

MANUAL PENGKATALOGAN MENCETAK 'BOOK LABEL' DAN 'SPINE LABEL' BAHAN PERPUSTAKAAN MENGGUNAKAN ILMU EXPLORER

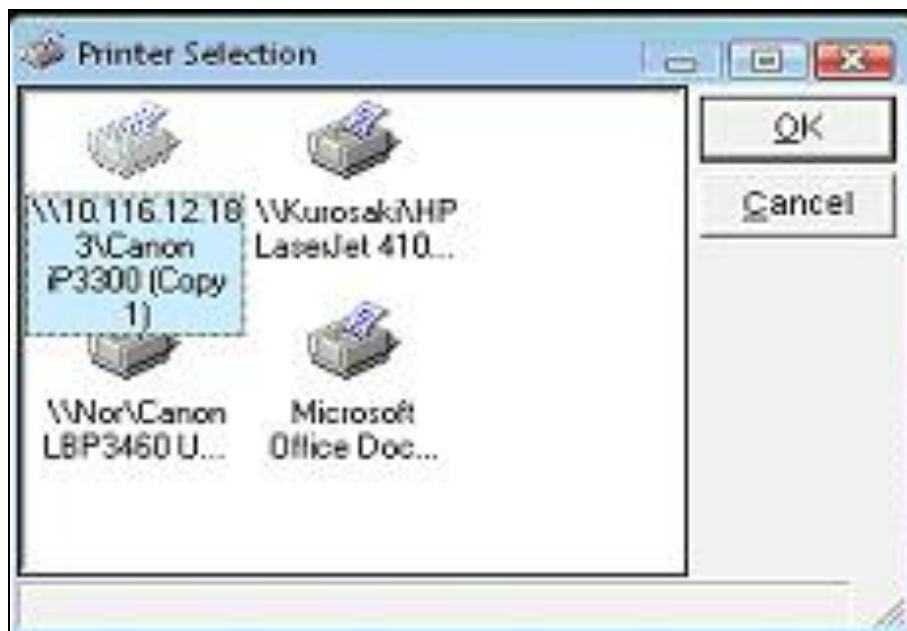
1. Mula
2. Letak buku yang telah disemak oleh Timbalan Ketua Pustakawan / Pustakawan Unit Pengindeksan di rak perlabelan Unit Pengindeksan, manakala bahan media diletakkan di kotak bahan media.
3. Ambil buku di rak Unit Pengindeksan.



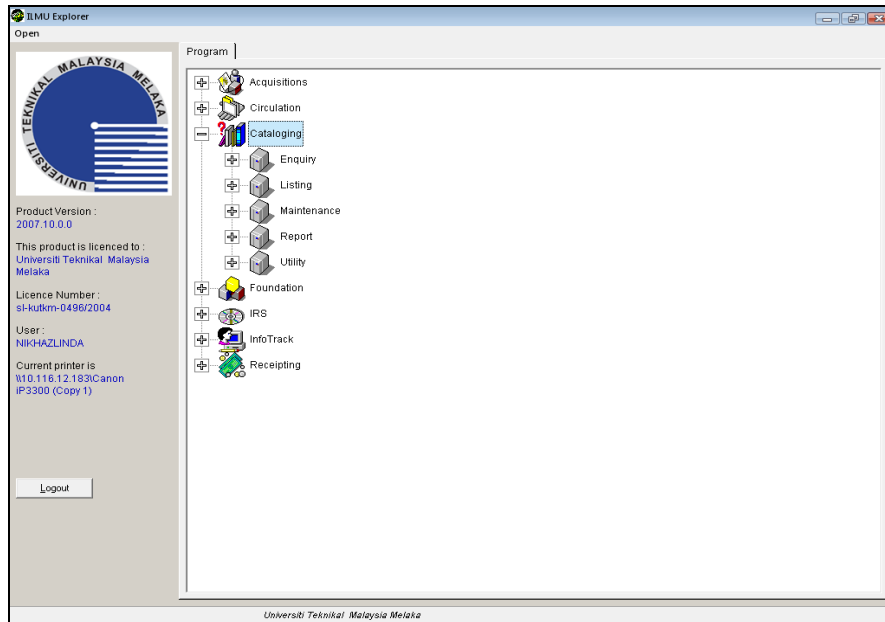
4. Pilih 'Ilmu Explorer'.



