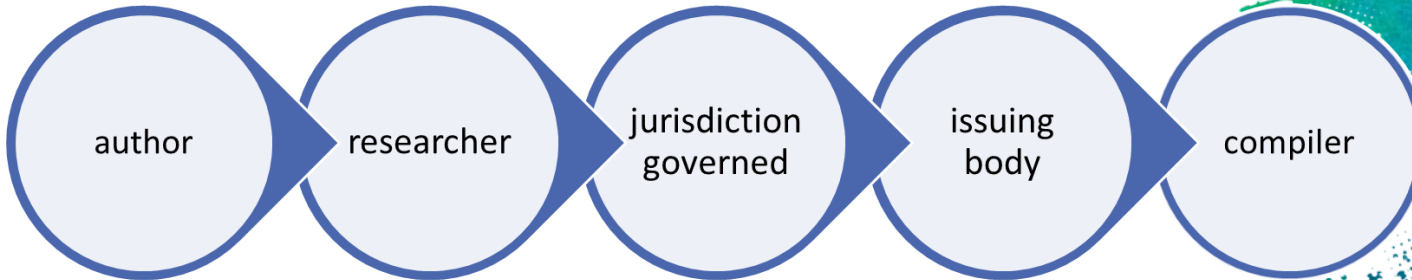
Tag	Ind.	Data
100	0	\$a Shamsuri Hj. Ahmad, \$c Ustaz, \$e author
245	1	0 \$a Suami baik isteri pun baik / \$c Ustaz Shamsuri Hj Ahmad

- Relationship designator PENTING untuk menunjukkan perhubungan yang spesifik di antara penanggungjawab (creator/contributor) dengan karya yang dihasilkan (work)
- Bina nama penanggungjawab berpandukan buku:
 - ✓ Standard Entri Pengkatalogan Malaysia: Nama Orang Perseorangan
 - ✓ Standard Entri Pengkatalogan Malaysia: Nama Badan Selembara
 - ✓ Library of Congress Authorities



Main Access Point (Tag 1XX)(NR)

Relationship designator yang kerap digunakan untuk bahan monograf:



Main Entries (Tag 1XX)(NR)

Contoh 1:

Tag	Ind.	Data
100	0	\$a Anis Afendi, \$d 1987- \$e author

Contoh 2:

Tag	Ind.	Data
110	2	\$a Perpustakaan Negara Malaysia, \$e issuing body

Contoh 3:

Tag	Ind.	Data
111	2	\$a Seminar Matematik \$d (2018 : \$c Selangor)



Tag 240 Uniform title - NR

RDA 6.2 – Title of the work

- Used when a work has appeared under varying titles, necessitating that a particular title be chosen to represent the work.

Contoh:

Tag	Ind.	Data
100	0	\$a Khadijah Hashim, \$d 1945- \$e author
240	1 0	\$a Merpati putih terbang lagi. \$l English
245	1 0	\$a White dove flies again / \$c Khadijah Hashim ; translated by Harry Aveling



Title and Statement of Responsibility (Tag 245)(NR)

RDA 2.2 - *Source of information*

RDA 2.3 - *Title*

RDA 2.3.2 - *Title Proper*

RDA 2.3.3 - *Parallel Title Proper*

- **Take What You See (TWYS)** bagi institusi yang menggunakan konsep tersebut
- Jangan betulkan kesalahan ejaan. Tidak lagi menggunakan [sic] dan [i.e.]
- Betulkan kesalahan ejaan dalam Tag 246
- [] digunakan apabila sumber maklumat diperolehi di luar pada bahan



Title and Statement of Responsibility (Tag 245)(NR)

- Tiada “Rules of Three”

Contoh Rekod AACR2

Tag	Ind.	Data
245	0 0	\$a Sejarah negeri Selangor / \$c Pengarang: Faezah Md Idris ... [et al.]
700	0	\$a Faezah Md Idris

Contoh Rekod RDA

Tag	Ind.	Data
100	0	\$a Faezah Md Idris, \$e author
245	1 0	\$a Sejarah negeri Selangor / \$c Pengarang: Faezah Md Idris, Nik Irfah Rumaizah Ibrahim, Amy Zurina Abdullah, Toon Hoon Chin, Mohd Amin Maidin
700	0	\$a Nik Irfah Ibrahim, \$e author
700	0	\$a Amy Zurina Abdullah, \$e author
700	1	\$a Toon, Hoon Chin, \$e author
700	0	\$a Mohd Amin Maidin, \$e author

Title and Statement of Responsibility (Tag 245)(NR)

- Tiada \$h [GMD]

Contoh Rekod AACR2

Tag	Ind.	Data
100	0	\$a Faezah Md Idris
245	1 0	\$a Sejarah negeri Selangor / \$c Pengarang: Faezah Md Idris

Contoh Rekod RDA

Tag	Ind.	Data
100	0	\$a Faezah Md Idris, \$e author
245	1 0	\$a Sejarah negeri Selangor / \$c Pengarang: Faezah Md Idris
336		\$a text \$2 rdacontent
337		\$a unmediated \$2 rdamedia
338		\$a volume \$2 rdacarier

Title and Statement of Responsibility (Tag 245)(NR)

Kesalahan Ejaan

1.7.9 **Inaccuracies** 2014/04

When instructed to transcribe an element as it appears on the source, transcribe an inaccuracy or a misspelled word unless the instructions for a specific element indicate otherwise (e.g., exception at [2.3.1.4 RDA](#)).

EXAMPLE

The wold of television

A comprehensive law book on proceedings under every statute/ordinance with upt-to-date case law by superior courts

Make a note correcting the inaccuracy if considered important for identification or access (see [2.17 RDA](#)).

If the inaccuracy appears in a title and a corrected form of the title is considered important for identification or access, record a corrected form of the title as a variant title (see [2.3.6 RDA](#)).

245	0	0	\$a BALLADS COLLECTION OF Glenn Mediros
246	3		\$i Title should read: \$a Ballads collection of Glen Medeiros

Title and Statement of Responsibility (Tag 245)(NR)

Tag	Ind.		Data
100	0		\$a Azizul Abdul Karim, \$e author
245	1	0	\$a DIASPORA : \$b The Story of the Malay Peolpe / \$c By: Azizul Abdul Karim, Arif Mat Saleh, Azman Azhari, Lee Peak Ngan
246	1	3	\$i Title should read: \$a The story of the Malay people
700	0		\$a Arif Mat Saleh, \$e author
700	0		\$a Azman Azhari, \$e author
700	1		\$a Lee, Peak Ngan, \$e author

DIASPORA

**The Story of The Malay
Peolpe**

By:
Azizul Abdul Karim
Arif Mat Saleh
Azman Azhari
Lee Peak Ngan

Title and Statement of Responsibility (Tag 245)(NR)

Pengguguran maklumat

Optional Omission LC-PCC PS NLA PS BL PS MLA D-A-CH SKL LAC/BAC-BAnQ KBSP

Abridge a statement of responsibility only if this can be done without loss of essential information. Do not use a mark of omission (...) to indicate such an omission. Always record the first name appearing in the statement. When omitting names from a statement of responsibility naming more than one person, etc., apply the instructions at **2.4.1.5 RDA**.

EXAMPLE

by Harry Smith

Source of information reads: by Dr. Harry Smith

Charles F. Hoban, Jr.

