



RESOURCE DESCRIPTION AND ACCESS (RDA)
PERPUSTAKAAN UNIVERSITI TEKNIKAL MALAYSIA MELAKA
‘POLISI PENUH KEMASUKAN TAGGING’

Edisi pertama-Januari 2017
Bahagian Pembangunan Koleksi Perpustakaan

Insert Tagging by Seksyen

* Keputusan perbincangan melalui 'Bengkel Input RDA' 17 Ogos 2016

* Inset tag adalah berdasarkan kesesuaian bahan mengikut SMD



Tag awal semasa buka BO ordering (*jika ada)
Judul, pengarang, ISBN, *tahun, *edisi, *penerbit

Input tagging			
	Perolehan	Pengindeksan	
NR	007	007	NR
NR	008	008	NR
R	020	010	R
NR	100	040	NR
NR	110	041	R
NR	111	043	R
NR,T	245	049	R
R	246	050	R
R,T	250	090	NR
R,T	264	240	NR
R	300	336	R
NR	310	337	R
R	347	338	R
R	362	500	R
R	365	504	R
R,T	490	505	R
R	502	530	R
R	506	534	R
R	521	538	R
R	526	546	R
R	593	650	R
R	599	856	R
R	700	998	NR
R	710		
R	711		
R	780		
R,T	830		
R	996		
R	997		

ABBREVIATIONS

R - Repeatable

NR - Non Repeatable

T - Take What You See

PERHATIAN

1. Sebarang perubahan dalam POLISI adalah tidak dibenarkan kecuali mendapat persetujuan Pustakawan Kanan Bahagian Pembangunan Koleksi dengan mengemukakan permasalahan kepada Pustakawan masing-masing terlebih dahulu;
2. Setiap perubahan akan mengubah edisi dan tarikh setiap polisi yang dicetak baru;
3. Input pipe dan tanda baca di dalam polisi berdasarkan input penuh tanpa mengambil kira 'automatic generate by pipe' oleh sistem;
4. Paparan di dalam dokumen manual dan dokumen polisi adalah BERBEZA.
5. Sumber rujukkan tag dan indikator <http://library.utem.edu.my/cataloging/> (MARC 21)

Tag Penuh UTeM

TAG	IND. 1	IND. 2	a b c	Maklumat Bibliografi	catatan
007	-	-		UNTUK BAHAN MEDIA SAHAJA RUJUK LAMPIRAN	Physical description fixed material <ul style="list-style-type: none"> Bahan media sahaja Rujuk manual di lampiran dan polisi
008	-	-	-	160815s2014 nju eng 160815t20142015 nju eng	Record create/Publication date/copyright date/place publication/ s : tahun terbit t : copyright date (jika ada)
010	-	-	a	a 2003535235	LCCN berdasarkan LOC
020	-	-	a q c	a ISBN q jenis bahan c harga bahan a 9789675996016 q paperback c RM 38.80 a 9789688996006 q paperback c gift	<ul style="list-style-type: none"> Sumbangan masukkan Hadiah 'gift' Jenis kulit bahan: paperback Tanpa tanda sempang (-) di antara nombor. Ejaan penuh kecuali pada pernyataan
022	-	-	a	a ISSN a 8028-8676	ISSN no
040	-	-	a b c e	<p><u>Jika rekod UTeM pertama buat</u></p> <p> a rekod asal bibliografi b bahasa katalog e rda</p> <p> a UTeM b eng e rda</p> <p><u>Jika rekod organisasi lain sudah buat</u></p> <p> a rekod asal bibliografi b bahasa katalog c rekod pengkatalogan kini e rda</p> <p> a BNM b eng c UTeM e rda</p>	<p>Cataloguing source rekod bibliografik asal yang dimasukkan oleh institusi pertama yang mewujudkan rekod</p> <p> a - digunakan untuk merekod nama organisasi di mana rekod asal dibuat b - bahasa pengkatalogan c – rekod pengkatalogan kini e - menunjukkan rekod tersebut mengikut peraturan deskripsi RDA.</p>
041	# - No information provided 0 - Item not a translation/does not include a translation 1 - Item is or includes a translation	-	a h	a Bahasa terjemah h Bahasa asal a eng h malay	Language Code <ul style="list-style-type: none"> Mengandungi 2 bahasa atau lebih Terjemahan/dwi bahasa