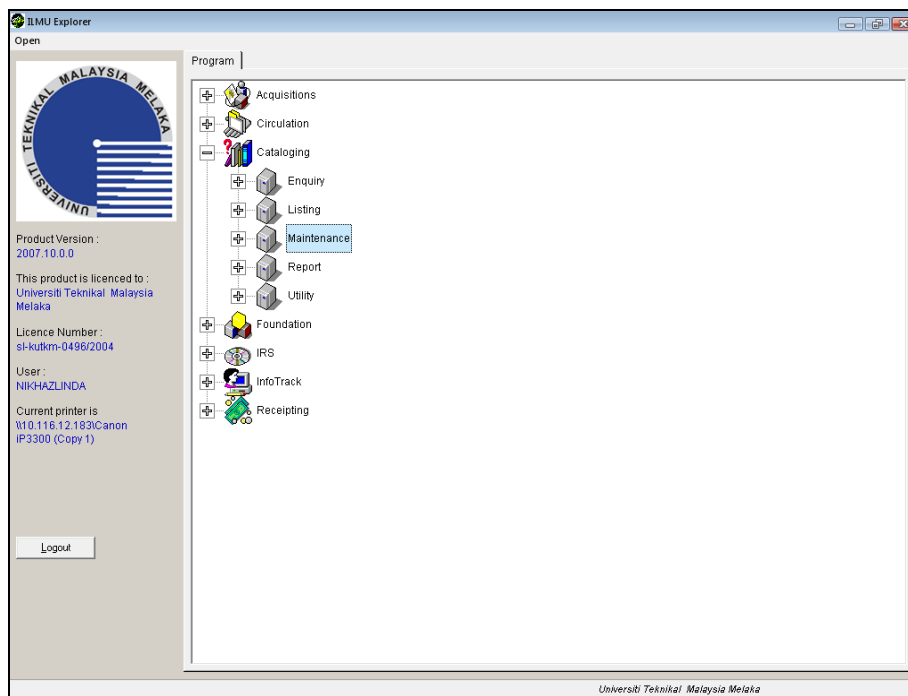
5. Masuk 'User ID & password'.
6. Pilih 'OK'.



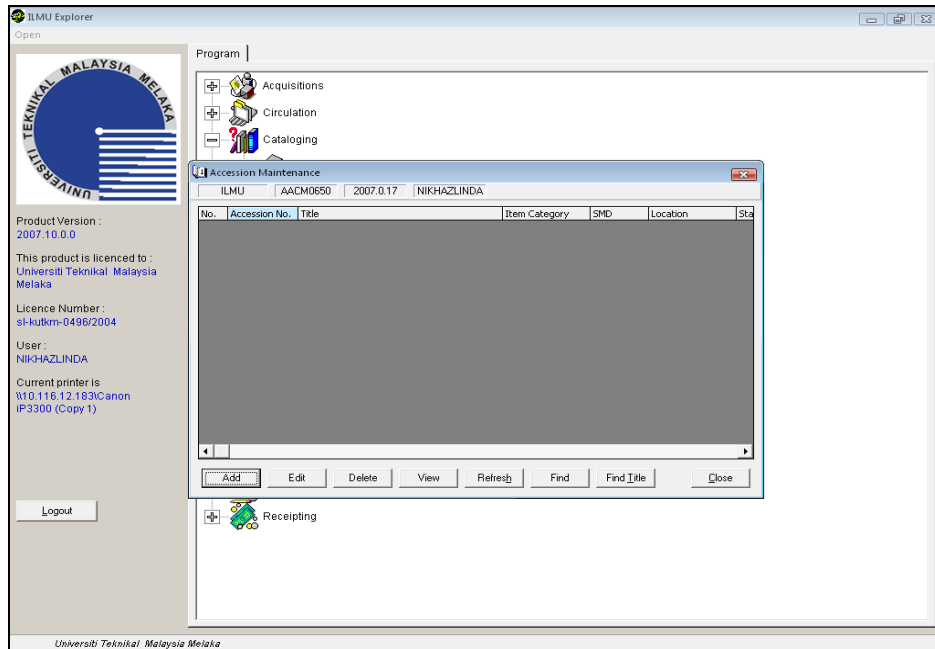
7. Pilih 'Printer selection'.
8. Pilih 'OK'.