Source of information reads: Charles F. Hoban, Jr., Special Assistant, Division of Visual Education, Philadelphia Public Schools

sponsored by the Library Association

Source of information reads: sponsored by the Library Association (founded 1877)

Title and Statement of Responsibility (Tag 245)(NR)

Development of Nursing Education in Sabah (North Borneo)

Francis Yong Y. P.
Former Principal Tutor,
College of Nursing, Queen
Elizabeth Hospital, Kota
Kinabalu, Sabah, Malaysia

Tag	Ind.		Data
100	1		\$a Yong, Francis Y. P., \$e author
245	1	0	\$a Development of Nursing Education in Sabah (North Borneo) / \$c Francis Yong Y.P.

Title and Statement of Responsibility (Tag 245)(NR)

1.7.5 Symbols 2016/04 LC-PCC PS MLA D-A-CH SKL LAC/BAC-BAnQ

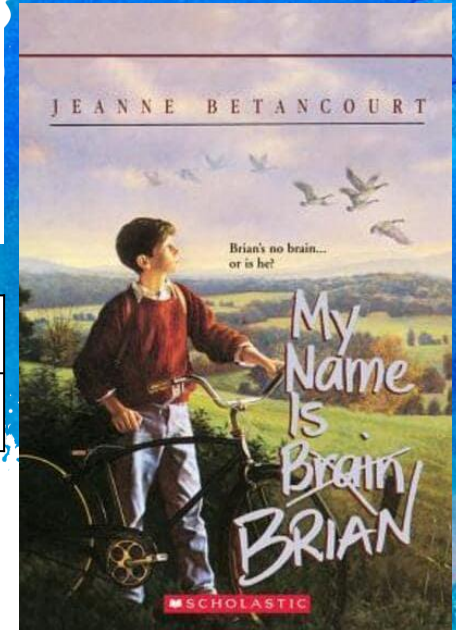
Replace symbols and other characters, etc., that cannot be reproduced by the facilities available, with a description of the symbol.

EXAMPLE

Robust H [proportional to] stabilization of stochastic hybrid systems with Wiener process
Symbol for "proportional to" appears on source of information

My name is Brain [crossed out] Brian
The word "Brain" appears with an X through it on source of information

Tag	Ind1	Ind2	Data
020			\$a My Name Is Brain [crossed out] BRIAN



Title and Statement of Responsibility (Tag 245)(NR)

Simbol

L♥VE

Tag	Ind.		Data
245	0	0	\$a L [love symbol for alphabet O]VE
246	3	3	\$a Love

Simbol (strike out/cross out)

DIARI Conteng
JiMi
Misi BASikal
𐄂𐄂 MIMI

Tag	Ind.		Data
245	0	4	\$a DIARI Conteng JiMi : \$b Misi BASikal [strike out] JiMi MIMI
246	3	3	\$a Diari conteng Jimi : \$b misi basikal Mimi

Tulisan terbalik

UNEXPECTE

Tag	Ind.		Data
245	0	0	\$a UNEXPECTE [alphabet in mirror writing]
246	3	3	\$a Unexpected

Varying Form of Title (Tag 246)(R)

RDA 2.3.3 - Parallel Title Proper

RDA 2.3.4 - Other Title Information

RDA 2.3.5 – Parallel Other Title Information

RDA 2.3.6 – Variant Title

2.3.6 Variant Title NLA PS LC-PCC PS D-A-CH KBSP

2.3.6.1 Scope D-A-CH

variant title ▼: A title associated with a resource that differs from a title recorded as a title proper, a parallel title proper, an other title information, a parallel other title information, an earlier title proper, a later title proper, a key title, or an abbreviated title.

Variant titles include the following:

- a) those that appear in the manifestation itself (e.g., on a title page, title frame, title screen; as a caption title, running title; on a cover, spine), on a jacket, sleeve, container, etc., or in accompanying material
- b) those associated with a manifestation through reference sources
- c) those assigned by an agency registering or preparing a description of the manifestation (e.g., a title assigned by a repository, a cataloguer's translation or transliteration of the title)
- d) those assigned by the creator or by previous owners or custodians of the manifestation, etc.
- e) corrections to titles that appear in the manifestation in an incorrect form
- f) part of a title (e.g., an alternative title or a section title recorded as part of a title proper)
- g) variations in a parallel title proper, an other title information, or a parallel other title information appearing on an earlier iteration of an integrating resource or on a later issue or part of a multipart monograph or serial.

Varying Form of Title (Tag 246)(R)

Contoh: Judul selari

245	0	0	\$a TEKNOLOGI KIMPALAN : \$b FUNGSI PENYELIAAN = (WELDING TECHNOLOGY) : (SUPERVISORY FUNCTION)
246	3	1	\$a Welding technology : \$b supervisory function

Contoh: Judul lain

245	0	0	\$a 20 Tahun Kegemilangan
246	3		\$a Dua puluh tahun kegemilangan



Edition Statement (Tag 250)(R)

RDA 2.5.2 - *Designation of Edition*

- **Take What You See (TWYS)**
- TIADA singkatan (*abbreviation*) KECUALI jika sedia ada pada bahan

Pada bahan	Tag	Ind.	Data
Second edition	250		\$a Second edition
Edisi kelima	250		\$a Edisi kelima
IV EDITION	250		\$a IV EDITION
Ed. Ke-7	250		\$a Ed. Ke-7
Teacher's edition	250		\$a Teacher's edition
2 nd ed.	250		\$a 2 nd ed.



Production/Publication/Distribution/Manufacture/Copyright Notice (Tag 264) (R)

- Merupakan tag baru yang menggantikan tag 260
- **Take What You See (TWYS)** bagi institusi yang menggunakan konsep tersebut
- TIADA singkatan (*abbreviation*) KECUALI jika sedia ada pada bahan
- TIDAK LAGI menggunakan “*S.l.*”, “*s.n.*” sekiranya maklumat tidak lengkap
- Tag 264 terbahagi kepada 5 bahagian yang diwakili oleh indicator ke-2:
 - 264 #0 Production ← Untuk bahan yang TIDAK diterbitkan
 - 264 #1 Publication** ← **WAJIB** dibina untuk bahan yang diterbitkan
 - 264 #2 Distribution
 - 264 #3 Manufacture
 - 264 #4 Copyright date** ← **WAJIB** dibina sekiranya ada

Production/Publication/Distribution/Manufacture/Copyright Notice (Tag 264) (R)

2.7 Production Statement

CORE ELEMENT

Date of production is a core element for manifestations issued in an unpublished form. Other sub-elements of production statements are optional.

2.7.1 Basic Instructions on Recording Production Statement

2.7.1.1 Scope

production statement ▼: A statement identifying the place or places of production, producer or producers, and date or dates of production of a resource in an unpublished form.

Production statements include statements relating to the inscription, fabrication, construction, etc., of a manifestation in an unpublished form.

2.7.1.4 Recording Production Statement

Record a production statement for a manifestation that is in an unpublished form (e.g., a manuscript, a painting, a sculpture, a locally made recording).

Transcribe a place of production and a producer's name as they appear on the source of information (see [1.7 RDA](#)).

