



The Catalog

Week 3



What is Library Catalog?

- A systematic listing of the books and materials in a library with descriptive information about each one : author, title, edition, publisher, date, physical appearance, subject matter, special features, and location.
- There are several formats of library catalog, including card catalog, the book catalog, the microfiche catalogue and the online catalog (OPAC – online public access catalog).
- Library catalog created using cataloging tools, and contain the same essential bibliographic information.

Purpose of the catalogue

1. To enable a person to *find a book* of which either
 - The author)
 - The title } is known
 - The subject)
2. To show what the *library has*
 - By a given author
 - On a given subject
 - In a given kind of literature
3. To assist in the *choice of a book*
 - As to its edition (bibliographically)
 - As to its character (literary or topical)

Library catalog

Consists of:

- Bibliographic records -- statement of responsibility; title; publisher, place of publication, date of publication, etc.
- Classification number -- indicates the location of the material
- Subject headings -- determines the subject of the material

Cataloguing

- Preparing *bibliographic information* for catalogue records
- Catalogers use a set of *cataloguing 'tools'*, which are the agreed international rules and standards
- Consists of
 - Descriptive cataloguing
 - Subject cataloguing
 - Classification
- Catalogers prepare a description of an item, assign subject headings, determine a shelf location using a classification system

- Descriptive cataloguing *describes an item*, identifies access points and formats access points, using AACR and appropriate name authority files.
- Subject cataloguing determines *subject headings* for an item, which represents the subject(s) of the work in words and/or phrases.
- Classification determines a *classification number* for an item which represents the subject of the work in a number and/or letters, and provides a location for an item in a collection.

Cataloguing Tools

Anglo-American Cataloguing Rules
2nd ed. Revised (AACR2R).

Resource Description and Access
(RDA)

Classification schemes

- Dewey Decimal Classification Scheme (DDC)
- Library of Congress Class. Scheme (LCC)
- Universal Decimal Class. Scheme (UDC)

Subject Headings

- Sears List of Subject Headings
- Library of Congress Subject Headings (LCSH)

BIBLIOGRAPHIC RECORD

- Library catalogues consist of bibliographic records of works in a collection
- Most library collections consist of works in many different formats (monographs, serials, audiovisual materials, e-books, online journals).
- Different formats require some different bibliographic elements to describe and identify particular items.
- Contains standardised information > author/s and title, publication and distribution details and physical description of work

International Standard Bibliographic Description (ISBD)

ISBD contains eight areas

Area 1- Title and statement of responsibility

Area 2 – Edition

Area 3 – Material or type of resource specific details

Area 4 – Publication, production, distribution, etc.

Area 5 – Physical description

Area 6 – Series

Area 7 – Notes

Area 8 – Resource identifier and term of availability

An Online Catalogue Record of a Book (Linear Format)

Header	Title Details
ISBN	9781337405713 (paperback)
Cataloging Source	UITM rda
Call No.	TK5105.59 .W5356 2019
Main Entry-Personal Name	Whitman, Michael E.
Title Statement	Management of Information Security / Michael E. Whitman and Herbert J. Mattord
Edition Statement	Sixth Edition
Publication, Distribution, etc.	2019.
Production, Publication, Distribution, Manufacture, and Copy	United State Cengage 2019
Physical Description	xxiv, 728 pages : some colour illustrations : 23 cm
Content Type	text rdacontent
Media Type	unmediated rdamedia
Carrier Type	volume rdacarrier
Bibliography, Etc. Note	Includes bibliographies and index
Summary, Etc.	MANAGEMENT OF INFORMATION SECURITY, Sixth Edition prepares you to become an information security management practitioner able to secure systems and networks in a world where continuously emerging threats, ever-present attacks and the success of criminals illustrate the weaknesses in current information technologies. You'll develop both the information security skills and practical experience that organizations are looking for as they strive to ensure more secure computing environments. The text focuses on key executive and managerial aspects of information security. It also integrates coverage of CISSP and CISM throughout to effectively prepare you for certification. Reflecting the most recent developments in the field, it includes the latest information on NIST, ISO and security governance as well as emerging concerns like Ransomware, Cloud Computing and the Internet of Things.
Study Program Information Note	ASM655 BA232 BA Management of Information Security Bachelor in Office Systems Management (Hons) Faculty of Business Management
Subject Added Entry-Topical Term	Computer networks - Security measures - Management ; Computer security; Information technology - Security measures; Computer security - Management
Added Entry-Personal Name	Mattford, Herbert J. author
Document Type	B
Library	UITM Sarawak
Record No.	971516

An Online Catalogue Record of a book (AACR2 Format)

TK5105.59
.W5356 2019

Whitman, Michael E. , 1964-

Management of Information Security , 2019.

xxiv, 728 pages : some colour illustrations ; 23 cm.

ISBN 9781337405713 (paperback).

1. Computer networks - Security measures - **Management** 2. Computer security 3. Information technology - Security measures 4. Computer security - **Management**. I. Mattford, Herbert J. II. Title

Library : UITM Sarawak

MARC (Machine Readable Cataloging).

