



STANDARD OPERATING PROCEDURE

SOP CODE XLI-008-02	SOP TITLE CATALOGUING PROCEDURE FOR BOOKS, AUDIO-VISUAL MATERIAL AND PRINT DISSERTATIONS
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PART 1

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UNIVERSITY SECRETARY	

PART 4 (To be filled in by OOTS, QSU or RSSD)

<input type="checkbox"/> This procedure has been revised and is no longer valid as from: (Write date)	<input type="checkbox"/> Date of NEXT REVISION is extended until: (Max. 4 years)	<input type="checkbox"/> SOP rendered obsolete on: (Write date)
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1. Reason for revision

- 1.1. SOP updated as per new UM template.
- 1.2. Section 6.1.5 has been updated.

2. Purpose and scope

- 2.1 This procedure aims to portray the process whereby books, audio-visual material and dissertations in print form are catalogued by the staff of the University of Malta Library Cataloguing Department.

3. Definitions

- 3.1 AACR2: Anglo American Cataloguing Rules, Second Edition.
- 3.2 ALMA: The Library Management System (LMS) implemented by the UM Library in July 2017.
- 3.3 Bibliographic record: An entry in a library catalogue (bibliographic index) which represents and describes a specific resource be it published or unpublished. It contains standard data elements, (e.g. creator, title of publication, publication place, date and subject headings), necessary to ensure easy identification and retrieval by the library user. Items entered in the catalogue/HyDi (bibliographic index) are retrievable by a number of access points including: author, title, keyword etc.
- 3.4 Cataloguing: Is the process of creating entries for a catalogue. This usually includes bibliographic description, subject analysis, assignment of classification notation, and activities involved in physically preparing the item to be made readily available for consultation by Library patrons.
- 3.5 Class Mark: A 'class mark' is the technical word for the 'code' which shows the location of the book. It is made up of letters and numbers, each representing the subject and sub-topics of the book. The class mark appears in the bibliographic record, on the book plate (inside the book) and on the spine of the book.
- 3.6 F/I/C/S: Faculty/Institute/Centre/School
- 3.7 Holdings record: This is where the exact location of the item is indicated (i.e. the sub-library, collection and class-mark).
- 3.8 HyDi: Library Discovery and Delivery Portal.
- 3.9 Item information: This is where data about the loan category and material type (book/AV) is indicated.

- 3.10 MARC 21: This is an internationally recognised standardised format for encoding machine-readable records. Formats are defined for five types of data: bibliographic, holdings, authority, classification and community info.
- 3.11 Sub-Libraries: The various libraries that fall under the managerial responsibility of the Main UM Library such as Health Science Library, Junior College Library, Gozo Campus Library, Bighi Library, Valletta Campus Library, Laws and Theology Library, the Faculty of Arts Library and the Cottonera Resource Centre.
- 3.12 UM: University of Malta

4. Responsibilities

4.1 Roles and Responsibilities of the Head of the Cataloguing Department

- 4.1.1 The Head of Department ensures the smooth running of the department, and must make sure that any changes or new workflow processes are communicated effectively to all members of the department and that any new members are trained to the required level of competence.
- 4.1.2 The Head of Department is also responsible for compiling monthly statistics and an annual report.

4.2 Roles and Responsibilities of the Cataloguing staff

- 4.2.1 The members of the Cataloguing Department are responsible for ensuring that all material that enters the department is catalogued and classified according to internationally recognised standards (AACR2 and MARC 21).
- 4.2.2 The Cataloguing Department is responsible for cataloguing items for the following sub-libraries and collections: The Main Library's General collection, Short Loans, A/V, and Fine Arts collections, the Gozo Campus Library, Bighi Library and the Cottonera Resource Centre. Staff at the following sub-libraries and sections are responsible for cataloguing their own books and A/V items: Junior College Library, Health Sciences Library, Faculty of Arts Library, Law Library, the Melitensia section at the Main Library, Archives and Rare Books (Main Library) and the Reference Department (Main Library).
- 4.2.3 The cataloguing team is also responsible for assigning a spine label with the class-mark which is affixed to the spine of each item, and for liaising with the Head of Reading Halls to shelve the finished books with the rest of the Library collection.

5. Health and Safety requirements

- 5.1. N/A

6. Procedure

6.1 Books and Audio-Visual material received from the Acquisitions Department

6.1.1 Books/audio-visual material that has been processed by the Acquisitions Department is transferred to the Cataloguing Department by members of the Acquisitions team. This happens whenever a substantial amount of material has accumulated (around 40-60 items).