Production/Publication/Distribution/Manufacture/Copyright Notice (Tag 264) (R)

Tag	I1	I2	Data
245	0	0	\$a Program Jom Baca 10 Minit Perpustakaan Negara Malaysia
264		0	\$a Kuala Lumpur : \$b Perpustakaan Negara Malaysia, \$c 2018

2.7.2.6 Place of Production Not Identified in the Manifestation 2015/04

LC-PCC PS KBSP

If a place of production is not identified in the manifestation, supply a place of production or probable place of production if it can be determined. Apply the instructions in this order of preference:

- a) known place (see [2.7.2.6.1 RDA](#))

EXAMPLE

[Salem, Massachusetts]

- b) probable place (see [2.7.2.6.2 RDA](#))

EXAMPLE

[Port Alberni, British Columbia?]

- c) known country, state, province, etc. (see [2.7.2.6.3 RDA](#))

EXAMPLE

[Denmark]

- d) probable country, state, province, etc. (see [2.7.2.6.4 RDA](#))

EXAMPLE

[France?]

- e) unknown place (see [2.7.2.6.5 RDA](#)).

Record *Place of production not identified* if neither a known nor a probable local place or country, state, province, etc., of production can be determined.

264		0	\$a [Place of production not identified] : \$b Perpustakaan Negara Malaysia, \$c 2018
-----	--	---	---

Production/Publication/Distribution/Manufacture/Copyright Notice (Tag 264) (R)

Tag	I1	I2	Data
245	0	0	\$a Program Jom Baca 10 Minit Perpustakaan Negara Malaysia
264		0	\$a Kuala Lumpur : \$b Perpustakaan Negara Malaysia, \$c 2018

2.7.4.7 No Producer Identified KBSP

Record *producer not identified* if:

no producer is named within the manifestation itself

and

the producer cannot be identified from other sources (see [2.2.4 RDA](#)).

264		0	\$a [Place of production not identified] : \$b [producer not identified], \$c 2018
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Production/Publication/Distribution/Manufacture/Copyright Notice (Tag 264) (R)

Tag	I1	I2	Data
245	0	0	\$a Program Jom Baca 10 Minit Perpustakaan Negara Malaysia
264		0	\$a Kuala Lumpur : \$b Perpustakaan Negara Malaysia, \$c 2018

2.7.6 Date of Production 2014/04 LC-PCC PS MLA

CORE ELEMENT

Date of production is a core element for manifestations issued in an unpublished form. If a date of production appears on the source of information in more than one calendar, only the date in the calendar preferred by the agency preparing the description is required.

2.7.6.1 Scope

date of production ▼ : A date associated with the inscription, fabrication, construction, etc., of a resource in an unpublished form.

264		0	\$c 2018
-----	--	---	----------



2.8 Publication Statement D-A-CH KBSP

CORE ELEMENT

Place of publication, publisher's name, and date of publication are core elements for published manifestations.

2.8.1 Basic Instructions on Recording Publication Statement

2.8.1.1 Scope LC-PCC PS D-A-CH

publication statement ▼ : A statement identifying the place or places of publication, publisher or publishers, and date or dates of publication of a resource.

Publication statements include statements relating to the publication, release, or issuing of a manifestation.

Tag	I1	I2	Data
245	0	0	Şa KEKELUARGAAN ISLAM / Şc MOHD FAIRUZ JAMALUDDİN
264		1	Şa Alor Setar, Kedah : Şb KOLEJ POLY-TECH MARA ALOR SETAR, Şc [2015]

Production/Publication/Distribution/Manufacture/Copyright Notice (Tag 264) (R)

2.8.2 Place of Publication LC-PCC PS NLA PS MLA D-A-CH LAC/BAC-BAnQ KBSP

CORE ELEMENT

If more than one place of publication appears on the source of information, only the first recorded is required.

2.8.4 Publisher's Name LC-PCC PS MLA SKL LAC/BAC-BAnQ KBSP

CORE ELEMENT

If more than one publisher's name appears on the source of information, only the first recorded is required.

2.8.6 Date of Publication 2014/04 LC-PCC PS KBSP KBSP

CORE ELEMENT

If a date of publication appears on the source of information in more than one calendar, only the date in the calendar preferred by the agency preparing the description is required.

Production/Publication/Distribution/Manufacture/Copyright Notice (Tag 264) (R)

2.8.2.6 Place of Publication Not Identified in the Manifestation LC-PCC PS

2015/04 MLA D-A-CH

If a place of publication is not identified in the manifestation, supply a place of publication or probable place of publication if it can be determined. Apply the instructions in this order of preference:

- a) known place (see [2.8.2.6.1 RDA](#))
- b) probable place (see [2.8.2.6.2 RDA](#))
- c) known country, state, province, etc. (see [2.8.2.6.3 RDA](#))
- d) probable country, state, province, etc. (see [2.8.2.6.4 RDA](#))
- e) unknown place (see [2.8.2.6.5 RDA](#)).

2.8.4.7 No Publisher Identified D-A-CH

Record *publisher not identified* if:

no publisher is named within the manifestation itself
and

the publisher cannot be identified from other sources (see [2.2.4 RDA](#)).

2.8.6.6 Date of Publication Not Identified in a Single-Part Manifestation

LC-PCC PS MLA D-A-CH SKL KBSP

If a date of publication is not identified in a single-part manifestation, supply the date or approximate date of publication (see [1.9.2 RDA](#)).

EXAMPLE

[2004?]

Date supplied based on statement in colophon: Dépôt légal: octobre 2004, N° 41576-2 (073109)

	I1	I2	Data
264		1	\$a [Place of publication not identified] : \$b [publisher not identified], \$c [2018?]

2.9 Distribution Statement LC-PCC PS D-A-CH 2015/04 MLA LAC/BAC-BAnQ

2.9.1 Basic Instructions on Recording Distribution Statement

2.9.1.1 Scope LC-PCC PS

distribution statement ▼: A statement identifying the place or places of distribution, distributor or distributors, and date or dates of distribution of a resource in a published form.

- Maklumat pengedaran bukan mandatori
- Boleh dibina sebagai maklumat tambahan

Production/Publication/Distribution/Manufacture/Copyright Notice (Tag 264) (R)

2.9.2.6 Place of Distribution Not Identified in the Manifestation 2015/04

LC-PCC PS KBSP

If a place of distribution is not identified in the manifestation, supply a place of distribution or probable place of distribution if it can be determined. Apply the instructions in this order of preference:

- a) known place (see [2.9.2.6.1 RDA](#))
- b) probable place (see [2.9.2.6.2 RDA](#))
- c) known country, state, province, etc. (see [2.9.2.6.3 RDA](#))
- d) probable country, state, province, etc. (see [2.9.2.6.4 RDA](#))
- e) unknown place (see [2.9.2.6.5 RDA](#)).

2.9.4.7 No Distributor Identified

Record *distributor not identified* if:

- no distributor is named within the manifestation itself
- and**
- the distributor cannot be identified from other sources (see [2.2.4 RDA](#)).

2.9.6.6 Date of Distribution Not Identified in a Single-Part Manifestation

If a date of distribution is not identified in a single-part manifestation, supply the date or an approximate date of distribution (see [1.9.2 RDA](#)).

If an approximate date of distribution for a single-part manifestation cannot reasonably be determined, record *date of distribution not identified*. Indicate that the information was taken from a source outside the resource itself (see [2.2.4 RDA](#)).

