



RESOURCE DESCRIPTION AND ACCESS (RDA)
PERPUSTAKAAN UNIVERSITI TEKNIKAL MALAYSIA MELAKA
‘POLISI PENUH KEMASUKKAN 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#p 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. 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 Σεῦξ κὼρῆγ 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 Pencilang |
| 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

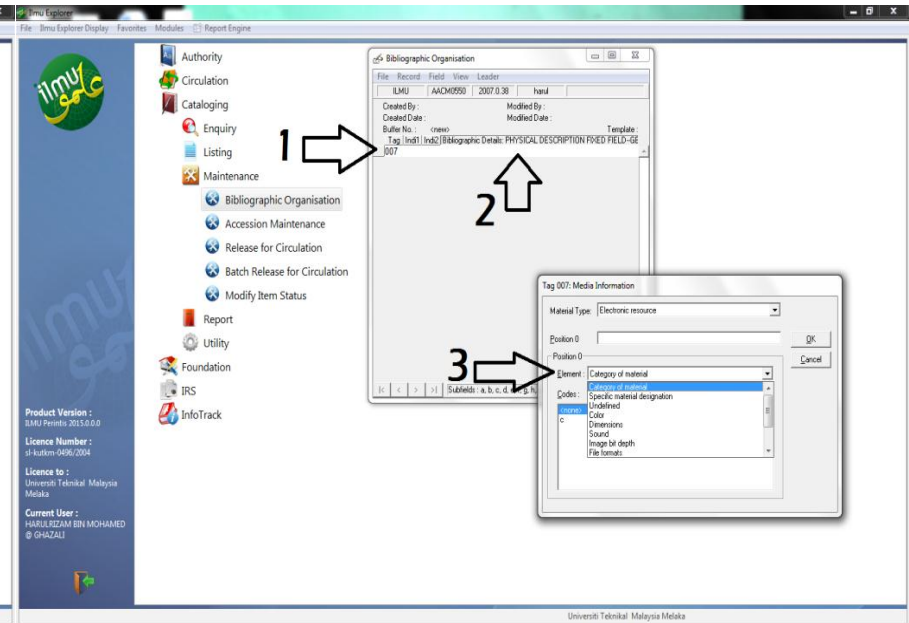
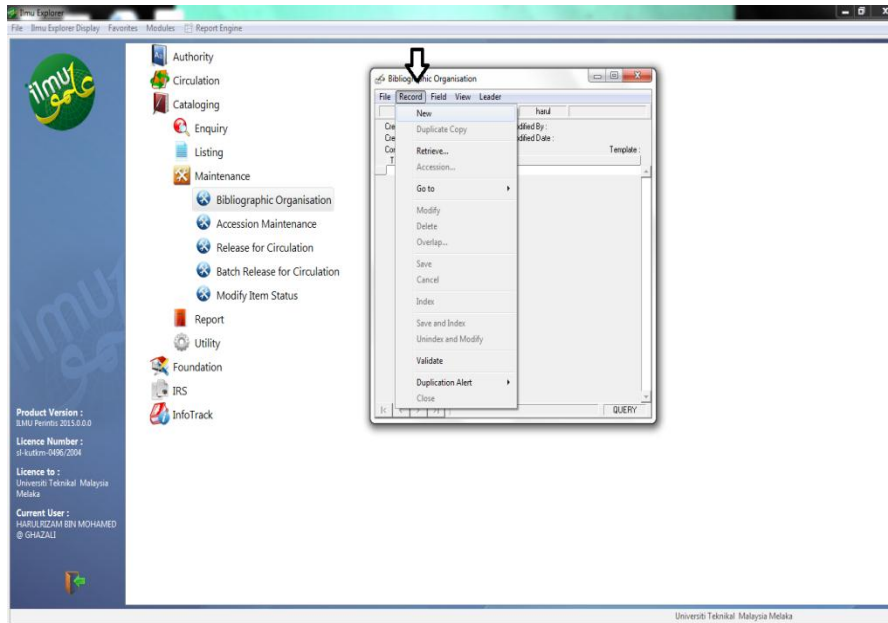
The image displays two screenshots of the ILMU Explorer application interface, illustrating the process of manual insert tagging.

Left Screenshot: The application window shows the main menu structure. The 'Maintenance' category is expanded, and the 'Bibliographic Organisation' option is highlighted. The interface includes a logo, a sidebar with navigation options, and a footer with version and license information.

Right Screenshot: The 'Bibliographic Organisation' dialog box is open, showing a table with the following data:

| Record | Field | View | Leader |
|--------|----------|-----------|--------|
| ILMU | AA010950 | 2007.0.38 | hawl |

The dialog also displays fields for 'Created By', 'Created Date', 'Modified By', and 'Modified Date'. Below the table, there are fields for 'Tag | Intrl | Intrl | Bibliographic Details' and a 'QUERY' button.



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-