043	-	-	a b c	a a-my	Geographic Area Code Code List for Geographic Areas https://www.loc.gov/marc/geoareas/gacs_code.html# boleh lebih dari 1 code jika tempat berbeza
049	-	-	a	a mal	Country code
050	0 - Item is in LC	0 - Assigned by LC	a b	a TL220 b .W47 2001 a TL220.R5355 b .W47 2011	No panggilan LOC <ul style="list-style-type: none"> • Untuk copy cataloguing • Ambil no khusus pengarang (jika ada) cth R5355 untuk John Grisham
090	0	0	a b	a TL220 b .W47 2001 a CDR b 18388	Call No. Tiada titik untuk electronic recourse no. pipe b
100	0 – Forename (nama Malaysia) 1 – Surname (nama luar Malaysia) 3 - Family name	-	a q c d e	a Nama pengarang, q (Fuller form of name) c Gelaran d tahun hidup-mati, e relationship designator. a Reeve, C., q (Christopher) c Datuk d 1959-, e author.	Personal Name <ul style="list-style-type: none"> • Gelaran profesion utk UTeM shj • Gelaran rasmi dari kerajaan (Datuk, Tan Sri etc q bentuk penuh nama Cth: Christopher Reeve aReeve, C., q (Christopher) • Konsep jika ada
110	0 - Inverted name 1 - Jurisdiction name (Malaysia) 2 - Name in direct order (institute)	-	a b e	a Nama Badan selembaga/koporat., e relationship designator. a Malaysia. b Kementerian Perumahan, e author. a Institut Sukan Negara, e author.	Corporate Name <ul style="list-style-type: none"> • Masukkan di tag 710 juga • Jika pipe a adalah Malaysia pipe b hujung adalah comma • Jika pipe A institute direct terus guna comma hujung pipe
111	0 - Inverted name 1 - Jurisdiction name 2 - Name in direct order	-	a d c	a Nama seminar/persidangan n (bil: d Tahun : c Tempat). a Automobile Engineering Seminar n (fifth: d 2016 : c Minnesota, United State).	Meeting Name Masukkan di tag 711 juga
240	0 - Not printed or displayed 1 - Printed or displayed	0	a l	a title in Malay. l English. <i>Cth : a Kucing. l English.</i> a title in English. l Malay. <i>Cth : a Cat. l Malay.</i>	Uniform Title Same title with different language from tag 245
245	0 – tiada pengarang 1 – ada pengarang	0 Tajuk biasa/ 2 A/ 3 An/ 4 The	a b c	a Tajuk bahan b tajuk kecil c Penanggungjawab. a ABS system in Europe standard b certificate Volvo 750 c Mawardi Datuk Badruddin (and 3	Title Statement <ul style="list-style-type: none"> • Nama pertama sahaja • 3 orang kebawah : Ali, Ahmad, Aizat :Tag 090 cutter no jatuh pada pengarang • 4 orang : Ali (and 3 others) :Tag 090 cutter no jatuh

				others)	<p>pada judul</p> <ul style="list-style-type: none"> • 3 orang dah lebih : Ali (and 10 others) :Tag 090 cutter no jatuh pada judul • Gelaran/ profesion dimasukkan • Tag 700 masuk sehingga 10 nama sahaja. • Tidak mengikut 'take what you see'
246	<p>0 - Note, no added entry 1 - Note, added entry 2 - No note, no added entry 3 - No note, added entry</p> <p>(*kebiasaan guna 2)</p>	<p># - 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>	i a	<p> i spine title: a title.</p> <p> i spine title: a ABS standard.</p>	<p>Varying Form of Title</p> <ul style="list-style-type: none"> • Ketidaksamaan/pembetulan • Jika berlainan dgn tajuk dgn title page atau di mana-mana bahagian bahan • Berkait rapat dengan ketidaksamaan dengan tajuk di tag 245
250	-	-	a	<p> a Edisi ke 2. a 3th ed. a Fifth edition.</p>	<p>Edition Statement</p> <ul style="list-style-type: none"> • 'Take what you see' • Capital letter/small letter di amalkan ikut format bahasa • Edisi pertama tak perlu masuk
264	-	1	a b c	<p> a Kuala Kangsar : b Neraka Publications, c 2013.</p>	<p>Production, Publication, Distribution, Manufacture, and Copyright Notice</p> <ul style="list-style-type: none"> • Ambil lokasi utama sahaja • Maklumat penerbitan • 'Take what you see' tertakluk pada format huruf besar dan kecil • Jika tiada: rujuk nota