Tag	I1	I2	Data
264		2	\$a [Place of distribution not identified] : \$b [distributor not identified], \$c [date of distribution not identified]

2.10 Manufacture Statement LC-PCC PS D-A-CH 2015/04 MLA NLA PS

2.10.1 Basic Instructions on Recording Manufacture Statement

2.10.1.1 Scope

manufacture statement ▼: A statement identifying the place or places of manufacture, manufacturer or manufacturers, and date or dates of manufacture of a resource in a published form.

Manufacture statements include statements relating to the printing, duplicating, casting, etc., of a manifestation in a published form.

- Maklumat perkilangan bukan mandatori
- Boleh dibina sebagai maklumat tambahan

Production/Publication/Distribution/Manufacture/Copyright Notice (Tag 264) (R)

2.10.2.6 Place of Manufacture Not Identified in the Manifestation 2015/04

LC-PCC PS

If a place of manufacture is not identified in the manifestation, supply a place of manufacture or probable place of manufacture if it can be determined. Apply the instructions in this order of preference:

- a) known place (see [2.10.2.6.1 RDA](#))
- b) probable place (see [2.10.2.6.2 RDA](#))
- c) known country, state, province, etc. (see [2.10.2.6.3 RDA](#))
- d) probable country, state, province, etc. (see [2.10.2.6.4 RDA](#))
- e) unknown place (see [2.10.2.6.5 RDA](#)).

2.10.4.7 No Manufacturer Identified

Record *manufacturer not identified* if:

no manufacturer is named within the manifestation itself

and

the manufacturer cannot be identified from other sources (see [2.2.4 RDA](#)).

2.10.6.6 Date of Manufacture Not Identified in a Single-Part Manifestation

If a date of manufacture is not identified in a single-part manifestation, supply a date or an approximate date of manufacture (see [1.9.2 RDA](#)).

If an approximate date of manufacture for a single-part manifestation cannot reasonably be determined, record *date of manufacture not identified*. Indicate that the information was taken from a source outside the manifestation itself (see [2.2.4 RDA](#)).

Tag	I1	I2	Data
264		3	\$a [Place of manufacture not identified] : \$b [manufacturer not identified], \$c [date of manufacture not identified]

Production/Publication/Distribution/Manufacture/Copyright Notice (Tag 264) (R)

2.11 Copyright Date 2015/04 D-A-CH NLA PS LC-PCC PS MLA SKL LAC/BAC-BAnQ KBSP

2.11.1 Basic Instructions on Recording Copyright Date

2.11.1.1 Scope

copyright date ▼: A date associated with a claim of protection under copyright or a similar regime.
Copyright dates include phonogram dates, that is, dates associated with claims of protection for audio recordings.

2.11.1.3 Recording Copyright Date 2014/04 D-A-CH

Record a copyright date by applying the general guidelines on numbers expressed as numerals or as words (see [1.8 RDA](#)).
Precede the date by the copyright symbol (©) or the phonogram copyright symbol (Ⓒ). If the appropriate symbol cannot be reproduced, precede the date by *copyright* or *phonogram copyright*.

EXAMPLE

©2002

copyright 2005

Ⓒ1983

Tag	I1	I2	Data
264		4	© 2018
264		4	Ⓒ 2018

If the manifestation has multiple copyright dates that apply to a single aspect (e.g., text, sound, or graphics), record only the latest copyright date.

Production/Publication/Distribution/Manufacture/Copyright Notice (Tag 264) (R)



Tag	I1	I2	Data
100	0		\$a Noor Azniza Ishak, \$e author.
245	1	0	\$a Tanyalah KAUNSELOR : \$b Himpunan Isu Kekeluargaan dan Masyarakat / \$c Noor Azniza Ishak
264		1	\$a Sintok, Kedah : \$b Penerbit Universiti Utara Malaysia, \$c 2018
264		4	\$c ©2018

Production/Publication/Distribution/Manufacture/Copyright Notice (Tag 264) (R)

Tahun hakcipta dibina di tag 008/11-14 (*Date 2*) manakala **tahun penerbitan** di tag 008/07-10 (*Date 1*)

Tag	Ind.	Data
264	1	\$a Petaling Jaya, Selangor : \$b Pustaka Suria, \$c 2012
264	4	\$c ©2012

Tahun copyright →

Book 008 Fixed Fields

Local Lvl:	4	Analyzed:	0	Rec Stat:	Increase in enc
Archive:	No specific type	Enc Lvl:	(#) Full level	Desc:	ISBD punctuati
Multipart:	Not specified or	Date Tp:	Publication/cop	Date 1:	2012
Date 2:	2012	Pl Pub:	Malaysia	Illus:	ao
Audience:	Adult	Form:	None of the foll	Contents:	
Govt Pub:	Federal/nationa	Conf Pub:	Not a conferenc	Festschr:	Not a festschrif

→ **Tahun penerbitan**

Physical description (Tag 300)(R)

- Merekodkan fizikal bahan
- **BUKAN** *Take What You See* (TWYS)
- Tiada singkatan (*abbreviation*)
- Maklumat fizikal dideskripsi mengikut bahasa pengkatalogan yang digunakan oleh institusi masing-masing

Format maklumat fizikal untuk bahan monograf:

Tag	Ind.	Data
300		\$a Extent : \$b Illustrative content ; \$c Dimension + \$e Accompanying material

Tag	Ind.	Data
300		\$a iii, 67 pages : \$b colour illustrations ; \$c 22 cm + \$e 1 computer disc



Physical description (Tag 300)(R)

Tag 300 \$a *Extent*

RDA 3.4 – *Extent*

RDA 3.11 – *Layout*

- Bilangan dan jenis unit dan/atau subunit bahan
- Jenis *extent* boleh dirujuk di ***type of carrier – RDA Toolkit 3.4.1.3***
- Bagi bahan yang mengandungi muka surat (*pages*) atau helaian (*leaves*):
 - Nyatakan dalam bentuk angka jika bentuk sebenar dieja dalam perkataan.

Contoh:

Muka surat pada bahan: Seratus enam puluh tujuh



Physical description (Tag 300)(R)

Tag 300 \$a *Extent*

- Bagi bahan yang tidak mempunyai muka surat (*pages*) atau helaian (*leaves*):
 - a) Rekodkan jumlah sebenar muka surat atau helaian sekiranya dapat dipastikan jumlahnya.

Contoh:

Tag	Ind.	Data
300		\$a 93 unnumbered pages

- b) Rekodkan anggaran muka surat sekiranya jumlah sebenar tidak dapat dipastikan.

Contoh:

Tag	Ind.	Data
300		\$a approximately 600 pages

Physical description (Tag 300)(R)

Tag 300 \$a *Extent*

c) Rekodkan 1 volume (*unpaged*)

Contoh:

Tag	Ind.	Data
300		\$a 1 volume (<i>unpaged</i>)

Tag	Ind.	Data
300		\$a 2 volumes (<i>unpaged</i>)



Physical description (Tag 300)(R)

Tag 300 \$a Extent

- Bagi bahan yang mempunyai muka surat (*pages*) atau helaian (*leaves*) yang pelbagai:
- Contoh:

Tag	Ind.	Data
300		\$a 2 volumes (various pagings)

- a) Record the total number of pages, leaves, or columns (excluding those that are blank or contain advertising or other inessential matter) followed by *in various pagings*, *in various foliations*, or *in various numberings*, as appropriate.