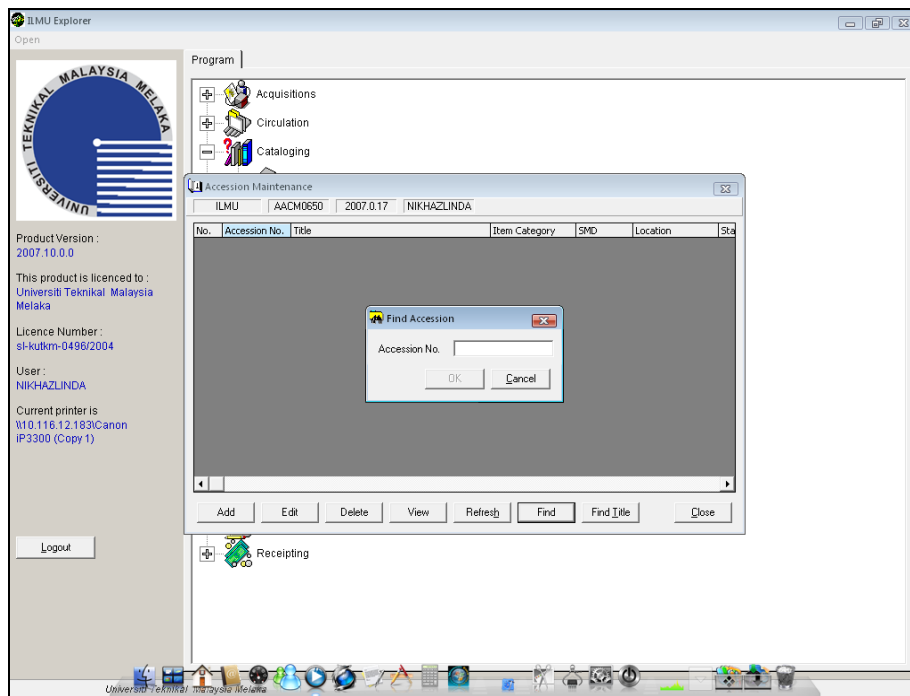
9. Pilih 'Cataloging'.



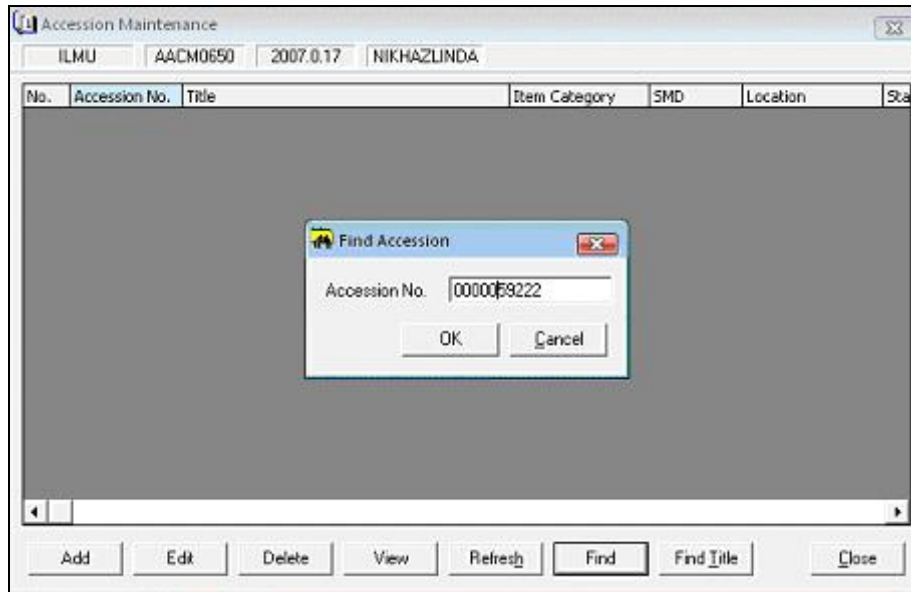
10. Pilih 'Maintenance'.