6.1.2 The cataloguing process then takes one of two routes depending on whether the staff at the Acquisitions Department has downloaded a full bibliographic record for the book/audio-visual item from an external database or whether they have created the record themselves in brief form.

6.1.3 *Editing full bibliographic records*

6.1.3.1 A bibliographic record can be downloaded in full from an external database. These details are usually acquired from the Library of Congress: <https://catalog.loc.gov/vwebv/searchKeyword> If a full bibliographic record has been downloaded by the Acquisitions Department the cataloguing procedure involves editing the bibliographic record to make sure it is consistent with other records in the UM Library catalogue.

6.1.3.2 Staff within the Cataloguing Department can edit a bibliographic record by inputting the barcode found on the book/audio-visual material into ALMA. Once this is done the book's bibliographic record is available (Appendix 1). The editing process then involves changing any information in the record that needs altering (for example in the case of law books changing a Library of Congress class mark to Moys) whilst removing the unnecessary information (such as book price and type of paper on which the book has been printed).

6.1.3.3 All the information that is included in the bibliographic record is automatically transferred onto HyDi which is accessible to all the Library users (Appendix 2).

6.1.4 *Editing brief records*

6.1.4.1 If the Acquisitions Department only formulated a brief record (one consisting only of title and creator), then the cataloguing procedure involves enhancing the record with full bibliographic details. The brief record is accessed by inputting the item's barcode number. To enhance the brief record the cataloguing staff must supply all the necessary book

or audio-visual information from the item in hand. This information includes the full title and subtitle, the authors or editors, publisher and publication date, number of pages, series title, subject headings and class mark.

6.1.4.2 Once a bibliographic record for a book/audio-visual has been edited or enhanced, the Holdings records section is checked by the Cataloguing Department and saved. Following this the Cataloguing staff would then complete the section concerning the Items information (Appendix 3).

6.1.4.3 The Holdings record and the Items information section include information on the exact location of the book/audio-visual material within the library and details on the item's loan policy.

6.1.5 *The Finishing Process*

6.1.5.1 Once the bibliographic, holdings and items details have all been checked and edited, the book/audio-visual material is then ready for 'finishing'. Finishing involves printing out a spine label with the class-mark which is then affixed to the spine of the book/audio visual respectively.

6.1.5.2 The item is then placed on a shelf within the Cataloguing Department. When a significant number of items have accumulated (around 40-60 items) these are manually counted and noted down by the Head of Department for the monthly statistics.

6.1.5.3 The Head of Department liaises with the Head of Reading Halls to assign staff members to pick the finished books from the Cataloguing Department and shelve them in their assigned location according to class mark.

6.2 **Print dissertations (received directly by the Cataloguing Department)**

6.2.1 The Cataloguing Department receives print dissertations directly from the respective F/I/C/S.

6.2.2 The cataloguing procedure for print dissertations involves creating a bibliographic record from the beginning (as these records are not downloadable from any external databases). A blank record is selected on ALMA (Appendix 4).

6.2.3 All the necessary information concerning the print dissertation is inputted in the Bibliographic record. Details concerning the Holdings and Items information are then included by the Cataloguing Department. Once this is completed the inputted

information is then automatically transferred to HyDi and becomes accessible to all the Library users.

6.2.4 Since no spine labels are printed for dissertations, once the bibliographic record together with the Holdings and Items information have been created the dissertation is transferred directly to the Melitensia Department.

6.2.5 Before being taken to the Melitensia the number of dissertations are counted and noted down by the Head of the Cataloguing Department for the monthly statistics.

6.2.6 E-Dissertations are being passed to the UM Library in electronic format and are then uploaded on OAR (Open Access Repository) by another team.

7. References

7.1. Library of Congress Online Catalogue, 2017, [Online], Available at <https://catalog.loc.gov/vwebv/searchKeyword> [Accessed 10 June 2020].

8. List of appendices/worksheets

7.1 Appendix 1: ALMA Bibliographic Record

7.2 Appendix 2: HyDi Record

7.3 Appendix 3: ALMA Items Record

7.4 Appendix 4: Blank ALMA Record

Appendix 1: ALMA Bibliographic Record

The screenshot displays the Alma MD Editor interface. The top navigation bar includes 'ExLibris', 'Alma', and menu items for 'Acquisitions', 'Resources', 'Fulfillment', 'Admin', and 'Analytics'. Below this, there are tabs for 'Physical titles' and 'Keywords', along with search and 'Advanced' options. The main area is titled 'MD Editor' and contains a 'Records' sidebar with various templates like 'Dublin Core', 'MARC21 Bibliographic', and 'German Classification Method'. The central workspace shows a 'Bibliographic' record for 'Working on - Hell-fire clubs : a (993576218603956)'. The record details include an LDR field with the value '00482nam##2200169#a#4500' and a list of fields such as 001, 005, 008, 020, 040, 050, 100, 245, 260, 300, 650, and 651, each with its corresponding value.