EXAMPLE

1000 pages in various pagings

256 leaves in various foliations

1283 columns in various numberings

- b) Record the number of pages, leaves, or columns in the main sequences of the pagination and add the total number of the remaining variously numbered or unnumbered sequences.

EXAMPLE

560, 223 pages, 217 variously numbered pages
Manifestation with 1000 pages in various pagings

366, 98 pages, 99 unnumbered pages

- c) Record *1 volume (various pagings)*.

EXAMPLE

1 volume (various pagings)
Manifestation with 1000 pages in various pagings

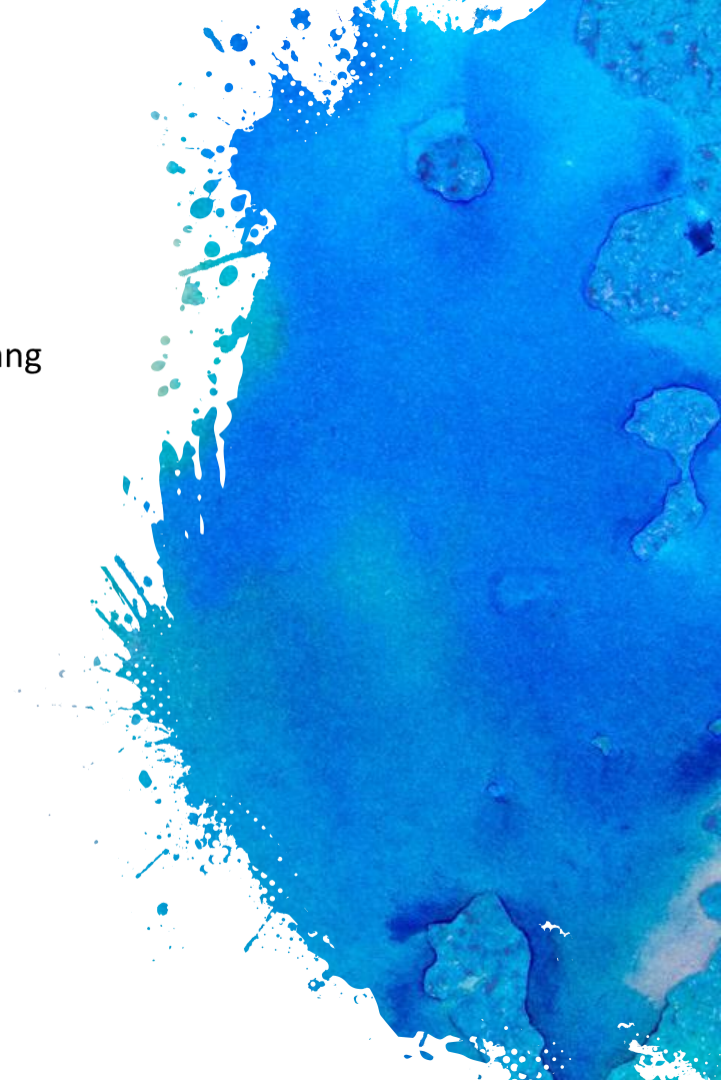
Physical description (Tag 300)(R)

Tag 300 \$a *Extent*

- Bagi bahan yang mempunyai duplikasi muka surat (biasanya buku yang mempunyai teks sejajar):

Contoh:

Tag	Ind.	Data
300		\$a xii, 35, 35 pages



Physical description (Tag 300)(R)

Tag 300 \$a *Extent*

- Bagi bahan yang mempunyai muka surat pada kedua-dua arah (biasanya buku yang mempunyai dua bahasa):
 - Rekodkan kesemua muka surat mengikut turutan.

Contoh:

Tag	Ind.	Data
300		\$a iv, 127, 135, vii pages

Physical description (Tag 300)(R)

Tag 300 \$a Extent

- Bagi bahan yang mempunyai banyak jilid:
 - Rekodkan jumlah kesemua jilid.

Contoh:

Tag	Ind.	Data
300		\$a 3 volumes

- Jika mempunyai muka surat yang berterusan, berikan muka surat spesifik dalam kurungan.

Contoh:

Tag	Ind.	Data
300		\$a 3 volumes (xx, 800 pages)

Physical description (Tag 300)(R)

Tag 300 \$a *Extent*

- Jika mempunyai muka surat berasingan, berikan muka surat spesifik dalam kurungan.

Contoh:

Tag	Ind.	Data
300		\$a 3 volumes (xvi, 329 ; xx, 412 ; xx, 305 pages)

Physical description (Tag 300)(R)

Tag 300 \$a *Extent*

- Bagi bahan yang berbentuk lembaran atau helaian:

- Jika tidak dilipat

Contoh:

Tag	Ind.	Data
300		\$a 1 sheet

- Jika dilipat

Contoh:

Tag	Ind.	Data
300		\$a 1 folded sheet (8 pages)

Physical description (Tag 300)(R)

Tag 300 \$a Extent

Contoh:

Tag	Ind.	Data
300		\$a 2 volumes (xxxxi, 999 pages)
Tag	Ind.	Data
300		\$a iii, 32 pages
Tag	Ind.	Data
300		\$a A–Z pages
Tag	Ind.	Data
300		\$a 2 volumes (xvi, 329 ; xx, 412 pages)
Tag	Ind.	Data
300		\$a 27 pages, 300 leaves



Physical description (Tag 300)(R)

Tag 300 \$b (*Illustrative content*)

RDA 7.15 - *Illustrative content*

RDA 7.17 - *Colour Content*

- *Tables/Jadual* yang mengandung perkataan atau nombor **BUKAN** *illustrative content*
- Abaikan ilustrasi di muka surat judul, etc. dan ilustrasi yang sedikit (dianggap tidak penting oleh pengkatalog)
- Ilustrasi berwarna (*Colour illustration*):
 - Ketetapan PNM menggunakan **colour** **BUKAN** color
 - **Ilustrasi berwarna hitam, putih dan kelabu BUKAN ilustrasi berwarna. Warna selain daripadanya ialah ilustrasi berwarna**



Physical description (Tag 300)(R)

7.15.1.3 Recording Illustrative Content D-A-CH SKL LAC/BAC-BAnQ KBSP

Record an illustrative content if considered important for identification or selection. Use one or more appropriate terms from the following list. Record the type of an illustrative content in place of or in addition to the general term *illustration*.

coat of arms

facsimile

form

genealogical table

graph

illumination

illustration

map

photograph

plan

portrait

sample

Record the term in the singular or plural, as applicable.

EXAMPLE

illustrations

Resource contains various types of illustrative content

If none of the terms in the list is appropriate or sufficiently specific, use another concise term or terms (e.g., chart, music) to indicate the type of an illustrative content.

Physical description (Tag 300)(R)

Tag 300 \$b (*Illustrative content*)

Contoh:

Tag	Ind.	Data
300		\$a iii, 32 pages : \$b illustrations

Tag	Ind.	Data
300		\$a 32 pages : \$b colour illustrations, photographs

Tag	Ind.	Data
300		\$a 15 pages : \$b photographs, colour maps

Tag	Ind.	Data
300		\$a ix, 178 pages : \$b some colour illustrations

Physical description (Tag 300)(R)

Tag 300 \$c (*Dimension*)

RDA 3.5 – *Dimension*

- Berikan ukuran tinggi dalam cm (cm bukan singkatan / *abbreviation*)

Contoh:

Tag	Ind.	Data
300		\$a 24 pages ; \$c 15 cm

- Bagi monograf yang mempunyai ketinggian KURANG daripada 10 cm, berikan ukuran dalam mm.