264	-	0 - Production 1 - Publication 2 - Distribution 3 - Manufacture 4 - Copyright notice date	c	c 2013 c 2013 c 2013 c 2013 c 2013	Penentuan tahun untuk Production, Publication, Distribution, Manufacture, and Copyright Notice Symbol © (ind 4) auto generate, tidak perlu dimasukkan di tag BO
300	-	-	a b c e	a xvi, 198 pages : b some colour, illustration, chart, graphs, photographs; c 27 cm e 1 computer optical disc Berjilid a 3 volumes b some colour, illustration; c 21cm	Physical Description <ul style="list-style-type: none"> • Jika bahan berjilid; - a2 volume • Ejaan penuh • Jika bahan bersiri (tag 490); -fizikal cm kena tambah noktah Cth 27 cm.
310	-	-	a	aMonthly	Current Publication Frequency Journal frequency Senarai Keckerapan (Frequency) <ul style="list-style-type: none"> • Daily • Three times a week • Biweekly • Weekly • Semiweekly • Three times a month • Bimonthly • Monthly • Semimonthly • Quarterly • Three times a year • Semiannual • Annual • Biennial • Triennial

336	-	-	a	a jenis kandungan 2 rdacontent	Content Type <ul style="list-style-type: none"> • text/still image/sound/spoken word/performed music etc rujuk nota • susun ikut kepentingan dalam bahan • tag repeatable
337	-	-	a	a jenis peranti pengantaraan 2 rdamedia	Media Type unmediated- utk text computer audio <ul style="list-style-type: none"> • susun ikut kepentingan dalam bahan • tag repeatable
338	-	-	a	a format bahan 2 rdacarrier	Carrier Type volume sheet card computer disc audio disc <ul style="list-style-type: none"> • susun ikut kepentingan dalam bahan • tag repeatable
347	-	-	a b c d e f	a text file b PDF c 182 KB d 3.1 megapixels e region f 32 kbps 2 rda	Digital file characteristic <ul style="list-style-type: none"> • a - File type • b - Encoding format • c - File size • d - Resolution • e - Regional encoding • f - Encoded bitrate
362	0 - Formatted style 1 - Unformatted note	-	a	a Library has : bil.787, (January 2007) - a Library has : vol. 1, (September 2015) -	Dates of Publication and/or Sequential Designation Isu jurnal/tarikh aktif, tarikh tamat
362	0 - Formatted style 1 - Unformatted note	-	a	a Latest received : bil. 900, (June 2016) a Latest received : vol. 2, (March 2016)	Isu jurnal/tarikh aktif, tarikh tamat
365	-	-	a b c e	a 01 b 30.00 : c RM a 01 e gift	Trade Price <ul style="list-style-type: none"> • Isu pertama (01) a Price type code • Jurnal harga beli/hadiah • Masukkan harga (mengikut matawang asal) isu pertama jurnal yg kita langgan..ikut harga pada jurnal tersebut (cover/verso.etc)