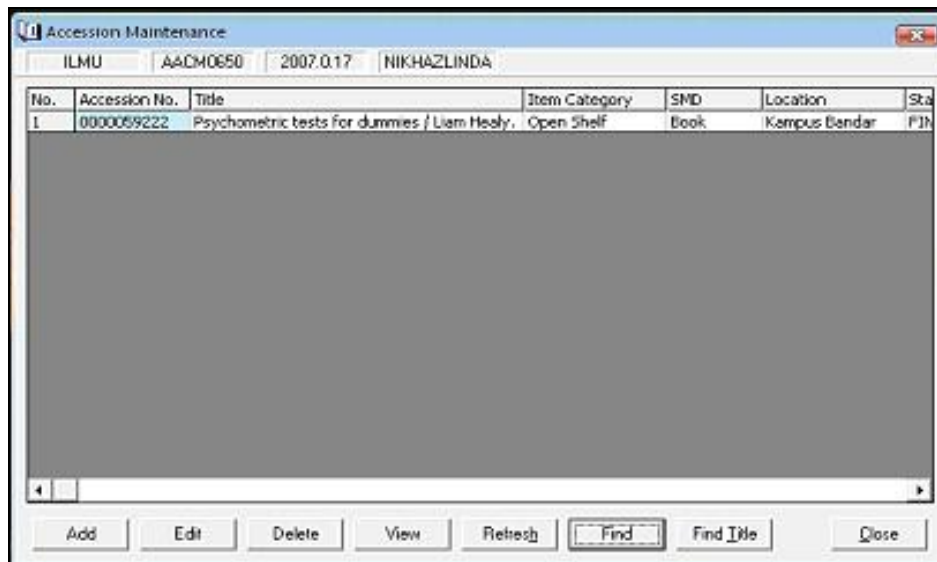
11. Pilih 'Accession maintenance'.



12. Pilih 'Find'



13. Masuk 'Accession no 10 digit'.



14. Pilih 'OK'.

Edit Accession Details

Accession No.* : 0000059222 On the fly (Alert prompt in Discharging)

Control No. : 0000046652 Psychometric tests for dummies / Liam Healy.

Location : KB Kampus Bandar Vendor : NIJU Nijuxon Sdn. Bhd.

Item Category : Open Shell

Condition : Good Condition Invoice No. : 20091189

SMD : Book Invoice Date : 06/08/2009

Currency Code : Malaysia Ringgits Copies

Volume : n2

Publisher's Rate : 1.0000

Foreign Cost : Local Cost : Service Cost : Handling Cost :

71.42 71.42 0.0000 0.0000

Original Additional Copy

Document Details | Related Copies | Acquisition Details

Item Status : FINAL PROCESSING Borrower ID : < None > Circulated Hits : 0

Last Patron ID : Date Borrowed : < None > Claim Hits : 0

Last Activity Date : Date Due : < None >

15. Pilih 'Edit'.

Edit Accession Details

Accession No.* : 0000059222 On the fly (Alert prompt in Discharging)

Control No. : 0000046652 Psychometric tests for dummies / Liam Healy.

Location : KB Kampus Bandar Vendor : NIJU Nijuxon Sdn. Bhd.