Contoh:

Tag	Ind.	Data
300		\$a 8 pages ; \$c 80 mm



Physical description (Tag 300)(R)

Tag 300 \$c (*Dimension*)

- Monograf yang mempunyai:
 - ✓ Kelebaran LEBIH daripada ketinggian ; atau
 - ✓ Kelebaran KURANG daripada setengah ketinggian, berikan ukuran Tinggi x Lebar.

Contoh:

Tag	Ind.	Data
300		\$a 20 pages : \$b some colour illustrations ; \$c 15 x 30 cm

Physical description (Tag 300)(R)

Tag 300 \$c (Dimension)

- Bagi lembaran (*sheets*):

- Rekodkan tinggi x lebar bahan.

Contoh:

Tag	Ind.	Data
300		\$a 1 sheet ; \$c 28 x 22 cm

- Untuk lembaran yang dilipat, rekodkan tinggi x lebar, diikuti tinggi x lebar bahan apabila dilipat.


Contoh:

Tag	Ind.	Data
300		\$a 1 folded sheet (8 pages) ; \$b illustrations ; \$c 48 x 30 cm, folded to 24 x 15 cm



Physical description (Tag 300)(R)

Tag 300 \$e (*Accompanying material*)

- ▶ *Accompanying material* : bahan iringan (**bahan yang tidak dijilid bersama-sama bahan utama**)
- ▶ Cara merekod bahan iringan:
 - a) Jika bahan iringan mempunyai peranan penting kepada bahan, nyatakan di dalam tag **300 \$e**
[Perlu dimasukkan tag 006 dan 007 jika *types of material* berbeza dengan bahan utama] 
 - b) Jika kurang penting, hanya nyatakan di tag **5XX**
 - c) Jika tidak penting, **tidak perlu dinyatakan** langsung

Physical description (Tag 300)(R)

Tag 300 \$e (*Accompanying material*)

Contoh 1:

Tag	Ind.	Data
300		\$a 167 pages ; \$b colour maps ; \$c 24 cm + \$e 1 teacher's manual

Contoh 2:

Tag	Ind.	Data
300		\$a ii, 23 pages ; \$c 20 cm + \$e 1 computer disc

Contoh 3:

Tag	Ind.	Data
300		\$a 2 volumes (various pagings) : \$b colour maps, colour photographs ; \$c 32 cm + \$e 1 filmstrip



(Tag 006) (Fixed-Length Data Elements- Additional Material Characteristics) – (R)

- 8 character positions (00-17) that provide for coding information about special aspects of the item being cataloged that cannot be coded in field 008 (Fixed-Length Data Elements).
- Tag 006 digunakan apabila:
 - ✓ when an item has multiple characteristics
 - ✓ to record the coded computer file aspects of electronic items coded in Leader/06 as something other than code m

Contoh:

- a) printed material with an accompanying cassette
- b) electronic map





(Tag 007) Physical Description Fixed Field - (R)

Physical Description Fixed Field

- Special information about the **physical characteristics** in a coded form. The information may represent the whole item or parts of an item such as accompanying material
- The physical characteristics are often related to information in other parts of the MARC record especially from field 300 (Physical Description) or one of the 5XX note fields
- Semua bahan yang mempunyai bahan iringan harus ada tag 007 KECUALI buku printed biasa (tag 300 sudah mencukupi untuk menerangkan fizikal bahan)





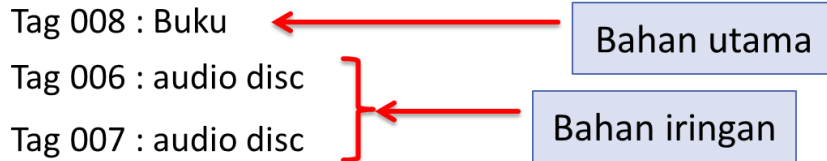
(Tag 007) Physical Description Fixed Field - (R)

Physical Description Fixed Field

- Jika bahan iringan mempunyai peranan penting kepada bahan, nyatakan di dalam tag **300 \$e** **[Perlu dimasukkan tag 006 dan 007 jika types of material berbeza dengan bahan utama]**

Contoh:

Buku MUET bersama bahan iringan audio disc



BAHAN UTAMA	BAHAN IRINGAN (di tag 300 Şe)	BAHAN
	 	 
Tag 008	Tag 006 Tag 007	Tag 008 Tag 006 Tag 007
	 	 
Tag 008	Tag 007	Tag 008 Tag 007



Content Type, Media Type, Carrier Type – (Tag 336/337/338)R

- Menggantikan Tag 245 \$h [GMD] ***TIDAK LAGI DIGUNAKAN**
- Boleh diulang
- Tag BARU dan WAJIB dimasukkan pada semua rekod tidak kira jenis bahan
 - ❑ **Tag 336 (Content type)** – Rujuk RDA 6.9.1.3
 - ❑ **Tag 337 (Media type)** – Rujuk RDA 3.2.1.3
 - ❑ **Tag 338 (Carrier type)** – Rujuk RDA 3.3.1.3

Format tag bagi bahan monograf:

Tag 336 \$a text \$2 rdacontent

Tag 337 \$a unmediated \$2 rdamedia

Tag 338 \$a volume \$2 rdacarrier

Content Type, Media Type, Carrier Type – (Tag 336/337/338)R

Tag 336 /337/338

Contoh AACR:

Tag	Ind.		Data
245	1	0	\$a Anak adalah anugerah / \$c Saat Sulaiman

Contoh RDA:

Tag	Ind.		Data
245	1	0	\$a Anak adalah anugerah / \$c Saat Sulaiman
336			\$a text \$2 rdacontent
337			\$a unmediated \$2 rdamedia
338			\$a volume \$2 rdacarrier

Content Type, Media Type, Carrier Type – (Tag 336/337/338)R

Tag 336 /337/338

Contoh AACR:

Tag	Ind.		Data
245	1	0	\$a One Flavour at a Time : \$b Every food have their own story / \$c Saat Sulaiman

Contoh RDA:

Tag	Ind.		Data
245	1	0	\$a One Flavour at a Time : \$b Every food have their own story / \$c Saat Sulaiman
336			\$a text \$2 rdacontent
336			\$a still image \$2 rdacontent
337			\$a unmediated \$2 rdamedia
338			\$a volume \$2 rdacarrier



Content Type, Media Type, Carrier Type – (Tag 336/337/338)R

Tag 336 - *Content type*

RDA 6.9.1.3 - *Content type*

- ▶ Digunakan bersama *Leader/06 (Type of record)*. *Leader/06* menjelaskan kandungan bahan secara umum, manakala tag 336 menjelaskan kandungan bahan secara spesifik.
- ▶ Tag 336 **BOLEH DIULANG** (*Repeatable*)
- ▶ Rujuk ***Term and Code List for RDA Content Types*** untuk melihat kesemua 25 terminologi
- ▶ Rujuk *RDA Toolkit Glossary* untuk melihat definisi kesemua 25 terminologi