- ✓ A MARC format is another standard way of setting out the bibliographic elements of an item, in a form which computer system can read and manipulate.

An Online Catalogue Record of a Book (MARC Format)

Tag	Ind	SubTag	Title Details			
008			190919t2014 XXU agl #000 ##eng#D			
020	##	a	9780738439594			
		q	paperback			
040	##	a	UiTM			
		e	rda			
041	0#	a	eng			
090	00	a	QA76.9.D32			
		b	I54 2014			
245	00	a	Information Governance Principles and Practices for a Big Data Landscape			
		c	Chuck Ballard			
264	#1	a	Poughkeepsie, NY			
		b	IMB Corp., International Technical Support Organization			
		c	2014			
300	##	a	258 pages :			
		b	illustrations			
		c	26 cm			
336	##	a	text			
		2	rdacontent			
337	##	a	unmediated			
		2	rdamedia			
338	##	a	volume			
		2	rdacarrier			
500	##	a	IBM Information Management Software			
650	#0	a	Big data			
650	#0	a	IBM software			
700	1#	a	Ballard, Chuck			
		e	editor			
Accn No.			1041744 (Shelf)(BOK)			
Control No.			34878			
Rec No.			950473			
Library			UiTM Shah Alam			
Accn No.	Item Status	Add Id	Location	SMD	Item Category	
1041744	Shelf		PTAR KAMPUS PUNCAK PERDANA(PP)	BOOK	RAK TERBUKA (OPEN SHELVES)	

An Online Catalogue Record of an E-Book (Linear Format)

Header	Title Details
ISBN	9781466619135 (eBook)
Main Entry-Personal Name	Tramullas, Jesus
Title Statement	Library Automation and OPAC 2.0: Information Access and Services in the 2.0 Landscape / Jesus Tramullas [electronic resource]
Publication, Distribution, etc.	Hershey, Pa.: Information Science Reference, 2013.
Physical Description	1 online resource (246 pages)
Subject Added Entry-Topical Term	Online library catalogs; Libraries - Automation; Libraries - Information technology
Electronic Location and Access	http://ezaccess.library.uitm.edu.my/login?url=http://services.igi-global.com/resolvedoi/resolve.aspx?doi=10.4018/978-1-4666-1912-8 View fulltext via EzAccess
Document Type	E-Books
Library	UiTM Shah Alam
Record No.	25033

An Online Catalogue Record of an E-Book (AACR2 Format)

	<p>Tramullas, Jesus</p> <p>Library Automation and OPAC 2.0: Information Access and Services in the 2.0 Landscape / Jesus Tramullas. - Hershey, Pa.: Information Science Reference, 2013.</p> <p>1 online resource (246 pages).</p> <p>ISBN : 9781466619135 (eBook).</p> <p>1. Online library catalogs 2. Libraries - Automation 3. Libraries - Information technology.I. Title</p> <p>http://ezaccess.library.uitm.edu.my/login?url=http://services.igi-global.com/resolvedoi/resolve.aspx?doi=10.4018/978-1-4666-1912-8</p> <p>Document Type : E-Books</p> <p>Library : UiTM Shah Alam</p>

An Online Catalogue Record of an E-Book (MARC Format)

Tag	Ind	SubTag	Title Details
020	# #	a	9781466619135 (eBook)
100	1 #	a	Tramullas, Jesus
245	1 #	a	Library Automation and OPAC 2.0: Information Access and Services in the 2.0 Landscape
		c	Jesus Tramullas
		h	[electronic resource]
260	# #	a	Hershey, Pa.
		b	Information Science Reference
		c	2013
300	# #	a	1 online resource (246 pages)
650	#0	a	Online library catalogs
650	#0	a	Libraries
		x	Automation
650	#0	a	Libraries
		x	Information technology
856	40	u	http://ezaccess.library.uitm.edu.my/login?url=http://services.igi-global.com/resolvedoi/resolve.aspx?doi=10.4018/978-1-4666-1912-8
		z	View fulltext via EzAccess
Document Type		E-Books	
Rec No.		25033	
Library		UiTM Shah Alam	

Exercise

Exercise 1

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ISBN	9781337405713 (paperback)
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Carrier Type	volume rdacarrier
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Added Entry-Personal Name	Mattford, Herbert J. author
Document Type	B
Library	UITM Sarawak
Record No.	971516

Fill the table based on the information given in the previous slide.

What type of material is described in this catalog record?

Who is the author?

Who published this item?

What is the date of publication?

Which edition is this publication?

Is it illustrated?

Does it include an index?

What is this publication about?

Exercise 2

Fill the table below based on the information given in the link.

<https://books.google.com.my/books?id=6MI7DwAAQBAJ&printsec=frontcover&dq=emotionally+intelligent&hl=en&sa=X&ved=2ahUKEwjJtM7egN72AhUYDt4KHT7dCsoQ6AF6BAgCEAI#v=onepage&q=emotionally%20intelligent&f=false>

Title	
Authors, editors, compilers, translators, illustrators etc	
Edition (if any)	
Place of publication	
Name of publisher	
Date of publication	
Physical description	
Series (if any)	
Notes	
Numbers (ISBN/ISSN)	

Thank you