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Original Additional Copy

Document Details | Related Copies | Acquisition Details

Item Status : FINAL PROCESSING Borrower ID : < None > Circulated Hits : 0

Last Patron ID : Date Borrowed : < None > Claim Hits : 0

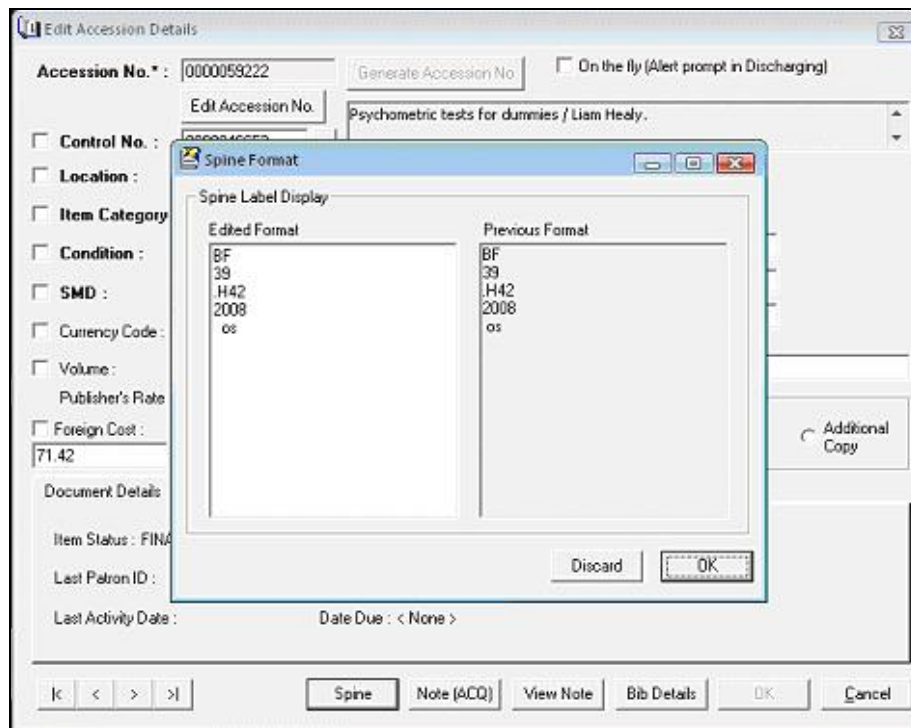
Last Activity Date : Date Due : < None >

16. Pilih 'Spine'.

17. Semak no.kelas, tahun dan 'item category' ;

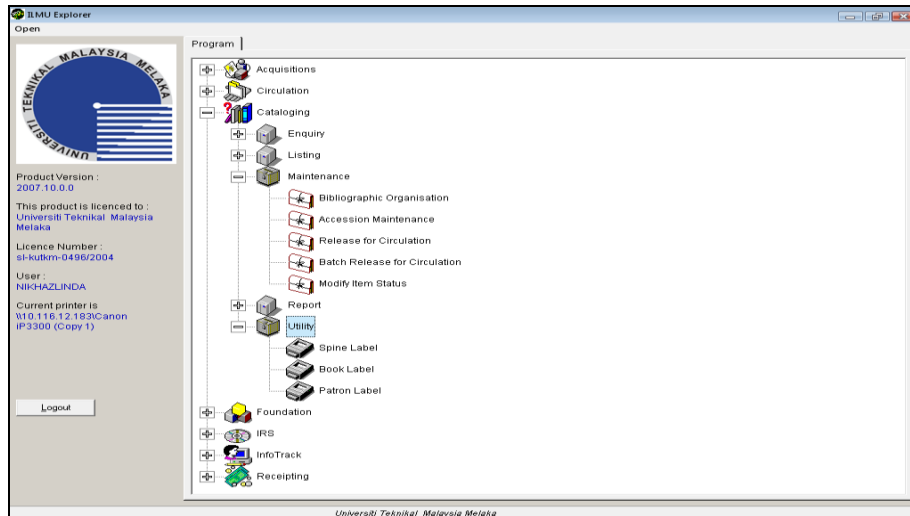
- i. Sekiranya betul, sila ke langkah 20.
- ii. Sekiranya salah, sila ke langkah 18.