Content Type, Media Type, Carrier Type – (Tag 336/337/338)R

Tag 337 - Media type

RDA 3.2.1.3 - *Media type*

- ▶ *Media type* : Jenis media / alat yang diperlukan untuk memainkan, memaparkan, etc. kandungan bahan
- ▶ Digunakan sebagai alternatif dan tambahan kepada Tag 007/00 (*Category of material*)
- ▶ Tag 337 **BOLEH DIULANG** (*Repeatable*)
- ▶ Rujuk ***Term and Code List for RDA Media Types*** untuk melihat kesemua 10 terminologi
- ▶ Rujuk *RDA Toolkit Glossary* untuk melihat definisi kesemua 10 terminologi

Content Type, Media Type, Carrier Type – (Tag 336/337/338)R

Tag 338 - Carrier type

RDA 3.3.1.3 (*Carrier type*)

- ▶ Menyatakan *format storage medium and housing of a carrier in combination with the media type*
- ▶ Digunakan sebagai alternatif dan tambahan kepada Tag 007/01 (*Specific material designation*)
- ▶ Tag 338 **BOLEH DIULANG** (*Repeatable*)
- ▶ Rujuk **Term and Code List for RDA Carrier Types** untuk melihat kesemua 50 terminologi
- ▶ Rujuk RDA *Toolkit Glossary* untuk melihat definisi kesemua 50 terminologi





Content Type, Media Type, Carrier Type – (Tag 336/337/338)R

Formula Tag 336/337/338 untuk bahan monograf

Tag	Ind.	Data
336		\$a text \$2 rdacontent
337		\$a unmediated \$2 rdamedia
338		\$a volume \$2 rdacarrier

Content Type, Media Type, Carrier Type – (Tag 336/337/338)R

Format tag 336/337/338 bagi bahan utama + bahan iringan

BAHAN UTAMA	BAHAN IRINGAN (di tag 300 \$e)	BAHAN														
	  															
Tag 008 Tag 336 Tag 337 Tag 338	Tag 006 Tag 007 Tag 336 Tag 337 Tag 338	<table border="0"> <tr> <td>Tag 008</td> <td>→ Buku (bahan utama)</td> </tr> <tr> <td>Tag 006</td> <td rowspan="2">} CD (bahan iringan)</td> </tr> <tr> <td>Tag 007</td> </tr> <tr> <td>Tag 336</td> <td rowspan="2">} Buku (bahan utama)</td> </tr> <tr> <td>Tag 337</td> </tr> <tr> <td>Tag 338</td> <td rowspan="3">} CD (bahan iringan)</td> </tr> <tr> <td>Tag 336</td> </tr> <tr> <td>Tag 337</td> </tr> <tr> <td>Tag 338</td> <td></td> </tr> </table>	Tag 008	→ Buku (bahan utama)	Tag 006	} CD (bahan iringan)	Tag 007	Tag 336	} Buku (bahan utama)	Tag 337	Tag 338	} CD (bahan iringan)	Tag 336	Tag 337	Tag 338	
Tag 008	→ Buku (bahan utama)															
Tag 006	} CD (bahan iringan)															
Tag 007																
Tag 336	} Buku (bahan utama)															
Tag 337																
Tag 338	} CD (bahan iringan)															
Tag 336																
Tag 337																
Tag 338																

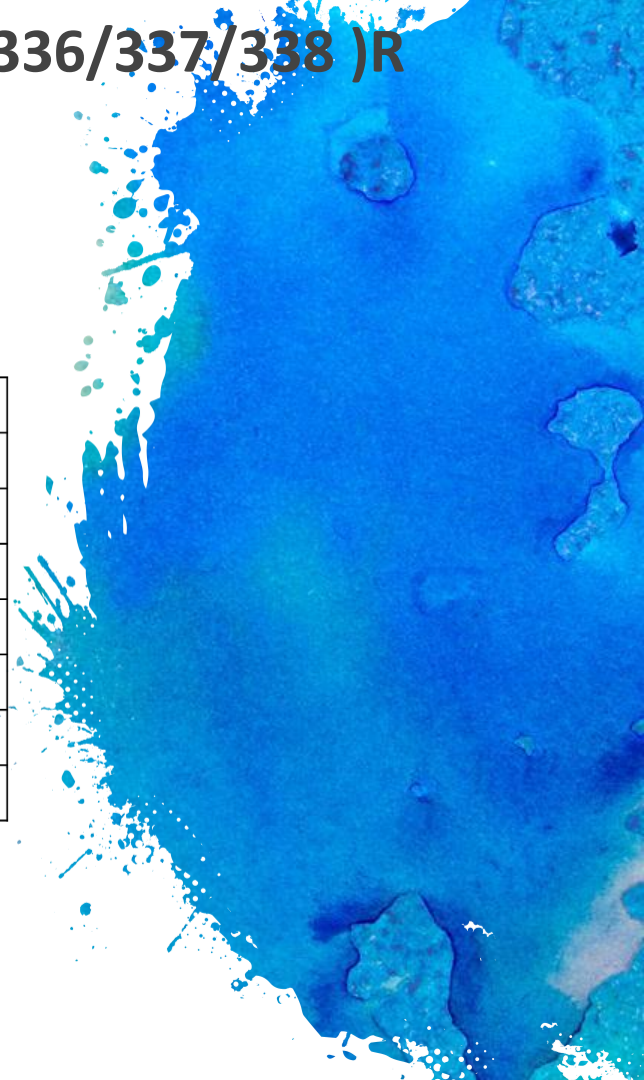


Content Type, Media Type, Carrier Type – (Tag 336/337/338)R

Contoh rekod:

Buku yang mempunyai bahan iringan DVD

Tag	Ind.	Data
300		\$a 120 pages : \$b colour photographs ; \$c 27 cm + \$e 1 videodisc
336		\$a text \$2 rdacontent
336		\$a two-dimensional moving image \$2 rdacontent
337		\$a unmediated \$2 rdamedia
337		\$a video \$2 rdamedia
338		\$a volume \$2 rdacarrier
338		\$a videodisc \$2 rdacarrier



Series Statement & Series Added Entry – (Tag 490 & Tag 830)R

- Tag 490 adalah **Take What You See (TWYS)**
- Tag 830 bukan *Take What You See*
- TIADA singkatan (*abbreviation*) KECUALI jika sedia ada pada bahan

Contoh: SIRI Anak-anak Soleh

Tag	Ind.	Data
490	1	\$a SIRI Anak-anak Soleh
830	0	\$a Siri anak-anak soleh

Note Fields – (Tag 5XX)R

- **BUKAN** *Take What You See* (TWYS)
- Tiada singkatan (*abbreviation*)
- Perlu ditulis dalam bahasa Inggeris (walaupun bahan dalam bahasa Malaysia atau bahasa lain kerana bahasa pengkatalogan adalah bahasa Inggeris)

Tag 500 (General note) – R

Contoh:

Tag	I1	I2	Data
500			\$a Contains verses from the Qur'an
500			\$a Includes index

Note Fields – (Tag 5XX)R

Tag 504 - Bibliography note (R)

Contoh:

Tag	I1	I2	Data
504			\$a Bibliography: page 105
504			\$a Bibliography: pages 125-128