					<ul style="list-style-type: none"> • Tidak perlu masukkan tag 365 sekiranya tiada maklumat harga pada fizikal jurnal tersebut. •
490	0 - Series not traced 1 - Series traced		a v	a Nama siri; v no. 11 a Siri Pejuang Muda Negara; v no. 38	Series Statement Fields <ul style="list-style-type: none"> • Siri (di tag 300 cm letak . cth 30cm.) • Volume kepada siri • sama di tag 830 • take what you see • Capital letter/small letter di amalkan ikut format bahasa
500	-	-	a	a Accompanied by CD : CDR 16666. a Accompanies text with the same title : QA88.3.H83.N87 2016 raf. a Program note in slide.	General Note Atau judul asal
502	-	-	a b c d	a Projek Sarjana Muda (Bachelor of Electronic Engineering Technology : Industrial Electronics) c Universiti Teknikal Malaysia Melaka, d 2015.	Dissertation Note <ul style="list-style-type: none"> • UTeM ikut standat sediaada • Maklumat bagi bahan dari luar berdasarkan bahan english/malay
504	-	-	a	a References : pages 115-124. a Includes bibliographies and index.	Bibliography, etc. Note, Number of references <ul style="list-style-type: none"> • Guna bahasa inggeris • Supplementary/Attachment page/bibliografi/edisi note
505	0 - Contents 1 - Incomplete contents 2 - Partial contents 8 - No display constant generated	-	a g t u a Formatted contents note g Miscellaneous information r Statement of responsibility t Title u Uniform Resource Identifier	a vol.1. The culture of Kedah - - vol.2. The culture of Perlis.	Formatted Contents Note <ul style="list-style-type: none"> • Jilid atau chapter atau summary • Koleksi khas tidak terlibat • Hanya bound journal sahaja
506	# - No information provided 0 - No restrictions 1 - Restrictions apply	-	a	a Restricted until 22 January 2022. a Confidential until 22 February 2022. a Available to subscribing member institutions only.	Restrictions on Access Note <ul style="list-style-type: none"> • Restricted until 12 February 2022. • Confidential until 10 July 2025.

521	-	-	a	a Degree student. a Diploma student. a Master student.	Target Audience Note Untuk exam paper sahaja
526	0	-	a	a Buku Panduan Fakulti Kejuruteraan Mekanikal.	Study Program Information Note Buku rujukan fakulti
530	-	-	a b c d u	a Online version available via The New Bartleby Library a Also available in print	Additional Physical Form Available Note
534	-	-	p t b	p Judul asal : t Harimau Malaya, b 2nd ed. p Original title : t Malaya Tiger. p Original published: c Bangkok : Thailand, c1987, t Sēūx khõng mlāyū. p Original title : t Merpati putih. (sekiranya bahan dalam Bahasa Inggeris)	Original Version Note Original title untuk first publish or translate title Rujuk nota untuk perincian jenis originality spt lokasi asal, penerbitan asal, siri asal dll
538	-	-	a i u	a mode of access/computer or system requirement a Mode access: Internet. a Mode of access: World Wide Web.	System Details Note Cth <ul style="list-style-type: none"> • Mode of access: internet, electronic mail, VHS • Rujuk polisi untuk ayat di masukkan dalam BO • Kembar dengan tag 856
546	-	-	a	a Malay and English text. a English, Malay and German text.	Language Note <ul style="list-style-type: none"> • Sistem Bahasa yang digunakan untuk menyampaikan kandungan bahan • Jika hanya ada 1 bahasa, tidak perlu dimasukkan • Kembar dengan tag 041
593	-	-	a	a Requested by Dr. Borhan Ali. a Donated by by Profesor Salehuddin Israqi.	Nama penyumbang bahan/pemohon <ul style="list-style-type: none"> • Donated by • Requested by • Gelaran rasmi dari kerajaan
650	-	0	a v y z	a Hybrid electric vehicles.	Subject Added Entry - Topical Term Subject from LC
700	0 – Forename (nama Malaysia) 1 – Surname (nama luar Malaysia) 3 - Family name	-	a c d e	a nama pengarang ke-2-10 e relation designator. a Ibrahim Hambali Awaluddin c Dr., d 1975-, e editor.	Added Entry - Personal Name <ul style="list-style-type: none"> • Satu tag satu nama • Gelaran/ profesion dimasukkan • Sama dengan tag 100

710	0 - Inverted name 1 - Jurisdiction name 2 - Name in direct order	-	a e	a Nama Badan selembaga e relation designator. a Persatuan Automotif Malaysia, e compiler. aUniversiti Teknikal Malaysia Melaka. bFaculty of Information and Communication Technology, einstitution.	Added Entry - Corporate Name Sama tag 110
711	0 - Inverted name 1 - Jurisdiction name 2 - Name in direct order	-	a n d c	a Nama seminar/persidangan n (bil : d Tahun ; c Tempat). a Automobile Engineering Seminar n (fifth: d 2016 ; c Minnesota, United State)	Added Entry - Meeting Name Sama tag 111
780	0 - Display note 1 - Do not display note	0 - Continues 1 - Continues in part	t x	t Judul lama jurnal (jika ada) x ISSN t Buletin Perakayuan x 2180-169X	Preceding Entry chronological relationship
785		2 - Supersedes 3 - Supersedes in part 4 - Formed by the union of ... and ... 5 - Absorbed 6 - Absorbed in part 7 - Separated from	t x	t Judul Ibaru jurnal (jika ada) x ISSN t Timber Industry Buletin x 2229-9521	chronological relationship
830	-	0	a v	a Nama siri a Siri Pejuang Muda Negara; v no. 38	Series Added Entry - Uniform Title <ul style="list-style-type: none"> • Sama tag 490 • 'Take what you see' • Capital letter/small letter di amalkan ikut format Bahasa •
856	# - No	# - No	u	u email/FTP/Remote login/HTTP	Electronic Location and Access

