

CATALOGUING PROCEDURE

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1.0 OBJECTIVES

- 1.1 To illustrate the cataloguing process of resources for the campus libraries collection.
- 1.2 To demonstrate quality production of catalogue records, authority files, catalogued items and shelf listing arrangement for efficient retrieval on OPAC and systematic access on shelves.

2.0 SCOPE

This procedure applies to the cataloguing of monographic print (books) and e-books received for cataloguing. This procedure applies to all campus libraries.

3.0 ACCOUNTABILITY

The following offices are accountable for the Cataloguing procedure:

- a) Cataloguing Section- Owner
- b) Knowledge Resources Development Section- Procurement and initial processing

4.0 ABBREVIATION

<i>AA</i>	:	Administrative Assistant
<i>AC</i>	:	Additional copies
<i>KRDS</i>	:	Knowledge Resources Development Section
<i>AE</i>	:	Additional edition
<i>AV</i>	:	Additional volume
<i>BIB</i>	:	Bibliographic
<i>CC</i>	:	Copy cataloguing
<i>CLU</i>	:	Circulation and Loans Unit
<i>IR</i>	:	Import record
<i>LA</i>	:	Library Assistant
<i>LMS</i>	:	Library Management System
<i>OE</i>	:	Other edition
<i>OPAC</i>	:	Online public access catalogue
<i>PIC</i>	:	Person-in-charge
<i>SLA</i>	:	Senior Library Assistant
<i>SOP</i>	:	Standard operating procedure
<i>WI</i>	:	Work instruction

5.0 REFERENCE

5.1 INTERNAL DOCUMENTS

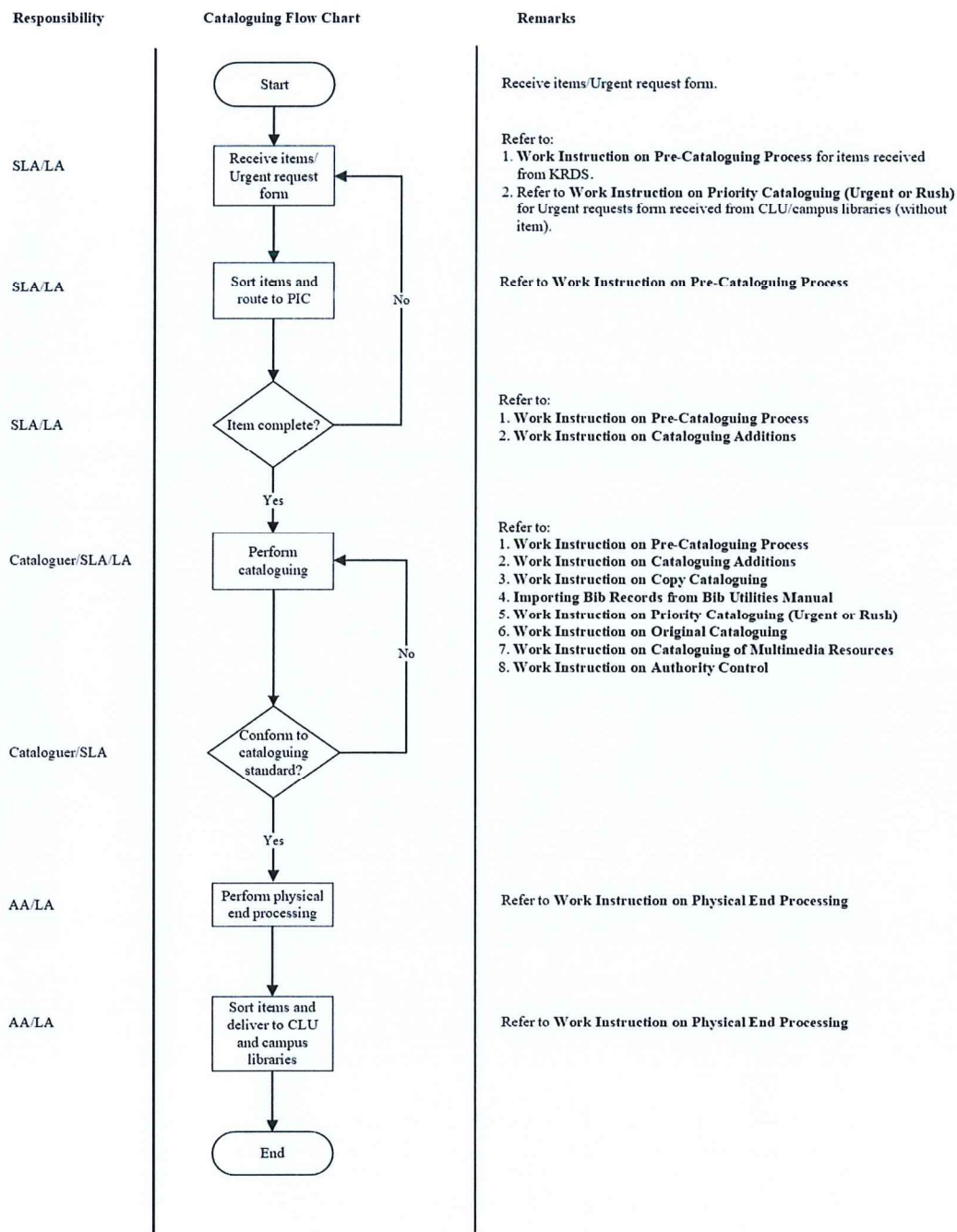
- 5.1.1 Work Instruction:
 - 5.1.1.1 Work Instruction on Pre-Cataloguing Process - UIAM.LIB.WI.100-7/3/1
 - 5.1.1.2 Work Instruction on Copy Cataloguing - UIAM.LIB.WI.100-7/3/1

