

## **1. PURPOSE AND SCOPE**

1.1 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.

## **2. DEFINITIONS**

- 2.1 AACR2: Anglo American Cataloguing Rules, Second Edition.
- 2.2 ALMA: The Library Management System (LMS) implemented by the UM Library in July 2017.
- 2.2 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in a library catalogue (bibliographic index) which represents and describes a specific resource be it published or unpublished.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.
- 2.3 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.
- 2.4 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 on the book plate (inside the book) and on the spine of the book.
- 2.5 F/I/C/S: Faculty/Institute/Centre/School
- 2.6 Holdings record: This is where the exact location of the item is indicated (i.e. the sub-library, collection and class-mark).
- 2.7 HyDi: Library Discovery and Delivery Portal.
- 2.8 Item information: This is where data about the loan category and material type (book/AV) is indicated.

- 2.9 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.
- 2.10 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.
- 2.11 UM: University of Malta

### **3. RESPONSIBILITIES**

#### **3.1 Roles and Responsibilities of the Head of the Cataloguing Department**

- 3.1.1 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.
- 3.1.2 The Head of Department is also responsible for compiling monthly statistics and an annual report.

#### **3.2 Roles and Responsibilities of the Cataloguing staff**

- 3.2.1 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).
- 3.2.2 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).
- 3.2.3 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 transferring the processed books to the recent accessions shelves in the Reference Department.

#### 4. HEALTH AND SAFETY REQUIREMENTS

4.1 N/A

#### 5. PROCEDURE

##### 5.1 Books and Audio-Visual material received from the Acquisitions Department

5.1.1 Books/Audio-Visual material that have been processed by the Acquisitions Department are 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).

5.1.2 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.

##### 5.1.3 *Editing full bibliographic records*

5.1.3.1 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/searchBrowse>. 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.

5.1.3.2 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).

5.1.3.3 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).

*5.1.4 Editing brief records*

- 5.1.4.1 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.
- 5.1.4.2 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).
- 5.1.4.3 The Holdings record and the Items information section include information on the exact location of the book/audio within the library and whether this item's loan category.

*5.1.5 The Finishing Process*

- 5.1.5.1 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.
- 5.1.5.2 The item is then placed on a shelf within the Cataloguing Department. When a substantial number of items have accumulated (approx. 100) these are manually counted and noted down by the Head of Department for the monthly statistics.
- 5.1.5.3 The books are then transferred to the Recent Accession shelves, in the Reference Department within the Main Library, where they can be consulted or reserved by Library users. After two weeks on display in this section they are transferred by the Cataloguing Department and taken to the Circulation Desk. The staff at the Circulation Desk are responsible for separating the books depending on whether Library users have already placed their loan requests. Those books that have not been requested by the Library users are shelved in the required order according to class mark.

## **5.2 Print dissertations (received directly by the Cataloguing Department)**

- 5.2.1 The Cataloguing Department receives print dissertations directly from the respective F/I/C/S.
- 5.2.2 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).
- 5.2.3 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.
- 5.2.4 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.
- 5.2.5 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.
- 5.2.6 E-Dissertations are being passed to the UM Library as a digital copy and are then transferred to OAR (Open Access Repository) by another team.

## **6. REFERENCES**

- 6.1 Library of Congress Online Catalogue, 2017, [Online], Available at <https://catalog.loc.gov/vwebv/searchBrowse> [Accessed 16<sup>th</sup> October 2017].

## **7. 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. At the top, there is a navigation bar with 'ExLibris Alma', search fields, and utility buttons like 'Tasks', 'Analytics', and 'New UI Preview'. Below this is a 'Records' sidebar with a tree view containing categories like 'MARC21 Bibliographic', 'Library of Congress Subject Headings', and 'U.S. National Library of Medicine'. The main workspace shows a MARC21 record for 'Transformations of musical modernism / \$c edited by Erling E. Guldbrandsen and Julian Johnson.' The record is displayed in a table-like format with fields such as LDR, 001, 005, 008, 020, 040, 050, 245, 260, 300, 650, and 700. The 245 field contains the title and editors. The 650 and 700 fields contain subject terms and author information. At the bottom, there are tabs for 'Info', 'Alerts', and 'Linked Data', and a 'Rules' section is partially visible.

Field	Value
LDR	00637cam##22001938a#4500
001	990003434250203956
005	20170810095441.0
008	150528s2015###enkg###rb###001#0#eng#d
020	\$\$a 9781107127210
040	\$\$d UOM
050	0 0 \$\$a ML197 \$\$b .T73
245	0 0 \$\$a Transformations of musical modernism / \$\$c edited by Erling E. Guldbrandsen and Julian Johnson.
260	\$\$b Cambridge U.P., \$\$c 2015.
300	\$\$a xvi, 351 p.
650	1 0 \$\$a Modernism (Music)
650	1 0 \$\$a Music \$\$y 20th century \$\$x History and criticism.
650	1 0 \$\$a Music \$\$y 21st century \$\$x History and criticism.
700	1 \$\$a Guldbrandsen, Erling E., \$\$e editor
700	1 \$\$a Johnson, Julian, \$\$e editor