18. Serah semula buku kepada Pembantu Perpustakaan / Pustakawan untuk dibuat pembedaan.

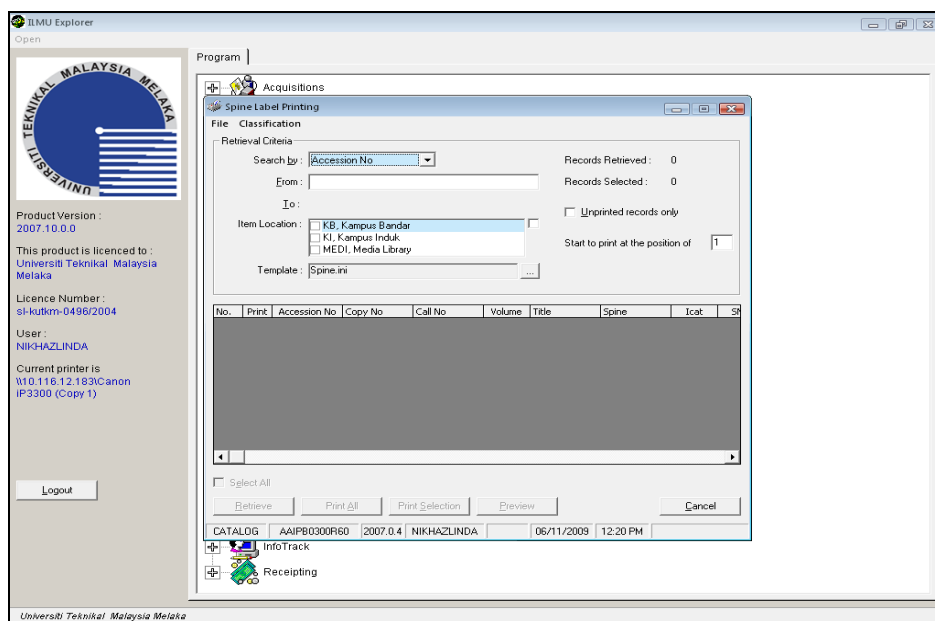


19. Edit susunan 'Spine Label'.

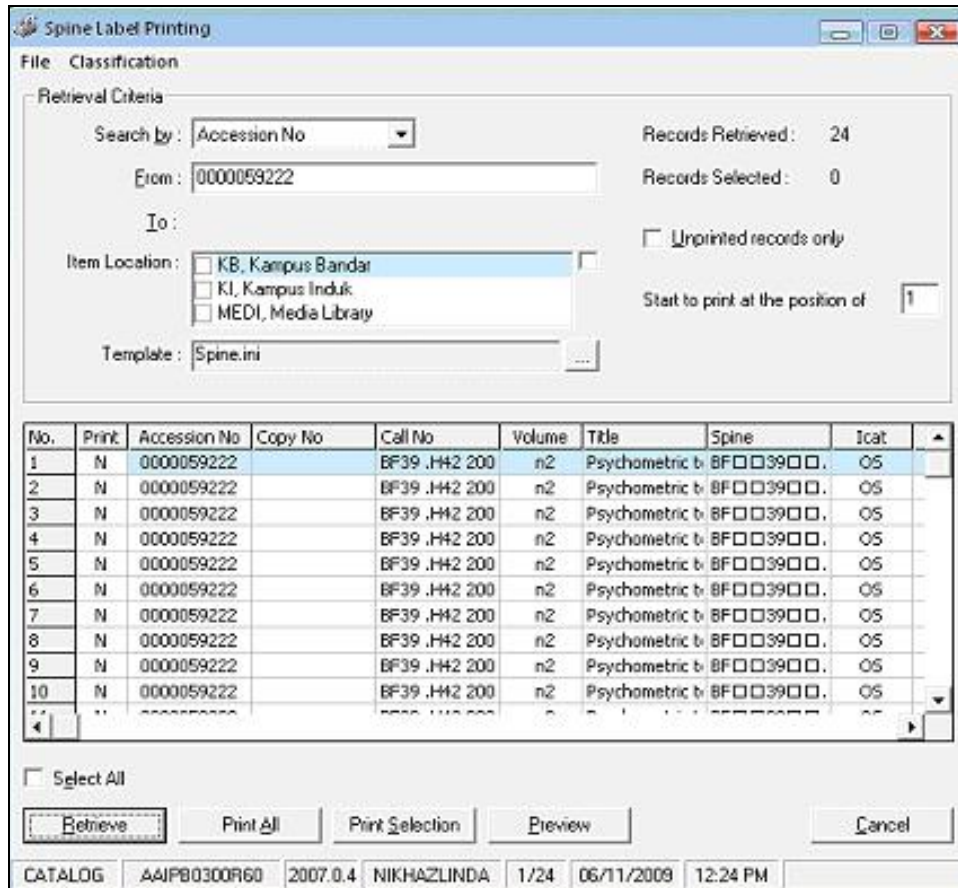
20. Pilih 'OK'.