- 5.1.1.3 Work Instruction on Original Cataloguing - UIAM.LIB.WI.100-7/3/1
- 5.1.1.4 Work Instruction on Cataloguing of Multimedia Resources -
UIAM.LIB.WI.100-7/3/1
- 5.1.1.5 Work Instruction on Cataloguing Additions - UIAM.LIB.WI.100-7/3/1
- 5.1.1.6 Work Instruction on Priority Cataloguing (Urgent and Rush) -
UIAM.LIB.WI.100-7/3/1
- 5.1.1.7 Work Instruction on Authority Control - UIAM.LIB.WI.100-7/3/1
- 5.1.1.8 Work Instruction on Physical End Processing - UIAM.LIB.WI.100-7/3/1
- 5.1.1.9 Importing Bib Records from Bib Utilities Manual - UIAM.LIB.MAN.100-
7/3/1

6.0 RECORD RETENTION PERIOD

Permanent.

7.0 PROCESS FLOW



Document creation & Revision notes

Original: IUUM/LIB/01

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ANNEXURE

APPENDIX 1: TERMINOLOGIES

- AACR2R* : AACR2R 2002 Revision 2005 Update is a premier source of instructions for describing and providing access points (other than subject headings and classification) for any type of materials collected by a library.
- Bibliographic record* : A set of bibliographical information for characterizing and identification of the bibliographic item. This is a generic term to represent a record of material in the catalogue or a catalogue record copied from any bibliographic utility or internet-based OPAC that has not been adopted as a catalogue record in copying the library's catalogue.
- Bibliographic utility* : An online processing centre based on a machine-readable database of catalogue records; members of the utility can contribute new records and download existing ones.
- Call number* : The notation used to identify and locate a particular item on the shelves; often consists of a classification notation, and book number (usually a cutter number), and may also include a work mark, followed by a date. Sometimes a call number is prefixed with a collection code as a location device to tell where it is physically located.
- Catalogue* : An organized set of surrogate records that represent the holdings of a particular collection and/or information packages to which access may be gained. It may be in the form of online records, cards, books or computer output microform (COM).
- Cataloguer* : A librarian is primarily responsible for preparing bibliographic records to represent the items required by a library, including bibliographic description, subject analysis, and classification. It also refers to the librarian responsible for supervising a cataloguing department.
- Cataloguing* : The process that organizes collections of materials for retrieval by putting bibliographic information about the collections into the catalogue. Cataloguing consists of descriptive cataloguing, subject analysis and authority control.
- Copy cataloguing* : Adapting for use in a catalogue is a copy of the original cataloguing created by another library.
- ICSI* : IIUM Library Classification System for Knowledge Resources on Islam-revised and devised by the Dar al-Hikmah Library, IIUM to replace the currently used Library of Congress Classification (LCC), subclass BP-Islam and KBP-Islamic law. It introduces subject headings appropriate to Islam.
- ICSIweb* : ICSI in the web version.

<i>LCCS</i>	:	Library of Congress Classification Scheme – the scheme of classification used in the Library of Congress. It is compiled to meet the needs of a huge collection and is most useful for special and university libraries.
<i>LCSH</i>	:	Library of Congress Subject Headings – list of headings to aid the choice of appropriate subject headings and to achieve uniformity in a catalogue.
<i>MARC</i>	:	Machine-Readable Cataloguing – an international communication standard for the exchange of bibliographic data in machine-readable form.
<i>Monograph</i>	:	A complete bibliographic unit or information package; it may be issued in successive parts at regular or irregular intervals but it is not intended to continue indefinitely. It may be a single work or a collection that is not a serial.
<i>Multimedia</i>	:	The integration of elements such as text, video, animations, graphics, and sound into an interactive learning, environment delivered via CD-ROM, DVD or over the internet to PCs or similar consumer hardware.
<i>OPAC</i>	:	Online public access catalogue – the catalogue of a library, generally providing a variety of additional facilities such as loan information, online reservations and library news.
<i>Original cataloguing</i>	:	Creating a catalogue record for an item without the aid of another library's record or preparation of a bibliographic record from scratch, without the aid of a pre-existing catalogue record. It is more time-consuming than copy cataloguing.
<i>RDA</i>	:	Resource Description and Access - the new cataloguing standard that replaces the AACR2R.