SOP NUMBER  
XLI-OP-008-01

SOP TITLE  
CATALOGUING PROCEDURE FOR BOOKS, AUDIO-VISUAL MATERIAL AND  
PRINT DISSERTATIONS

Appendix 2: HyDi Record

The screenshot shows a library catalog record for the book "Transformations of musical modernism". The record is displayed on a web interface with a dark blue header and a light grey main area. On the left, there is a vertical sidebar with a white 'X' icon. The main content area includes a book cover thumbnail, the title "Transformations of musical modernism", and the editors "Erling E. Guldbrandsen editor; Julian Johnson editor 2015". Below the title, there is a "Send to" field and a row of icons for various export and sharing options: EXPORT BIBTEX, EXPORT RIS, REFWORKS, ENDNOTE, EASYBIB, CITATION, PERMALINK, PRINT, and E-MAIL. The "DETAILS" section lists the following information: Title: Transformations of musical modernism; Shelfmark: ML197.T73; Author: Erling E. Guldbrandsen editor > Julian Johnson editor >; Subjects: Modernism (Music) > Music -- 20th century -- History and criticism > Music -- 21st century -- History and criticism >; Publisher: Cambridge U.P.; Creation Date: 2015; Format: xvi, 351 p..; Identifier: ISBN 9781107127210. At the bottom, there is a "Get It" section with a yellow button that says "Sign-in for more options" and a "Sign in" link.

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BOOK  
**Transformations of musical modernism**  
Erling E. Guldbrandsen editor; Julian Johnson editor 2015  
Available at Main Library General (ML197.T73) >

TOP

SEND TO

DETAILS

GET IT

VIRTUAL BROWSE

Details

Title [Transformations of musical modernism](#)

Shelfmark ML197.T73

Author Erling E. Guldbrandsen editor >  
Julian Johnson editor >

Subjects [Modernism \(Music\)](#) >  
[Music -- 20th century -- History and criticism](#) >  
[Music -- 21st century -- History and criticism](#) >

Publisher Cambridge U.P.

Creation Date 2015

Format xvi, 351 p..

Identifier ISBN 9781107127210

Get It

Sign-in for more options [Sign in](#)

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Appendix 3: ALMA Items Record

The screenshot displays the Alma Physical Item Editor interface. At the top, the browser address bar shows the URL: <https://um.alma.exlibrisgroup.com/mng/action/home.do?mode=ajax>. The page header includes the ExLibris logo, the Alma logo, and navigation links for Tasks, Analytics, and Currently at: None. A 'New UI Preview' button is visible in the top right corner, along with a Help link and the user name Cuschieri, Matth... A 'Cancel' button is located in the top right of the main content area.

The main content area is titled 'Physical Item Editor' and contains the following information:

- Resource description:** [Transformations of musical modernism / Cambridge UP 2015. \[9781107127210\]](#)
- Main Library:** [General ML197.T73](#)
- Barcode:** 470941
- Holdings ID:** 2223261370003956
- Item ID:** 2323261360003956
- Status:** Item in place
- Process type:** -

Below this information are several tabs: General Information, ENUM/CHRON Information, Notes, and History. The 'General Information' tab is active and displays the following details:

Barcode	470941	Copy ID	-
Material type	Book	Item policy	Regular loan
Provenance	Donation	Is magnetic	No
PO Line	28837	Issue date	-
Receiving date	09/06/2017	Expected receiving date	-
Enumeration A	-	Enumeration B	-
Chronology I	-	Chronology J	-
Description	-		
Pages	-	Pieces	-
Replacement cost	-	Receiving operator	import
Process type	-		

Below the General Information tab are three expandable sections:

- Inventory Number Information:** Inventory number - , Inventory date - , Inventory price 89.01
- Location Information:** Permanent library Main Library, Permanent location General, Alternative call number type - , Alternative call number - , Source (Subfield 2) - , Storage location ID -
- Temporary Location Information:** Item is in temporary location No, Temporary library - , Temporary location - , Temporary call number type - , Temporary call number - , Source (Subfield 2) - , Due back date - , Temporary item policy -

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CATALOGUING PROCEDURE FOR BOOKS, AUDIO-VISUAL MATERIAL AND  
PRINT DISSERTATIONS

Appendix 4: Blank ALMA Record

The screenshot displays the ExLibris Alma MD Editor interface. The browser address bar shows the URL: <https://um.alma.exlibrisgroup.com/mng/action/home.do?mode=ajax>. The interface includes a top navigation bar with 'Tasks', 'Analytics', and 'Currently at: None'. A 'New UI Preview' button is visible. The main workspace is titled 'MD Editor' and contains a table of MARC fields. A left-hand sidebar lists various templates and records, including 'MARC21 Bibliographic' and 'The glowing hou... (9900031)'. The main table contains the following data:

Field Number	Subfield	Value
LDR		#####nam#a22#####u#4500
008		#####s2013###xc#####000#0#eng#d
020		\$\$a
035		\$\$a (OCoLC)
040		\$\$a
041	0	\$\$a
050	0 0	\$\$a
100	1	\$\$a \$\$b \$\$c \$\$d
240	1 0	\$\$a
245	1 0	\$\$a \$\$b \$\$c \$\$h
246	1 1	\$\$a \$\$b
250		\$\$a \$\$b
260		\$\$a \$\$b \$\$c
300		\$\$a
490	0	\$\$a \$\$v
500		\$\$a
502		\$\$a
505	0	\$\$a
650	0	\$\$a
650	0	\$\$a
651	0	\$\$a \$\$x
700	1	\$\$a \$\$b \$\$c \$\$d
710	1	\$\$a \$\$b
710	2	\$\$a \$\$b

At the bottom of the interface, there are tabs for 'Info', 'Alerts', and 'Linked Data', and a link to 'Display in a new window'. The footer indicates '© Ex Libris, a ProQuest Company, 2017'.