Field	Value
LDR	00482nam##2200169#a#4500
001	993576218603956
005	20200603104157.0
008	200206s2001####enka#####r#####001#0#eng#d
020	\$\$a 9780750924023
040	\$\$a UOM
050 0 4	\$\$a DA485 \$\$b .A76
100 1	\$\$a Ashe, Geoffrey
245 1 0	\$\$a Hell-fire clubs : \$\$b a history of anti-morality / \$\$c Geoffrey Ashe
260	\$\$b Sutton, \$\$c 2001
300	\$\$a vi, 250 p.
650 0	\$\$a Secret societies \$\$z England \$\$x History.
651 0	\$\$a England \$\$x Social life and customs

Appendix 2: HyDi Record

The screenshot shows a library catalog record for a book. At the top left is the logo for L-Università ta' Malta. The navigation bar includes links for NEW SEARCH, E-JOURNAL SEARCH, FIND DATABASES, HELP, and BROWSE. A search bar contains the text "Search anything" and has a "Print Resources" dropdown, a microphone icon, and a magnifying glass icon. To the right of the search bar is an "ADVANCED SEARCH" link. Below the search bar is a "BACK TO RESULTS LIST" link. The main content area features a book cover for "Hell-fire clubs : a history of anti-morality" by Geoffrey Ashe, 2001. Below the cover is a "TOP" link, a "SEND TO" section with a "Send to" input field, and a "DETAILS" section. The "SEND TO" section includes icons for EXPORT BIBTEX, EXPORT RIS, REWORKS, ENONOTE, EASYBIB, CITATION, PERMALINK, and PRINT. The "DETAILS" section includes an "E-MAIL" icon and a "Details" section with the following information:

Details	
Title	Hell-fire clubs : a history of anti-morality
Author	Geoffrey Ashe >
Publisher	Sutton
Creation Date	2001
Format	vi, 250 p..
Identifier	ISBN : 9780750924023

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Appendix 3: ALMA Items Record



Hell-fire clubs : a history of anti-morality / Geoffrey Ashe Ashe, Geoffrey Sutton, 2001 [9780750924023] i v

Holdings	Main Library: General; DA485 .A76		View all holdings
Holdings ID	2259182270003956		View all items
Barcode	502167	Item ID	2359182260003956
Process type	-	MMS ID	993576218603956
		Status	Item in place
			Browse shelf lis...

General

ENUM/CHRON

Notes

History

General Information v

Barcode 502167	Copy ID -
Material type Book	Item policy Regular loan
Provenance Purchase	Is magnetic No
PO Line POL-6839	Issue date -
Receiving date 17/03/2020	Expected receiving date 06/05/2020

Appendix 4: Blank ALMA Record

The screenshot displays the Alma MD Editor interface. At the top, there is a navigation bar with 'ExLibris' and 'Alma' logos, and a menu with 'Acquisitions', 'Resources', 'Fulfillment', 'Admin', and 'Analytics'. Below this, there are tabs for 'Physical titles' and 'Keywords'. The main area is titled 'MD Editor' and contains a toolbar with 'File', 'Edit', and 'Tools' menus, along with various icons for actions like save, search, and delete. A notification banner at the top of the editor area states: 'You have 1 error(s) on your record - 8:21:03 AM. - Draft auto-saved at 8:21:03 AM.' Below the notification, the record type is 'Bibliographic' and the title is 'Working on - No Title (993596220303956)'. The record content is displayed in a table-like format with fields and their values:

LDR	#####nam#a22#####u#4500
008	#####s2013#####xx#####r#####000#0#eng#d
020	\$\$a
040	\$\$a
050 0 0	\$\$a
100 1	\$\$a \$\$b \$\$c \$\$d
240 1 0	\$\$a
245 1 0	\$\$a \$\$b \$\$c \$\$h
260	\$\$a \$\$b \$\$c
300	\$\$a
490 0	\$\$a \$\$v
500	\$\$a
650 0	\$\$a
651 0	\$\$a \$\$x
700 1	\$\$a \$\$b \$\$c \$\$d
710 1	\$\$a \$\$b

On the left side, there is a 'Records' sidebar with a list of templates including 'Dublin Core', 'MARC21 Bibliographic', 'German Classification Method', 'Library of Congress Subject Head', 'Library of Congress name authorit', 'U.S. National Library of Medicine,', and 'MARC21 Holdings'.