Tag 520 – Summary, etc. (R)

Contoh:

Tag	I1	I2	Data
520			\$a An illustrated collection of nursery rhymes

Note Fields – (Tag 5XX)R

Tag 521 – Target Audience Note (R)

Contoh:

Tag	I1	I2	Data
521	1		\$a 5 and above

Tag 546 – Language note (R)

Contoh:

Tag	I1	I2	Data
041	0		\$a may \$a ara
546			\$a Text in Malay and English

Bina tag 6XX seperti biasa



Added Access Point – (Tag 7XX)(R)

Tag 700

Tag 700 - Personal Name (NR)

- RDA 19.2 - Creator
- RDA 20.0 - Contributor
- RDA 9.2.2 - Preferred Name for the Person
- RDA 9.4 - Title of the Person
- RDA 9.6 - Other Designation Associated with the Person
- RDA 9.16 - Profession or Occupation
- RDA 9.3 - Date Associated with the Person

Tag 710

Tag 710 - Corporate Name (NR)

- RDA 19.2 - Creator
- RDA 20.0 - Contributor
- RDA 11.2.2 - Preferred Name for the Corporate Body
- RDA 11.5 - Associated Institution

Tag 711

Tag 711 - Meeting Name (NR)

- RDA 19.2 - Creator
- RDA 20.2 - Contributor
- RDA 11.2.2 - Preferred Name for the Corporate Body
- RDA 11.6 - Number of a Conference, etc.
- RDA 6.4 - Date of Work
- RDA 6.5 - Place of Origin of the Work

Added Access Point – (Tag 7XX)(R)

- Merupakan additional authorized access point
- Perlu dimasukkan **relationship designator (rujuk appendix I) di \$e (Relator term)**

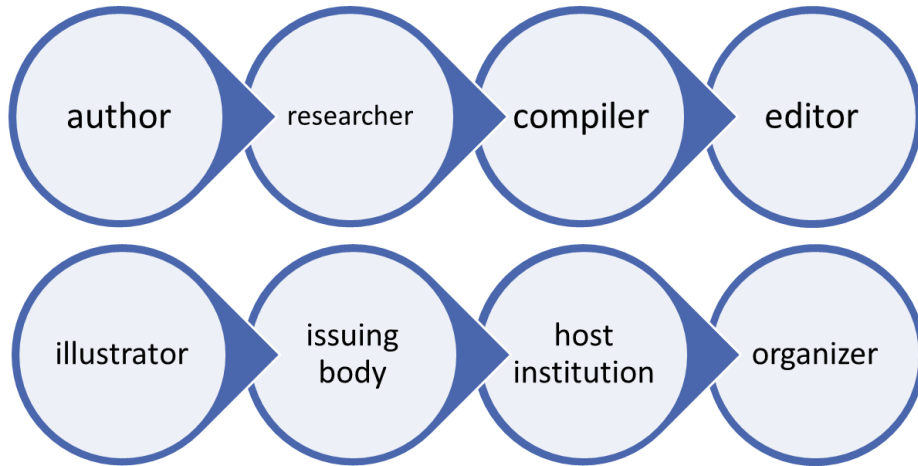
Tag	Ind.		Data
245	0	0	\$a JACARANDA 2.0 / \$c Edited by Aaliya Adni
700	0		\$a Aaliya Adni, \$e editor

- Relationship designator PENTING untuk menunjukkan perhubungan yang spesifik di antara penanggungjawab (creator/contributor) dengan karya yang dihasilkan (work)
- Bina nama penanggungjawab berpandukan buku:
 - ✓ Standard Entri Pengkatalogan Malaysia: Nama Orang Perseorangan
 - ✓ Standard Entri Pengkatalogan Malaysia: Nama Badan Selembaga
 - ✓ Library of Congress Authorities



Added Access Point – (Tag 7XX)(R)

Relationship designator yang kerap digunakan untuk bahan monograf:



Alternate Graphic Representation- (Tag 880) (R)

- Tag 880 perlu ditambah ke dalam rekod jika bahan dalam script selain daripada script Latin seperti Chinese script, Cyrillic script, Arabic script, Japanese script, Korean script, Hebrew script, Greek script
- Script akan dimasukkan ke dalam tag 880 manakala transliterasi akan dimasukkan ke dalam tag-tag yang terlibat.

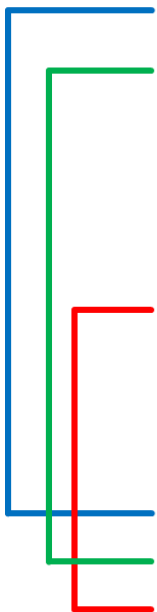
Contoh:

Tag	Ind.		Data
245	1	0	\$6 880-01 \$a Judul yang dibuat Transliterasi
880	1	0	\$6 245-01/(3/r \$a Judul dalam skrip bahasa asal

Alternate Graphic Representation- (Tag 880) (R)

Contoh:

090	2	0	\$b LIN \$d D
100	1		\$a Lin, Yiyun, \$d 1956- \$e author.
245	1	0	\$6 880-01 \$a He an hua yuan le / \$c Lin Yiyun zhu
264		1	\$6 880-02 \$a Taipei shi : \$b Jiu ge chu ban she, \$c 2014
300			\$a 221 pages ; \$c 21 cm.
336			\$a text \$2 rdacontent
337			\$a unmediated \$2 rdamedia
338			\$a volume \$2 rdacarrier
490	1		\$6 880-03 \$a Jiu ge wen ku ; \$v 1164
599			\$a LULUS
650	1	0	\$a Chinese fiction
830		0	\$a Jiu ge wen ku ; \$v 1164
880	1	0	\$6 245-01/\$1 \$a 河岸花园了/ \$c 林宜运 著
880		1	\$6 264-02/\$1 \$a 台北市 : \$b 九歌出版社, \$c 2014
880	1		\$6 490-03/\$1 \$a 九歌文库 ; \$v 1164
997			\$a PNP



Alternate Graphic Representation- (Tag 880) (R)

Script identification code - Occurrence number is followed immediately by a slash (/) and the script identification code. This code identifies the alternate script found in the field. The following codes are used:

Code	Script
(3	Arabic
(B	Latin
\$1	Chinese, Japanese, Korean
(N	Cyrillic
(S	Greek
(2	Hebrew



Alternate Graphic Representation- (Tag 880) (R)

Contoh 1: Buku bahasa Arab

Tag	Ind.		Data
245	0	0	\$6 880-01 \$a Riyadh al-solihin
880	0	0	\$6 245-01/(3/r \$a رياض الصالحين

Contoh 2: Buku bahasa Cina

Tag	Ind.		Data
245	0	0	\$6 880-01 \$a Wu meng / \$c Jian zhi : Xu Youli
880	0	0	\$6 245-01/\$1 \$a 吾梦 / \$c 监制 : 徐有利

Contoh 3 : Buku bahasa Tamil

Tag	Ind.		Data
245	1	0	\$6 880-02 \$a Pirivu nirantharamalla / \$c K. Subramaniam
880	1	0	\$6 245-02/\$1 \$a பிரிவு பிரந்தர / \$c கி. சுப்ரமணியம்

TAMAT

Topik seterusnya: RDA & MARC 21: Bahan
Terbitan Bersiri