21. Pilih 'Utility'.

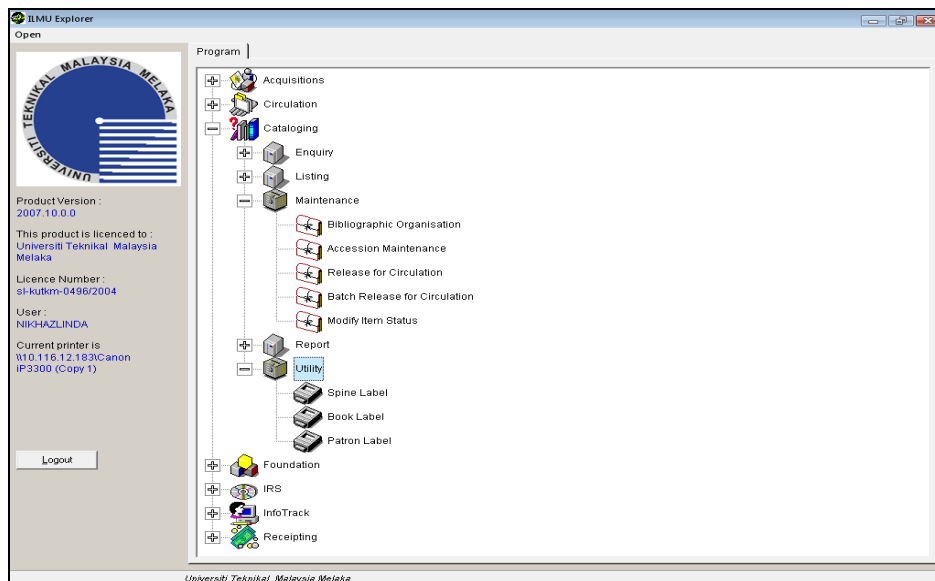


22. Pilih 'Spine Label'.

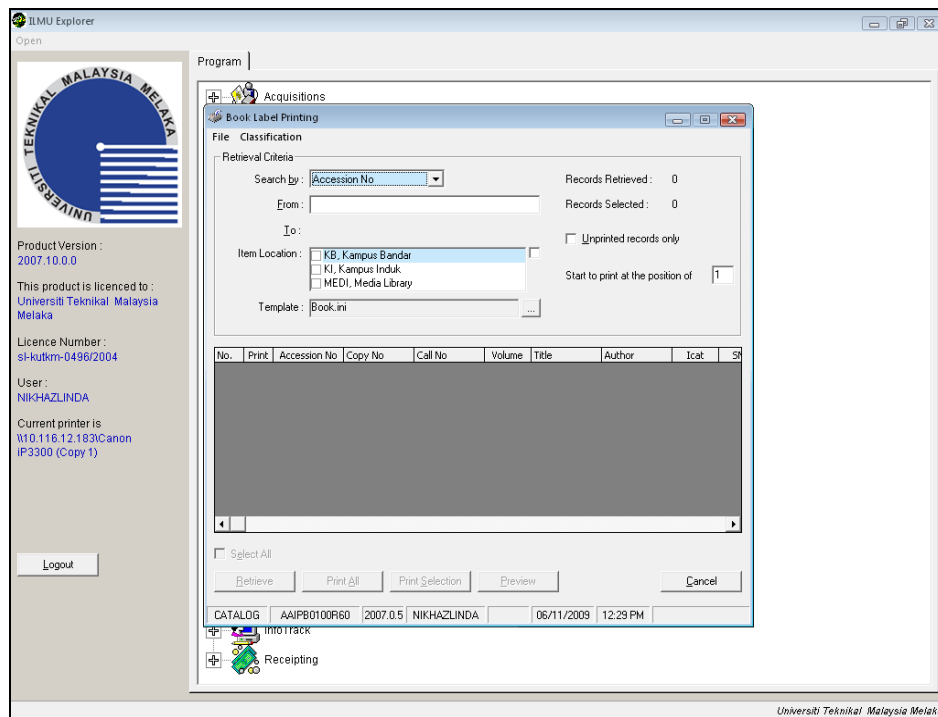


23. Masuk 24 'accession no' buku.

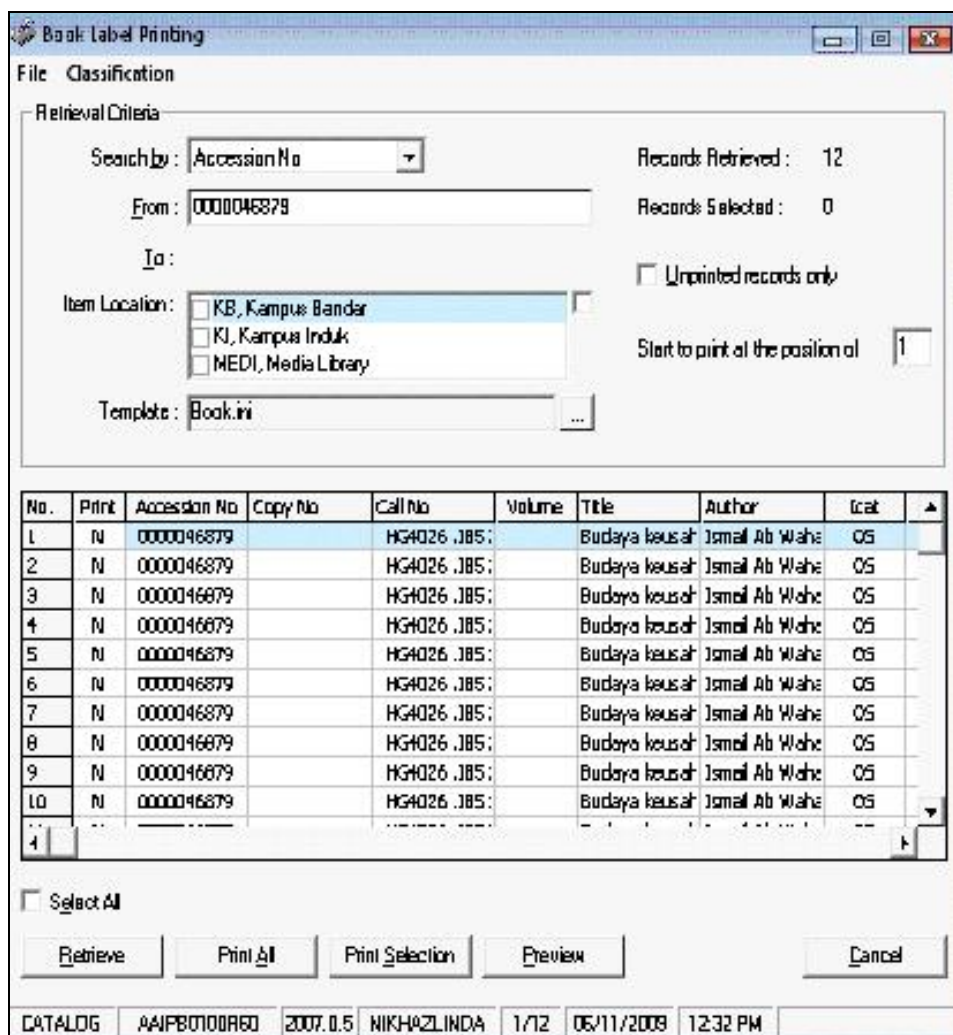
24. Pilih 'Print All'.



25. Pilih 'Utility'.



26. Pilih 'Book Label'.



27. Masuk 12 'accession no' buku.
28. Pilih 'Print All' dan ulangi langkah 26 & 27.
29. Letak 2 keping 'book label' dan 1 keping 'spine label' bersama 24 naskah buku di atas troli untuk ditampal oleh Pembantu Am Pejabat.
30. Tamat.