	information provided 0 - Email 1 - FTP 2 - Remote login (Telnet) 3 - Dial-up 4 - HTTP 7 - Method specified in subfield \$2	information provided 0 - Resource 1 - Version of resource 2 - Related resource 8 - No display constant generated		u http://www.automotive.era/airbag.htm/html	Rujuk nota: Electronic location & access
996	-	-	a	a BENT	Kod course Untuk koleksi khas
997	-	-		FKP	Fakulti Pencadang
997	-	-		GIFT	
998	0	0	a	a tpk/180813	Initial cataloguer/tarikh katalog

Jenis Bahan
Bahan bersiri
Exam paper sahaja
Electronic online
map
Bahan digital/ Kartografi

- 'Take what you see': tertakluk kepada tag 245,250,264, 490 dan 830 sahaja
- kecuali format huruf besar dan kecil mengambil kira standat format Bahasa Melayu bagi nama khas (cth: Jalan Kuantan, Jalan Sultan Ismail)
- 240,246 tidak mengambil kira 'take what you see'

Manual insert tagging 007

The image displays two screenshots of the ILMU Explorer application interface, illustrating the process of manual insert tagging.

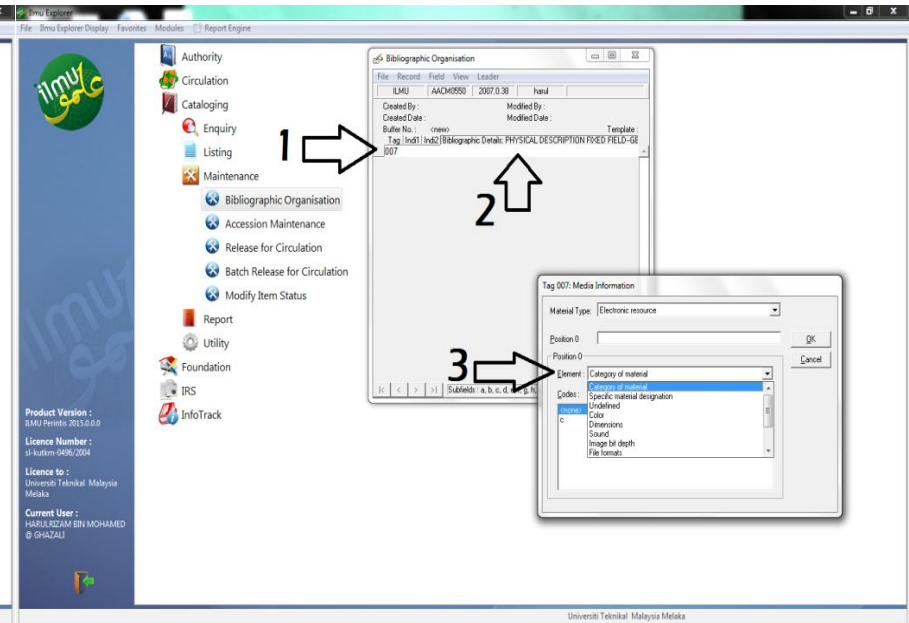
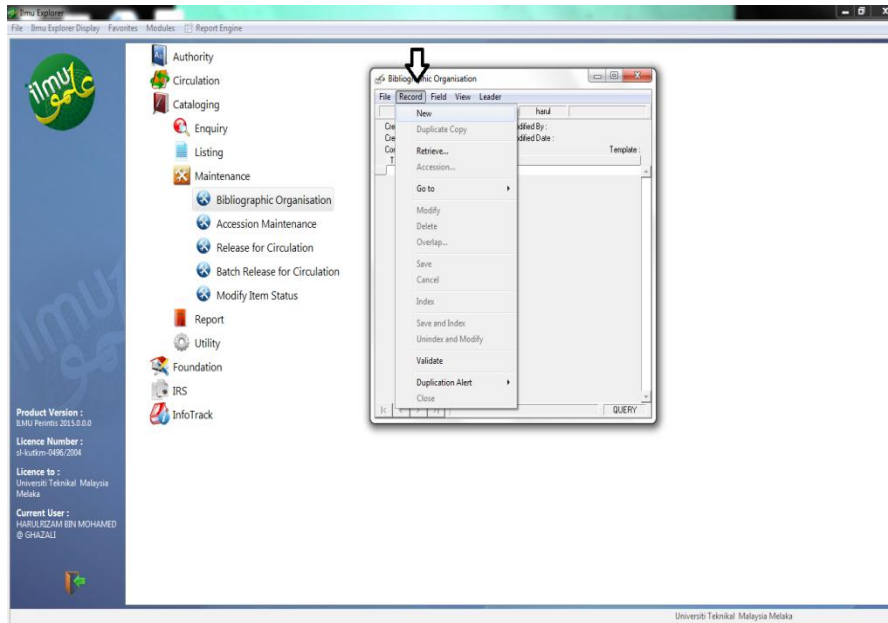
Left Screenshot: Shows the main menu structure. The 'Maintenance' category is expanded, and 'Bibliographic Organisation' is highlighted. The interface includes a logo, navigation menu, and footer information:

- Product Version : ILMU Perintis 2015.0.0.0
- Licence Number : st-kutim-0496/2004
- Licence to : Universiti Teknikal Malaysia Melaka
- Current User : HARURIZAM BIN MOHAMED © GHAZALI

Right Screenshot: Shows the 'Bibliographic Organisation' dialog box open. The dialog displays a table with the following data:

Record	Field	View	Leader
ILMU	AA010950	2007.0.38	hawl

The dialog also includes fields for 'Created By', 'Created Date', 'Modified By', and 'Modified Date', and a 'Control No.' field. A 'Tag | Intrl | Intrl | Bibliographic Details' section is visible at the bottom of the dialog. The footer information is identical to the left screenshot.



Lampiran kategori penanggungjawab

1. abridger
2. actor
3. addressee
4. animator
5. appellant
6. appellee
7. architect
8. artist
9. author
10. bookseller
11. cartographer
12. cinematographer [Use for 'director of photography']
13. choreographer
14. commentator
15. composer [Use for all relator phrases beginning 'composer']
16. conductor
17. court governed [Use 'court']
18. compiler
19. dancer
20. dedicatee
21. defendant
22. degree granting institution [Use 'institution']
23. depicted
24. designer
25. director [Use for 'film director', 'radio director', 'television director']
26. director of photography [Use 'cinematographer']
27. draftsman
28. enacting jurisdiction [Assign and export as 'jurisdiction']
29. editor
30. engraver
31. etcher
32. film director [Assign and export as 'director']
33. film producer [Assign and export as 'producer']
34. filmmaker
35. honouree
36. host
37. host institution [Use 'host']
38. illustrator
39. institution [Use for 'degree granting institution']
40. instrumentalist
41. interviewee

42. interviewer
43. inventor
44. issuing body [Use for conferences]
45. judge
46. jurisdiction [Use for 'enacting jurisdiction' and 'jurisdiction governed']
47. jurisdiction governed [Use 'jurisdiction']
48. landscape architect [Use 'landscaper']
49. landscaper]Use for 'landscape architect]
50. librettist
51. lyricist
52. moderator
53. narrator
54. panelist
55. performer
56. photographer
57. plaintiff
58. praeses
59. printer
60. printmaker
61. [producer] [Use for 'film producer', 'radio producer', 'television producer']
62. production company
63. programmer
64. publisher
65. puppeteer
66. radio director [Use 'director']
67. radio producer [Use 'producer']
68. respondent
69. screenwriter
70. sculptor
71. singer
72. speaker
73. sponsor [Use for 'sponsoring body']
74. sponsoring body [Use 'sponsor']
75. storyteller
76. [symposia - use "issuer"]
77. teacher
78. television director [Use 'director']
79. television producer [Use 'producer']
80. transcriber
81. translator
82. [writer - use 'author']

-TAMAT-